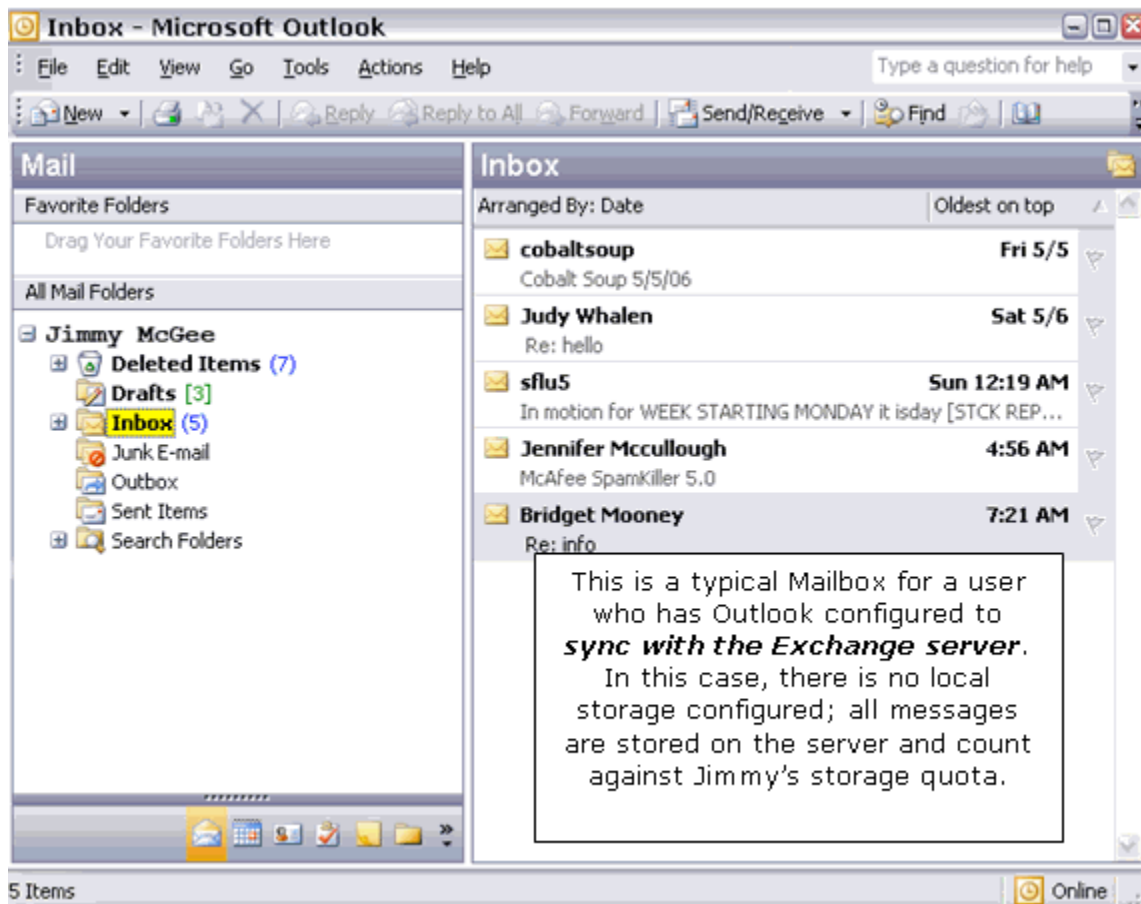


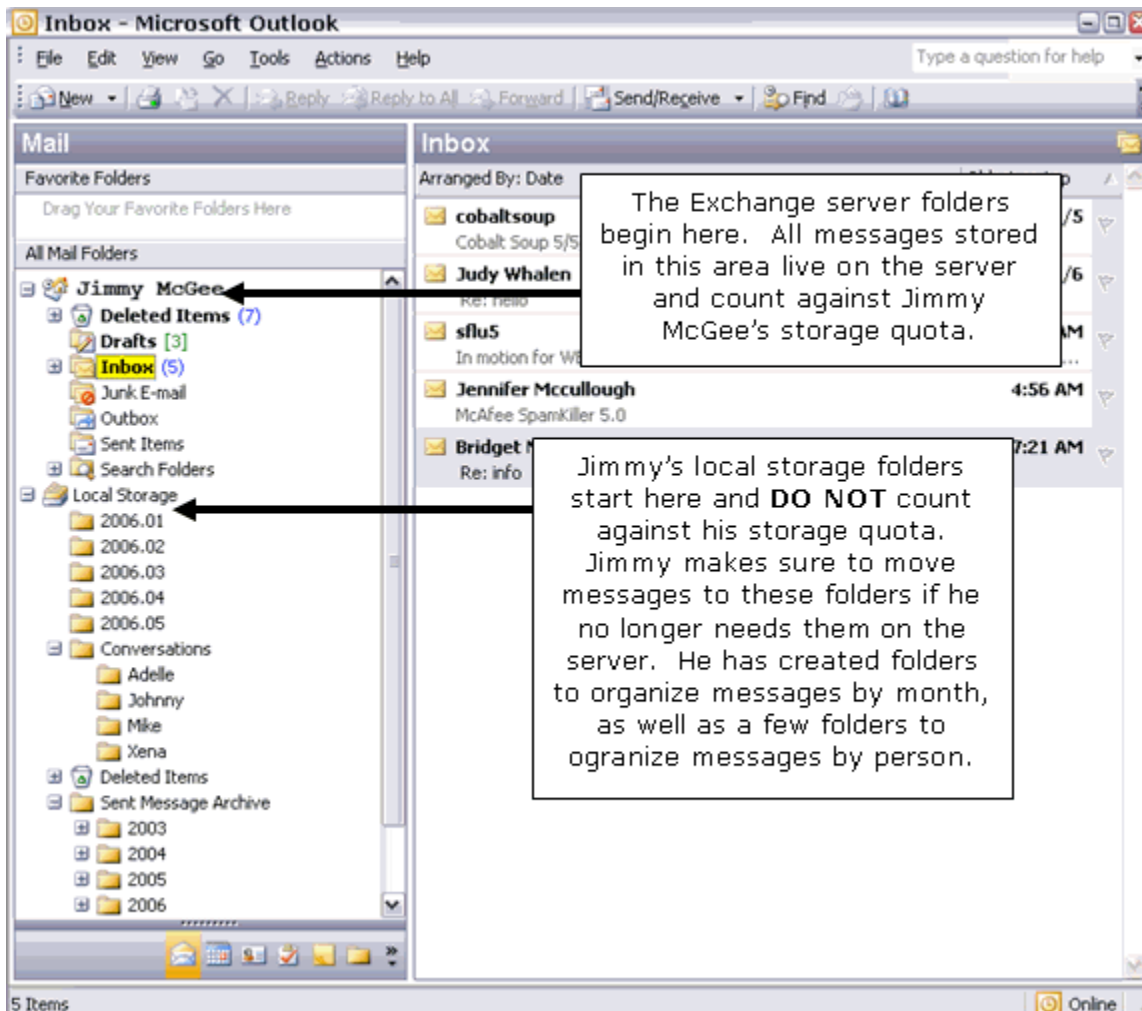
Creating Local Storage for Exchange Email Users

For users who need to keep some email on the exchange server, this document will show you how to create a storage area on your local computer using Microsoft Outlook. This will allow users to quickly move email from the server to the local hard drive so that they can remain within the email quota limit (email messages you store on your local machine do not count against your storage quotas). By using this local storage folder, users can keep current and relevant messages on the server and download older or less important items to their local machine.

Below is a typical mailbox for someone (let's call him Jimmy McGee) who is synced to the Exchange Server, with no local storage strategy. All message are stored on the server.



