

Using PST File E-Mail Storage

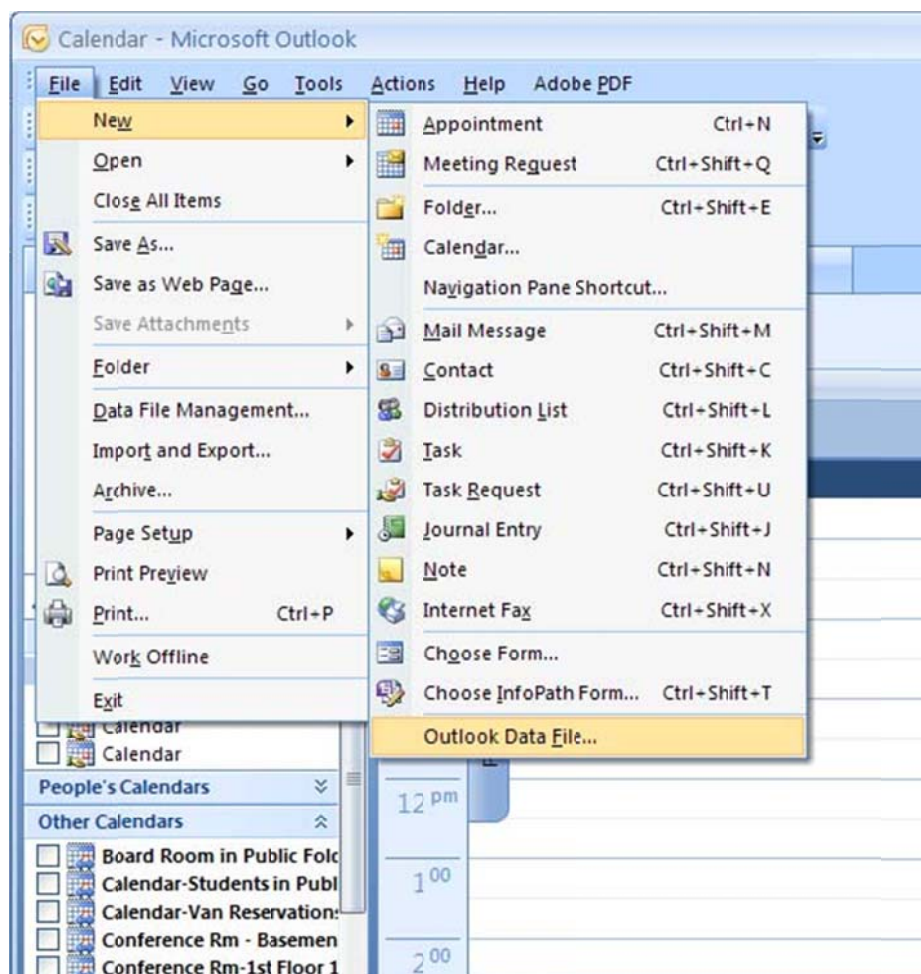
Space within GTRC's Microsoft Exchange server is limited. Currently each user is allocated 100 Mb for on-line, in your mailbox, storage. Most users, however, need more space than that, and the use of PST files as "storage containers" for organizing e-mail messages addresses that need. For archiving purposes, these files may be backed up on a CD, DVD or any other form of media storage.

When working with PST files it is also important to keep in mind that they have a maximum size limit of 2Gb. GTRC/OSP's IT group recommends that these files be kept around 1.5Gb. It is important to understand that getting close to the 2Gb ceiling on these files increases the risk of the file being corrupted. Going over the 2Gb limit pretty much guarantees it.

PST files, while they can contain many folders with many messages are, in fact, a single file and may only be backed up as such. Individual messages or folders within a given PST file may not be backed up individually.

