



Create Personal Folders in Outlook 2010 - Windows

- 1) Click **New Items** from the Outlook menu
- 2) Click **More Items**
- 3) Click **Outlook Data File**
- 4) Select the destination to save the file to (usually a folder on your N:\ drive)
- 5) Enter a name for the file and click **Ok**
- 6) The folder you created will be at the bottom of your folder list. Click the arrow to expand the folder.