



Personal folders in Outlook for the Mac are stored on your local hard drive. Email stored in these folders are not on the Exchange server. Email stored in personal folders should be backed up on a regular basis.

- 1) In the Outlook menu select **Preferences**
- 2) Click **General**
- 3) Uncheck the Hide on My Computer folders box
- 4) Click the arrow next to "Inbox" on the folder list
- 5) Right-click the new folder "On My Computer" and select **New Folder**. This will create a folder for storing mail on your hard drive.

You can import Personal Folders from Outlook for Windows or Mac.

- 1) In Outlook select **File** from the top menu and click **Import**
- 2) Click **Outlook Data File** and then click the **right arrow**
- 3) Select either Outlook for Mac or Outlook for Windows and click the **right arrow**
- 4) Navigate to where your file is located
- 5) Click **Import**