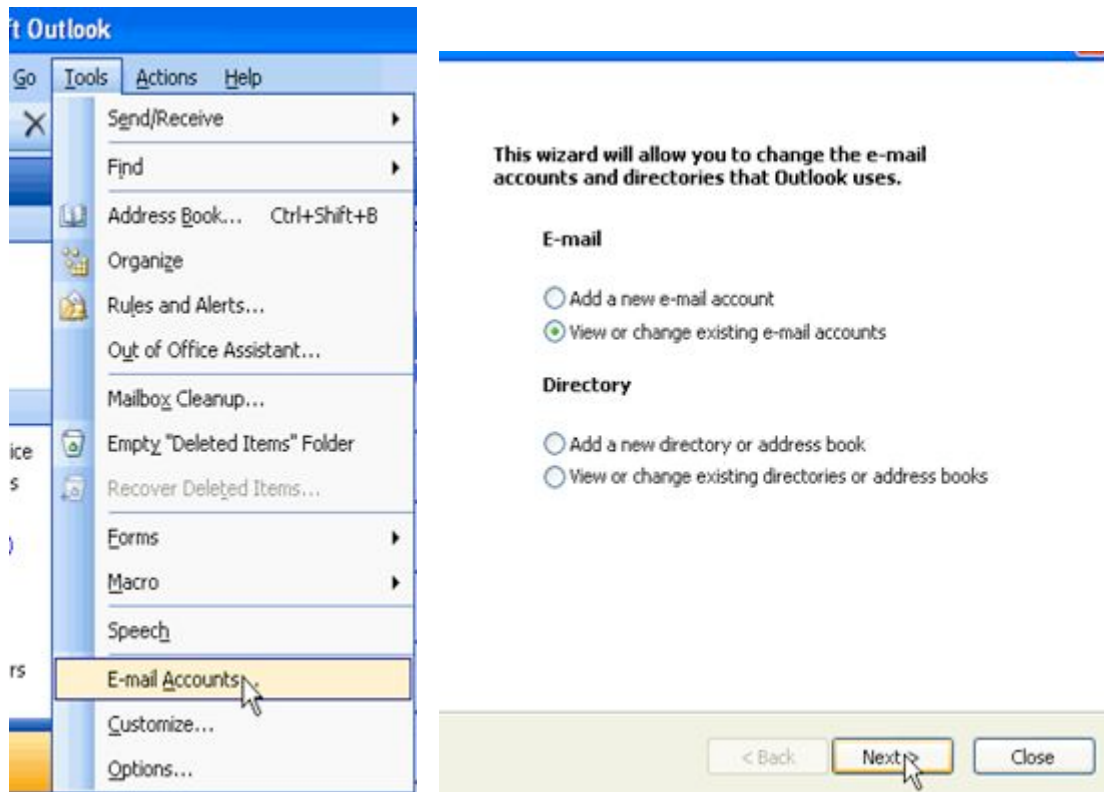
Below is Jimmy's mailbox once again, now with a Local Storage area. You'll notice that Jimmy has broken his Local Storage area into several subfolders, demonstrating a couple different approaches for organizing messages. He moves messages into folders named by month and also has created several folders to hold messages from specific people. The approach you choose depends on how you like to find your messages – by person or by the date it was received. No matter which method you choose, local folders will keep your message organized AND help keep your mailbox within the quota limit. The remainder of this document will help get you started using local storage in Outlook.



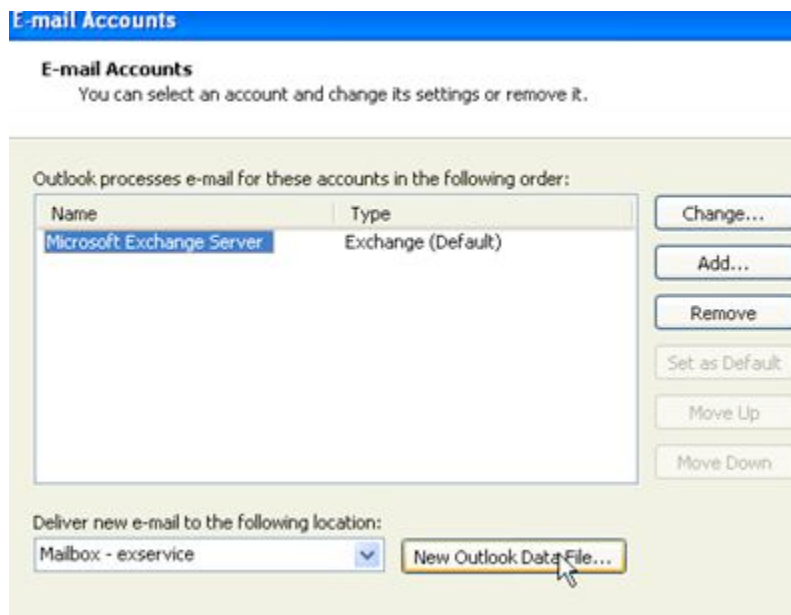
Creating a Local Storage File to Organize Email Messages

The steps below have to be followed to create local storage for users who have to use the exchange server as their email primary storage location. The goal is to limit the data on the server to only the most relevant and current messages.