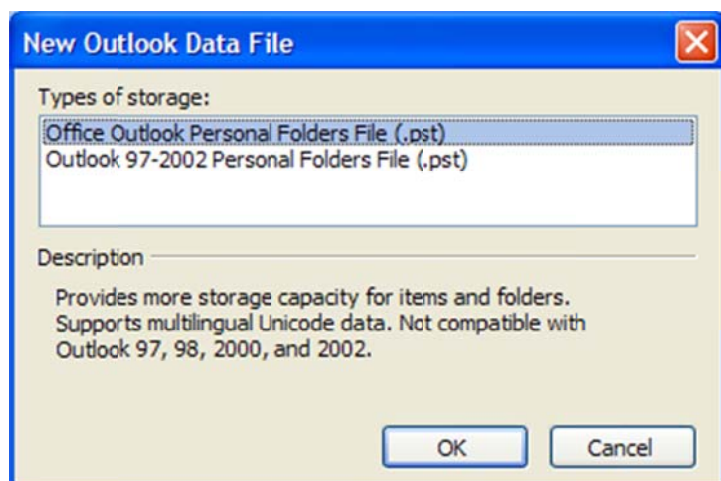
Creating a New PST File

To create a PST file, begin by, from within Outlook, selecting **File >> New >> Outlook Data File** as shown below.

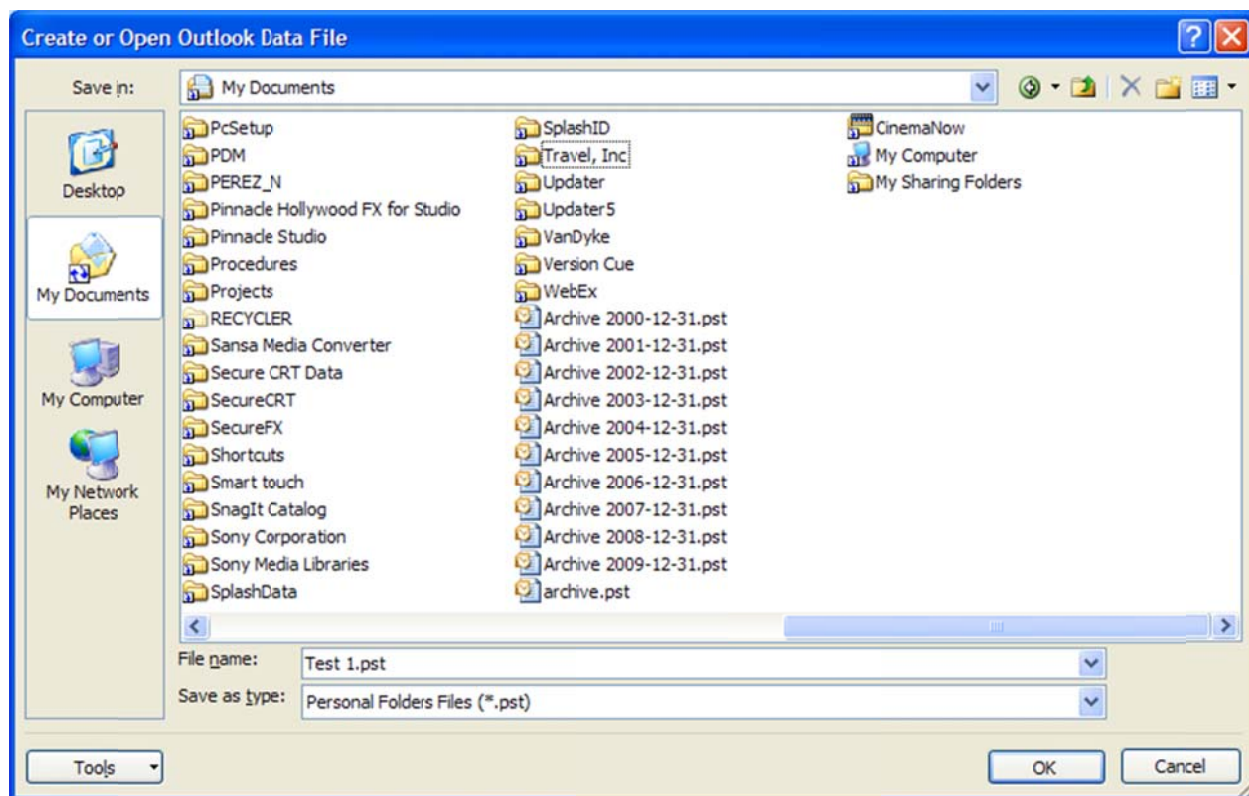


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Doing so will display the following choices:



