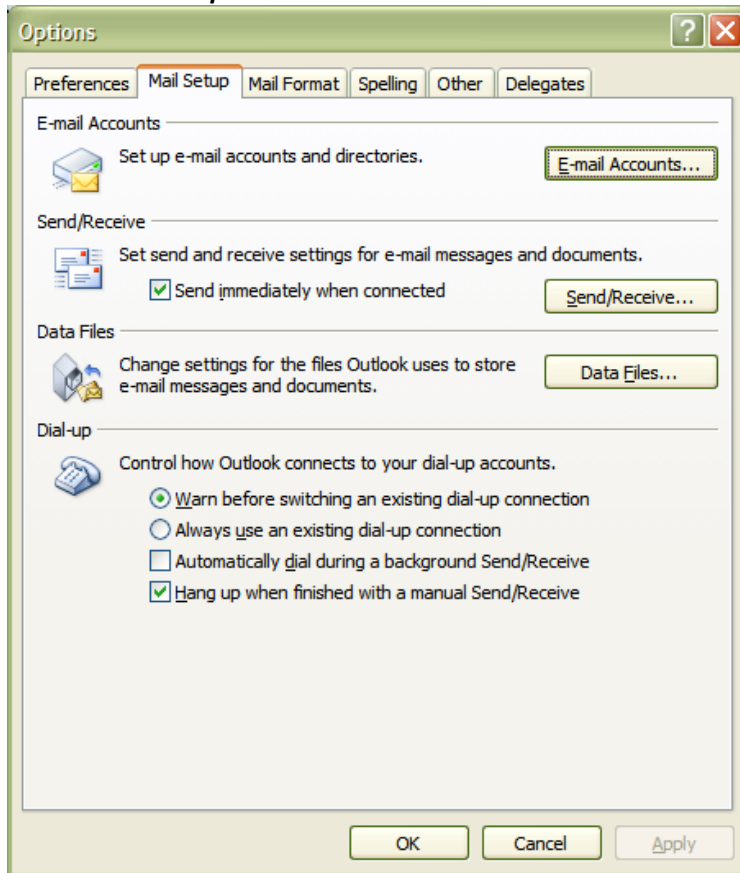
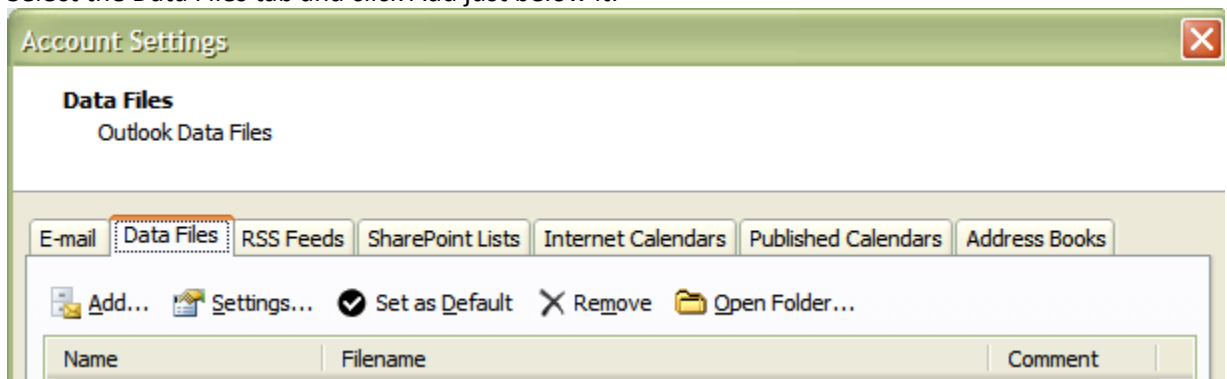