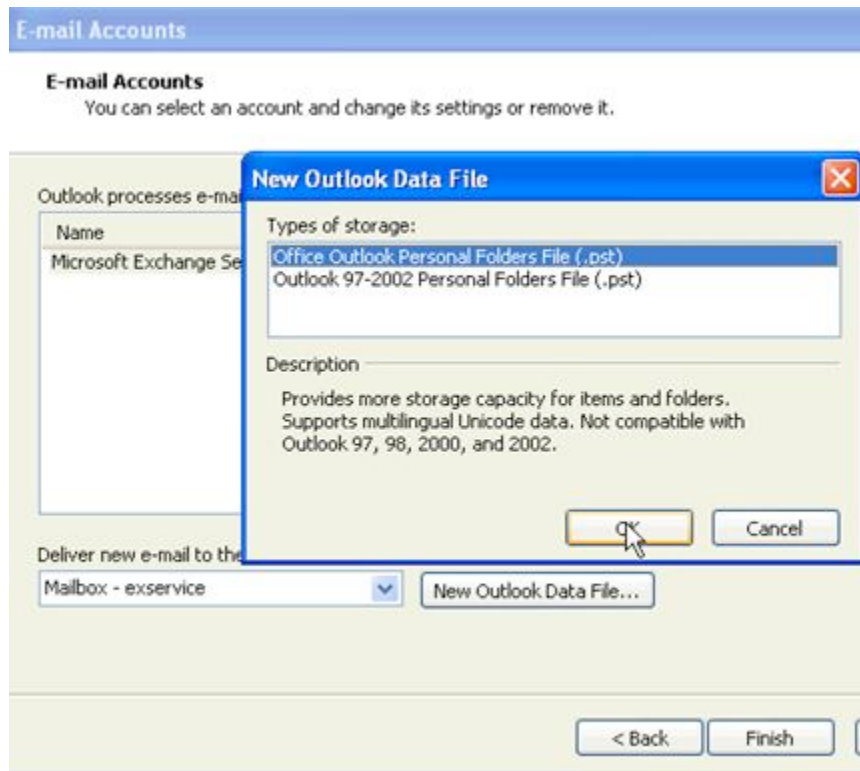
1. Open Outlook and click on Tools, Email Accounts...
2. Select "view or change existing e-mail accounts" and click Next



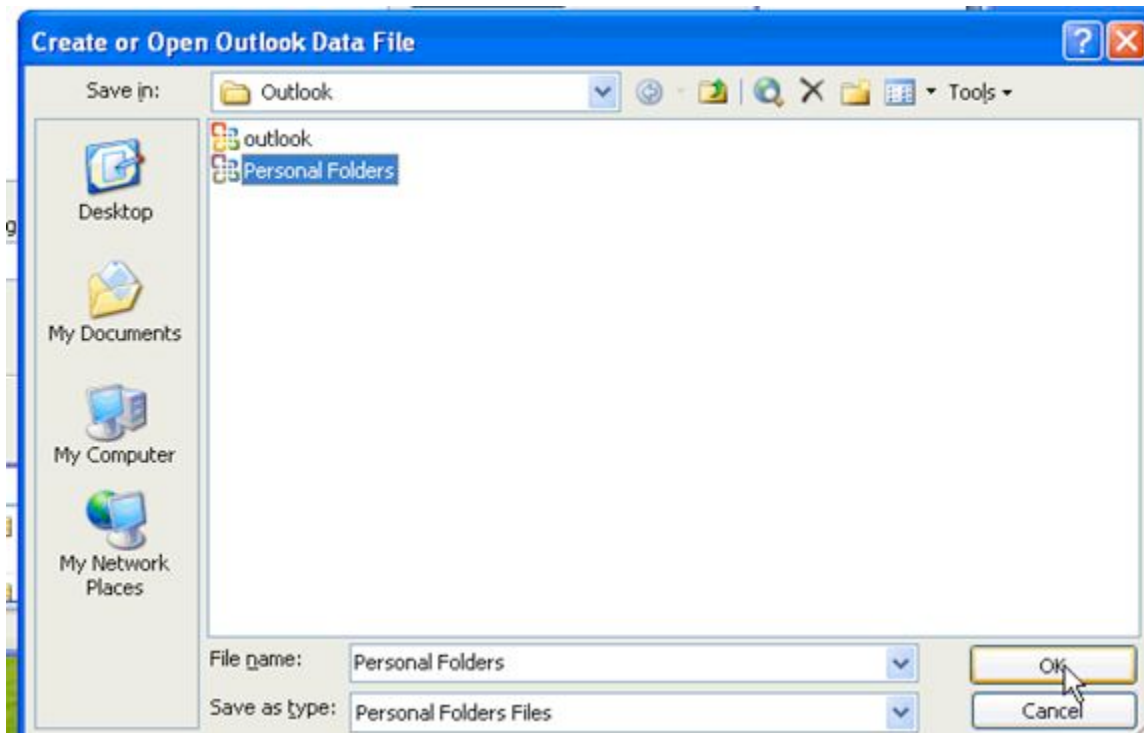
Select Microsoft Exchange Server and click on “New Outlook Data File...”