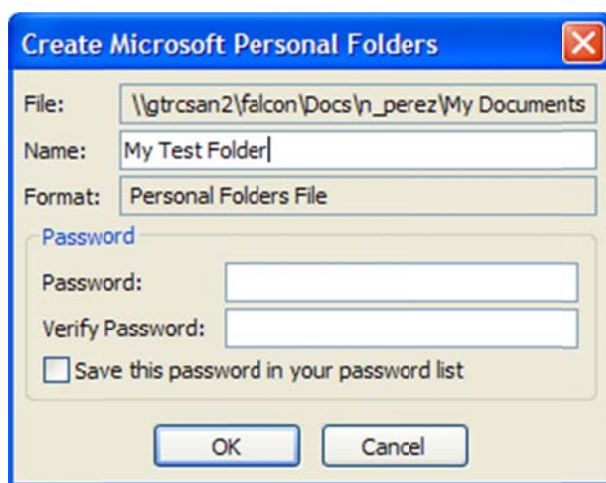
Making sure that **Office Outlook Personal Folders File (.pst)** is highlighted, select [OK]. Next the location and name of the file must be determined.



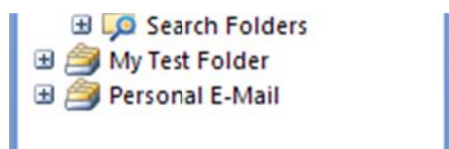
On this screen make sure that the **Save in:** location at the top is within the **My Documents** folder. The contents of My Documents are backed up nightly. If the file is stored anywhere else it will not be backed up unless you were to do it yourself. At the File name: prompt enter a name for the file. This name will apply only to its location outside of Outlook. The name within Outlook will be different and is assigned

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later. Once a suitable folder location and name have been entered, pick the [OK] button which will then display the following form asking for additional information for the new file within Outlook.



Notice that in the screen above the file location is set within My Documents and that the **Name:** given, **My Test Folder**, is different than the name given to the actual file, **Test1.pst**, as saved on the hard drive. This is an alias that Outlook uses while you have the file open. Optionally a password may be attached to the file. No password was entered for the benefit of this example.



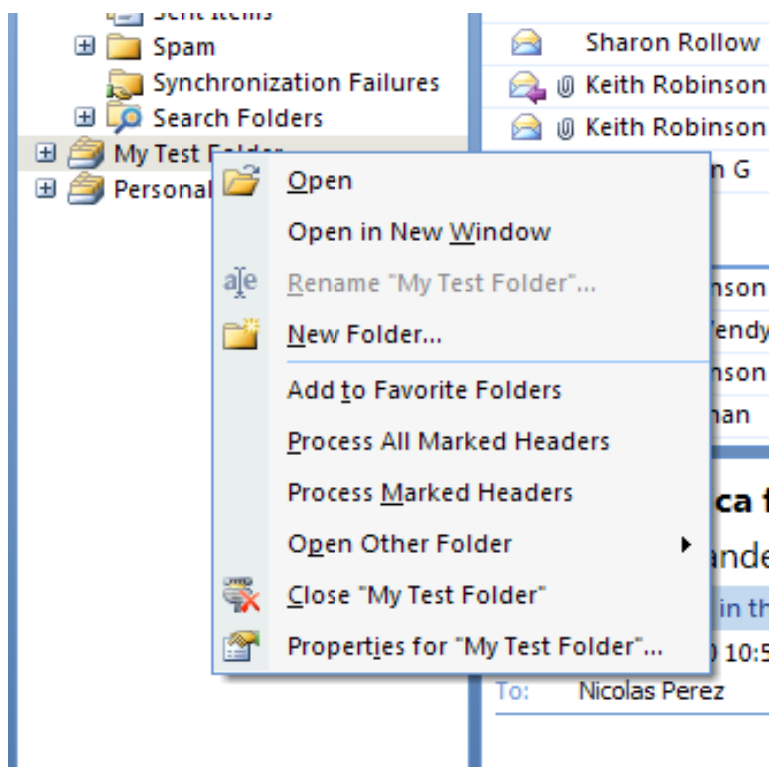
Notice in the figure above that the folder appears alongside the **Personal E-Mail** folder on the folder list along the left side of Outlook in alphabetical order and is now available to be used to store messages from within Outlook. Folders can be created the same as in your Personal E-Mail folder and messages can be dragged and dropped either directly into **My Test Folder** or into a folder created within it.

