

Create a new data file and move or copy items to it

▼ Hide All

1. On the **File** menu, point to **New**, and then click **Outlook Data File**.
2. To create a Microsoft Outlook Personal Folders file (.pst) that offers greater storage capacity for items and folders and supports multilingual Unicode (Unicode: A character encoding standard developed by the Unicode Consortium. By using more than one byte to represent each character, Unicode enables almost all of the written languages in the world to be represented by using a single character set.) data, click **OK**.

For compatibility with earlier versions of Outlook, under **Types of storage**, click **Microsoft Outlook 97-2002 Personal Folders File (.pst)**, and then click **OK**.

3. In the **File name** box, type a name for the file, and then click **OK**.
4. In the **Name** box, type a display name for the .pst folder.
5. Select any other options you want, and then click **OK**.

▼ Password information

If you are creating a .pst file, you can add a password of up to 15 characters. Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.

If you select the **Save this password in your password list** check box, make a note of the password in case you need to open the .pst on another computer. Select this check box only if your Microsoft Windows user account is password-protected and no one else has access to your computer account.

The name of the folder associated with the data file appears in the **Folder List** (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List.). By default, the folder will be called Personal Folders.

6. Drag any item from your current folders to the new folder. Press CTRL while dragging to copy items instead of moving them.

Notes

- You can open a **Personal Folders file (.pst)** (Personal Folders file (.pst): Data file that stores your messages and other items on your computer. You can assign a .pst file to be the default delivery location for e-mail messages. You can use a .pst to organize and back up items for safekeeping.) across a network, but you must have read and write permissions to the network location. Make sure that the .pst file is not in use by another person or program. If the file is already in use, you will not be able to access the .pst file.
- Storing items containing multilingual Unicode data in a Microsoft Outlook 97-2002 Personal Folders File (.pst) file may result in incorrect character mapping that will lead to text that is unreadable. It is recommended you use the **Microsoft Outlook Personal Folders file (.pst)** format because it offers greater storage capacity for items and folders and supports multilingual Unicode data.

► See Also

Was this information helpful?

Yes

No

I don't know

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