

# Outlook Personal Folders (PST) Files

Personal Folders, also known as PST files, allow you to organize and store emails locally on your computer hard drive. The advantage is that there is no limit to the amount of emails that may be stored in a PST file. The disadvantage is that messages stored in PST files are not located on the Exchange server and are not backed up automatically.

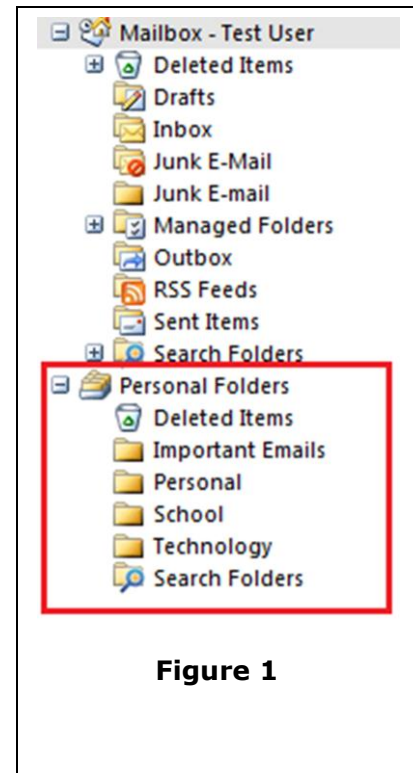
## Outlook Mail Presentation:

Outlook displays your Exchange email and Personal Folders (PST) email in one unified folder structure. **Figure 1** shows this convenient folder structure. It can be difficult to differentiate messages stored on the Exchange server and messages stored locally in PST files. In **Figure 1**, the **red box** indicates the Personal Folders (PST) emails.

## Exchange and Personal Folders email storage:

Only messages located under the **Mailbox – User Name** folder structure are located on the Exchange server, subject to the quota/retention policy, and backed up automatically.

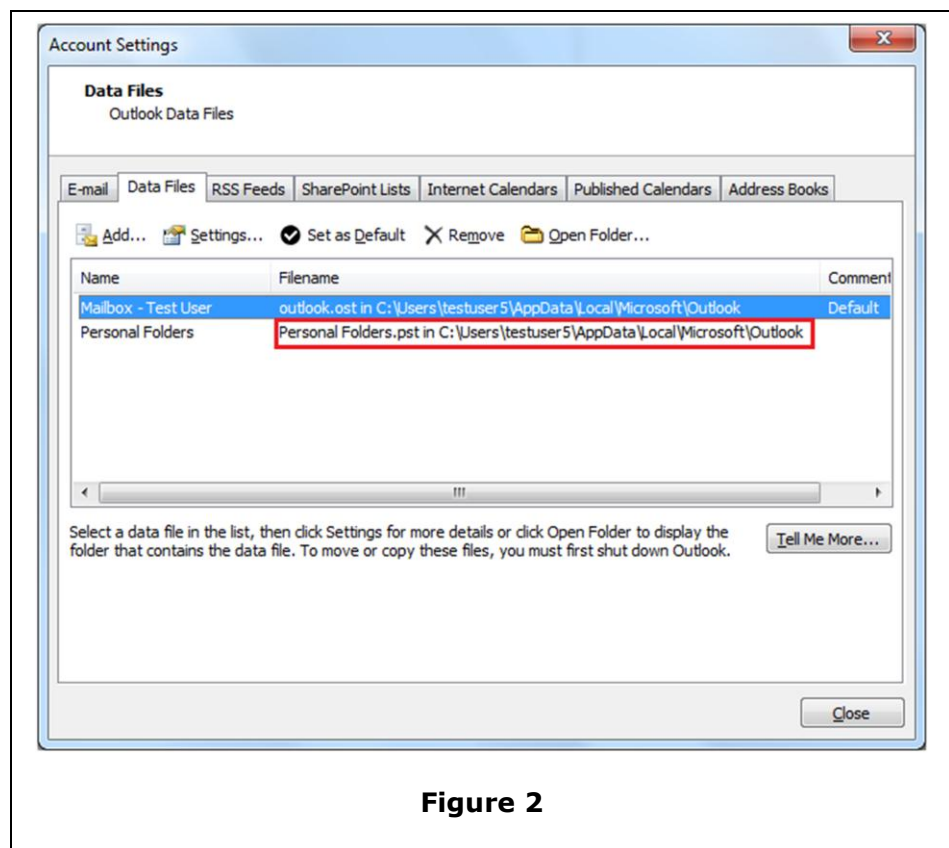
Messages under the **Personal Folders** structure are not subject to the Exchange quota/retention policy, are not located on the Exchange server, and are not backed up. **Please note** that Personal Folders may be named something other than Personal Folders depending on how the PST file was named during setup. For example, many users name the PST file as *Archive*.



**Figure 1**

## Locating and Backup up PST Files:

PST files are stored locally on PC hard drives. To determine the location of PST files, open Outlook, Account Settings, and select the Data Files tab. For example, the **red box** in **Figure 2** shows the PST filename and location. You may manually back up this file to an external hard drive or flash drive by closing Outlook, finding the file with Windows File Explorer, and copying it to the external drive.



**Figure 2**