Checking the Size of a PST file

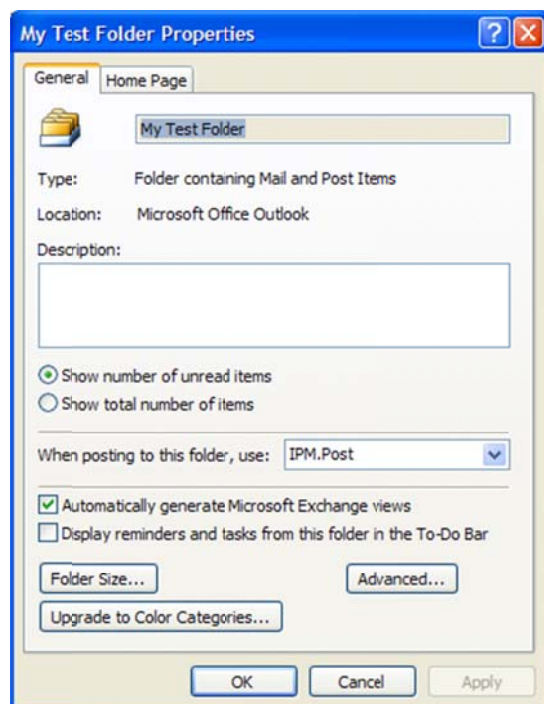
It is important to note that, as stated at the beginning of this document, the size of a PST file should never grow beyond 2Gb, and that it's preferable and safer to keep the size between 1.5Gb and the 2.0Gb limit.

The size of a folder/PST file such as **My Test Folder** may be checked by right clicking on the folder which will bring up the following menu:

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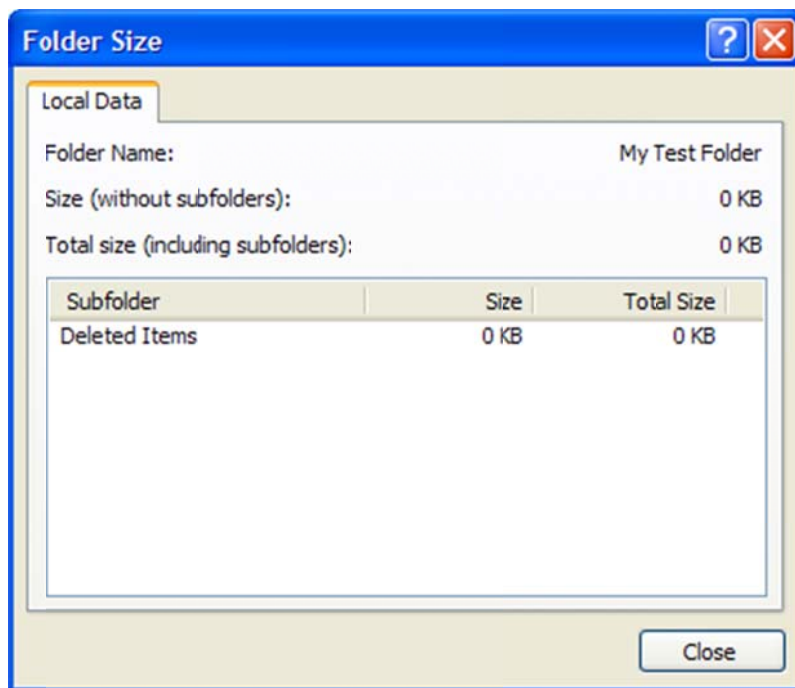


From this menu select **Properties for "name of the folder"**, where the name of the folder in this example is **My Test Folder**. The properties menu will then display:



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Here, click on the **[Folder Size]** button, displaying the folder size menu:



