

# How to create a personal store on your computer

|   |  |
|---|--|
|   | <p>In Outlook 2010 (example shown)</p> <p>Click File<br/>Then Account Settings</p> <p>The Account Settings – Yep again</p> <p>In Outlook 2007</p> <p>Click Tools, then Account Settings</p>            |
|   | <p>Click Add on the Data Files tab</p>   |
|   | <p>Enter a file name for the pst</p> <p>Name it something like:</p> <p>My Local Email Archive<br/>or Year 2011 email Archive</p> <p>So you don't forget why you made it!</p> <p>Click OK to create</p> |
| <p>That's all there is to it. The pst will now show up in your Outlook looking like any other folder.</p> <p>Anything you place in it will be stored on your local computer and will be only accessible on your local computer.</p> |  |