3. Select “Office Outlook Personal Folders” and then Click OK.



4. Accept the default name of “Personal Folders” and click OK



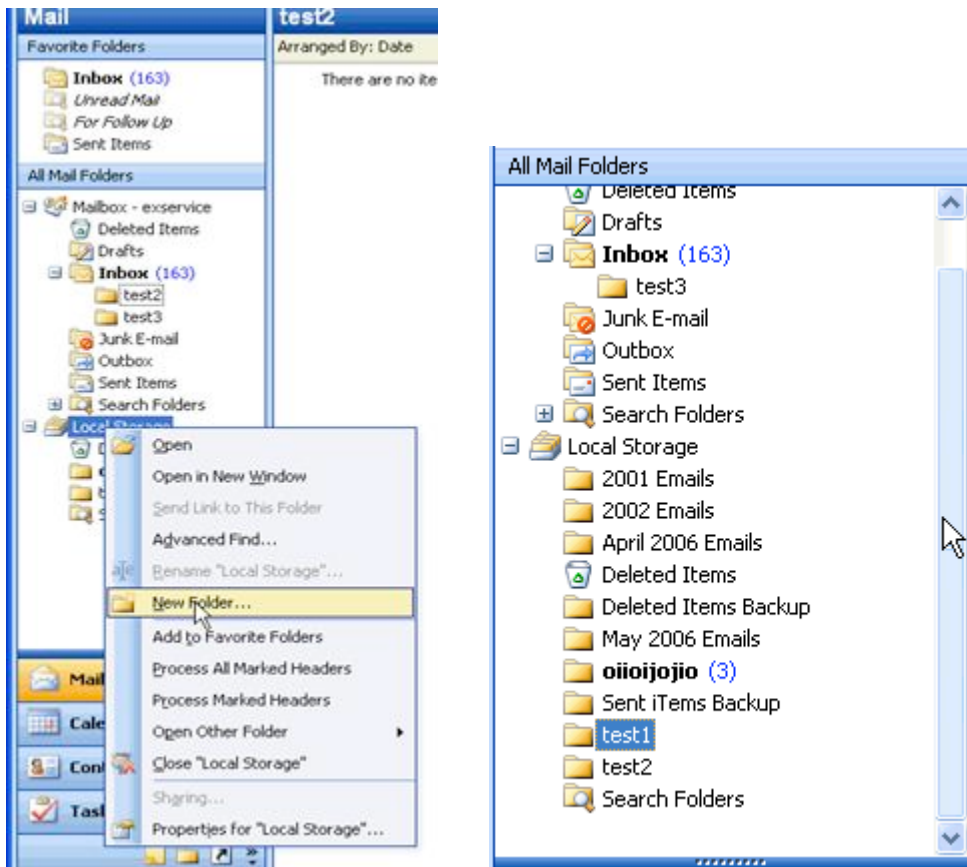
5. At the Next screen shot change the name to “Local Storage” as shown and hit OK



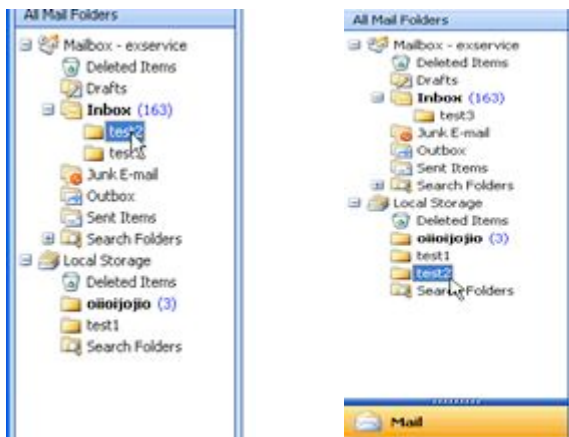
The above steps will create a local storage location in Outlook, i.e. on your computer as opposed to the email server. This is where you should move and organize ALL mail (e.g. any messages older than a week, including sent items).

Managing your mail using Local Storage Folders

You can create as many new folders as you wish under the Local Storage area, as well as move existing folders from your Exchange mailbox to the Local Storage area, as shown below. Simply right-click on Local Storage to create a new folder, or drag an existing folder from your Exchange mailbox down to Local Storage to move it there. Folders are a beautiful thing.



The screenshots below illustrate the dragging of the test2 folder from Exchange to Local Storage.



Moving messages is as simple as highlighting them and dragging them into a folder. You can move one or more message at a time, as well as entire folders.

Again, the goal is to remove unnecessary items from the server. Perhaps the most important item to remove

from the server is the "Sent Items" folder. You should create a folder called "Sent Items Backup" in Local Storage, and then move all of your sent items (older than a week or so) from the Exchange folder to this backup location.

If you are using your Deleted Items folder as storage, *it's time to change that habit!* The Deleted Items folder is for trash, and should be emptied regularly to conserve storage space on the server. If you wish to save messages for future reference, create a special folder in Local Storage for that purpose.