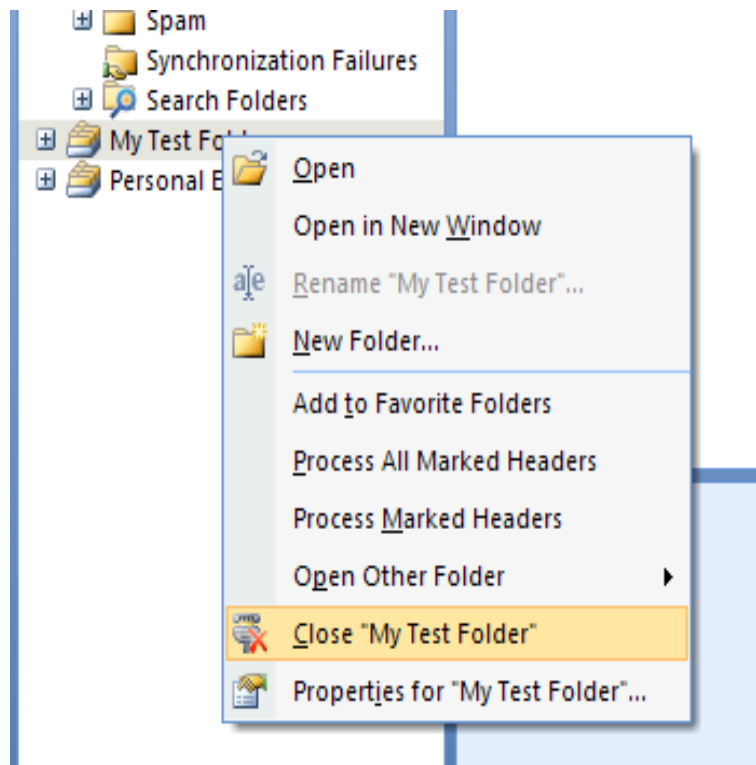
The size in this example is obviously **0KB** since we have not yet stored anything within the folder/PST file.

Backing up PST Files to CD or DVD

Once a PST file is considered an archive of old messages and there are no further plans to add to it, it should be backed up to another form of media such as a CD, DVD, jump drive, external hard drive, etc. For our purposes in this document we will be assuming that the file will be backed up on a CD or DVD. The advantage to backing up PST's on a DVD as opposed to a jump drive or another form of media is that once a CD or DVD is burned its contents cannot be changed or deleted, so it will prevent the user from accidentally modifying its contents in any way. For reference purposes PST files may be copied from a CD or DVD to the user's hard drive so that they can be added to Outlook. Outlook will not let you open a PST file located on a CD or DVD. The reason for this is that in order to open a PST file, it must be able to be written to.

Once you have identified the files you wish to burn to your CD/DVD you will need to Close the folder within Outlook. This is done by right clicking the on the folder's name which will display the following menu.

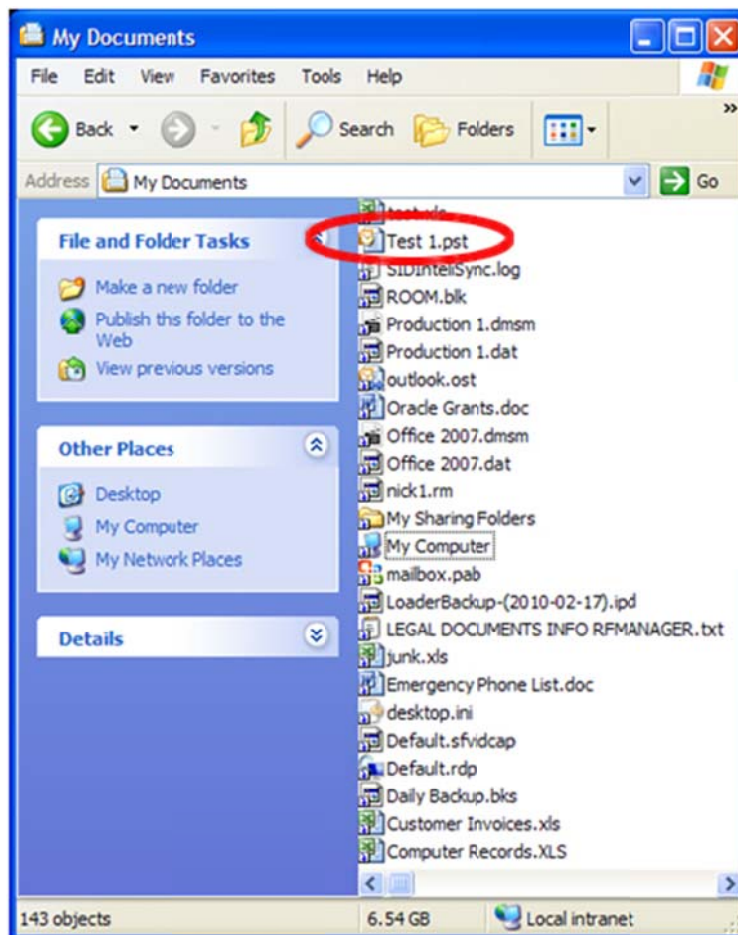
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Here, select the **Close " name of the folder"**, menu option and the folder will close and disappear from the list of folders on the left hand side of Outlook. Obviously, in our example, the name of the folder is **My Test Folder**. Outlook must then be closed before proceeding.