# Add Personal Folders in Outlook 2007

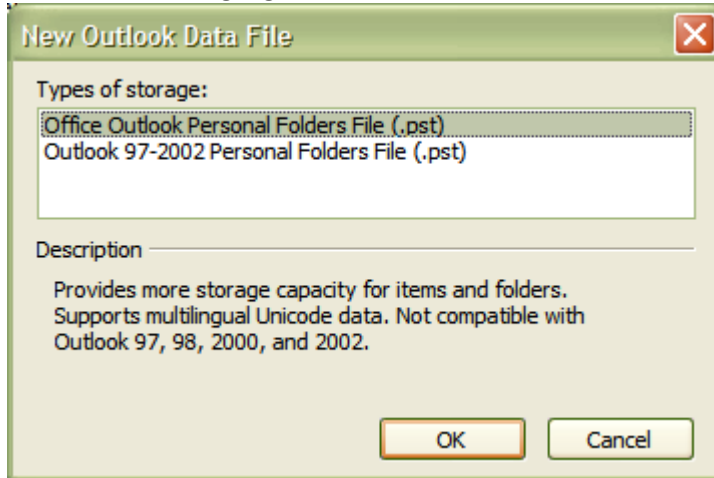
1. Open Outlook
2. On the Toolbar click on **Tools** scroll down to **Options** and left click
3. On the **Mail Setup** tab click Data Files



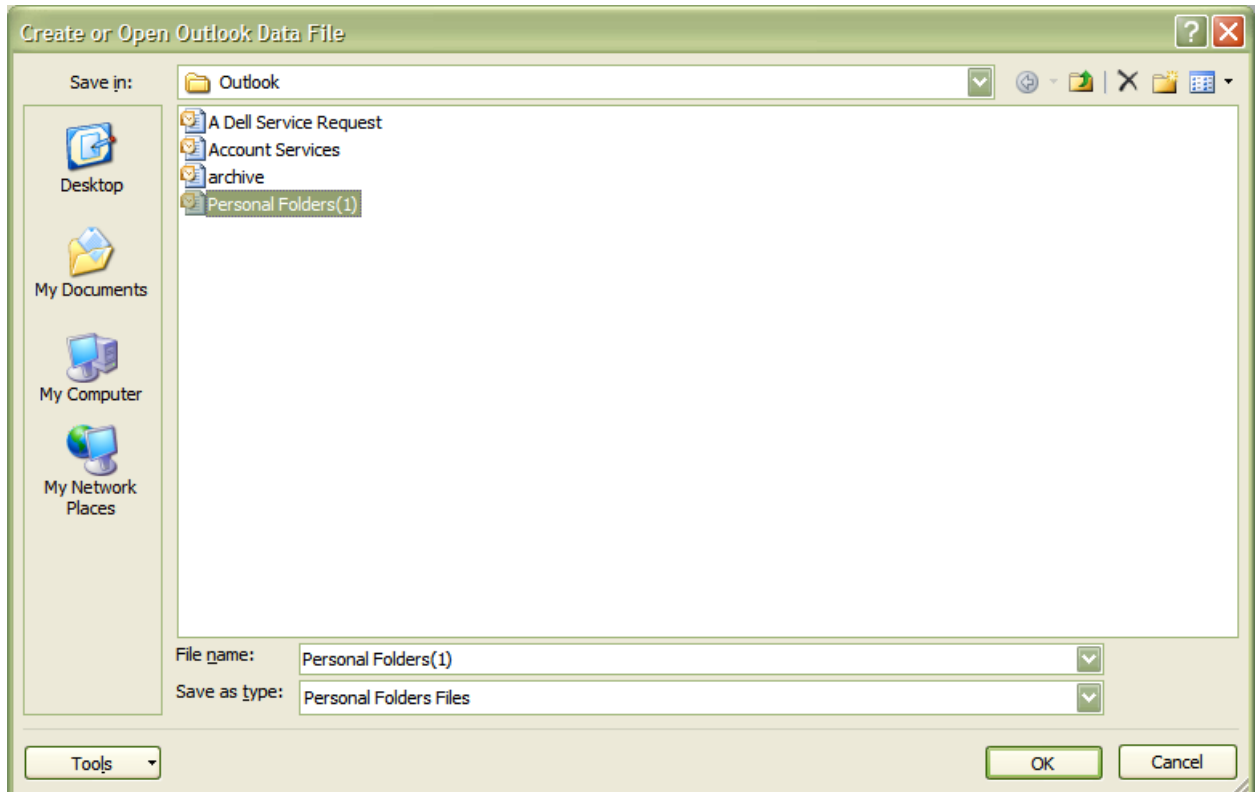
4. Another window will pop up called **Account Settings**. Select the Data Files tab and click Add just below it.



5. Click OK for the highlighted selection on New Outlook Data File



6. From this point on you can select a Personal Folder you already created or make a new one. The click **OK**.



7. It will ask you if you want to keep the current name or create a new name for the personal folder. After that click **OK** and you are done.