Next you will want to find and identify from within the **My Documents** directory, the PST file(s) you would like to burn to CD/DVD. The **Test 1.pst** file has been outlined in red for ease of reference.

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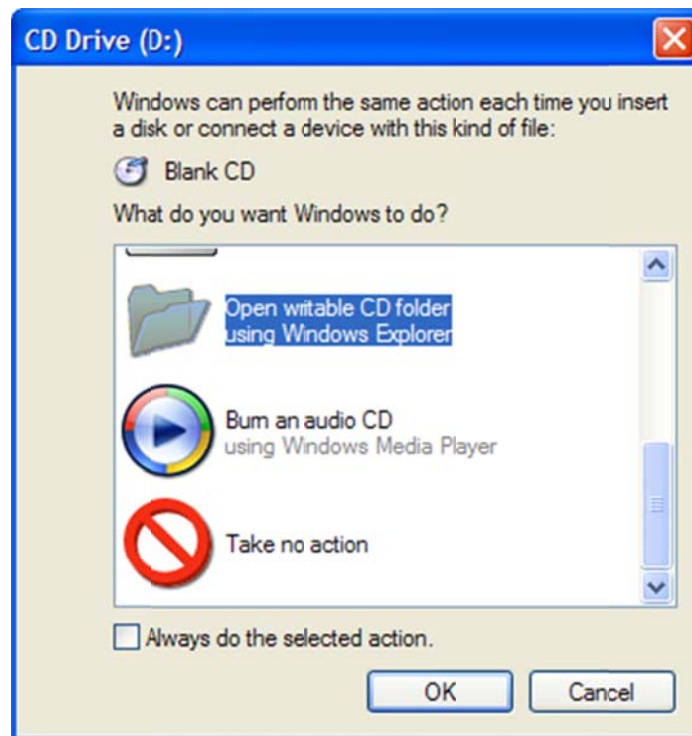


At this point all that is left is burning the PST file onto a CD/DVD . If the PST file is over 640MB's you will need to use a DVD, provided your machine has a DVD burner. All GTRC/OSP computers will have a drive that at minimum will write to CD's . To burn the PST file unto a CD/DVD you may use whichever CD/DVD burning program is loaded on your PC, or the built in Windows CD/DVD burning software. If you need help identifying and using such a program, please send a request to the IT *helpdesk* and we will help you with the process.

For the purposes of this document, we will assume the use of Windows' native CD/DVD burning software.

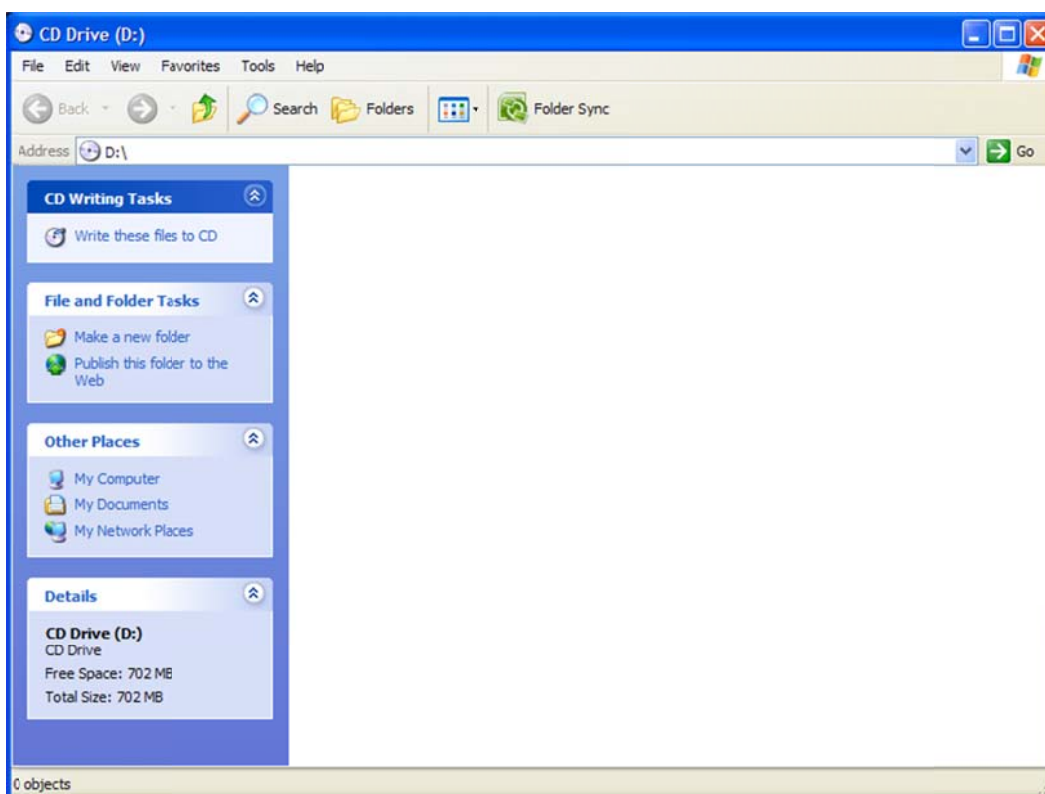
Begin by inserting a blank CD or DVD into your CD/DVD burner. Doing so will call up the following selection menu:

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Select the ***Open writable CD folder using Windows Explorer*** from the list of options.

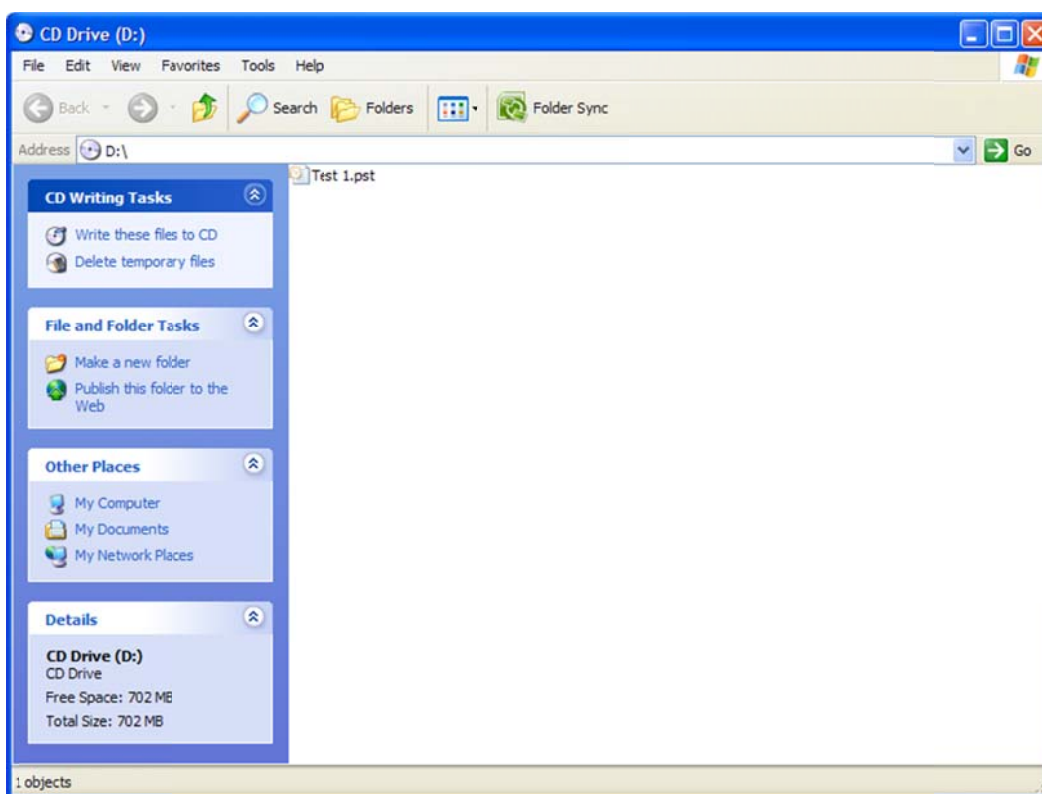
Doing so will open what appears to be a normal Windows file folder:



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Notice that in the top left hand margin there is an option named Write these files to CD. This lets a user know that the CD/DVD is available for writing. If this option does not show in the window, then the CD/DVD in the drive cannot be written to. This might be from the disk having already been written to, your drive does not support the type of disk you have inserted, etc.

Drag the selected PST file(s) unto the folder, the same as you would do if you were copying a file from one folder to another.

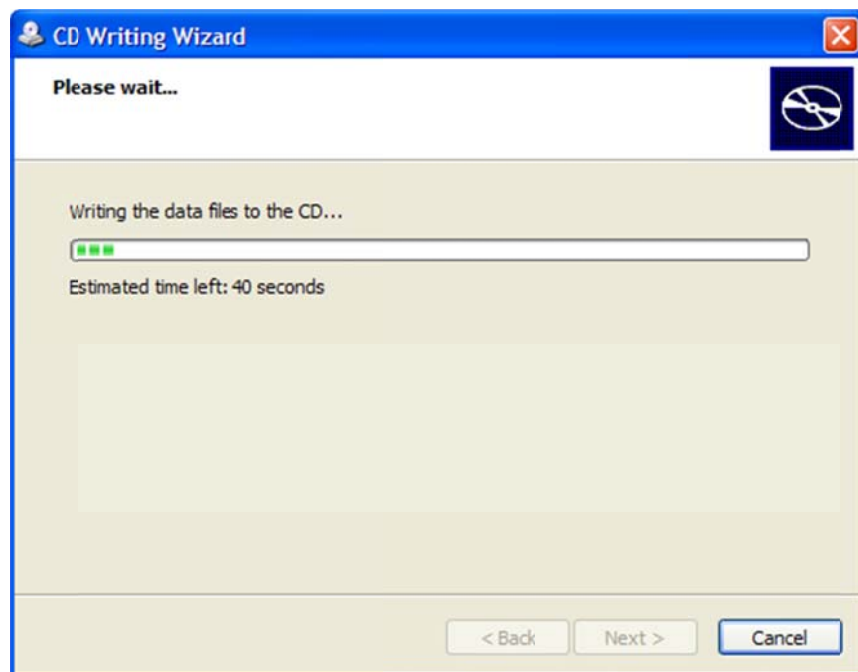


Once the folder contains all the files to be written to the CD/DVD, pick the **Write these files to CD** menu option. Doing so will call up the Windows CD writing wizard. If you wish, the name of the CD/DVD may be changed. For the purposes of this document I changed the name to **Nick's PST's**, though the name doesn't matter. The default CD name, which is the current date, may be used just the same.

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When ready to begin burning the CD/DVD, pick the **[Next]** button on the window. The window below will come up providing information on the burning of the CD/DVD.



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After the burning process is complete, the finished CD/DVD will eject.

Once the PST file has been successfully burned to disk it may be deleted from the ***My Documents*** folder, Outlook may be re-opened and work may resume.

Note: A PST file may not be opened directly from the CD/DVD disk where it has been archived. In order to retrieve data from a PST file it must be copied back to your computer somewhere on the C: drive and opened from Outlook. Once done with the file, it should be closed from Outlook unless you have a need to continue referring to it. Be careful when leaving a PST file loaded in Outlook. Doing so may become confusing. It is easy to accidentally move messages into such a file, which would defeat the purpose of archiving PST files to begin with.