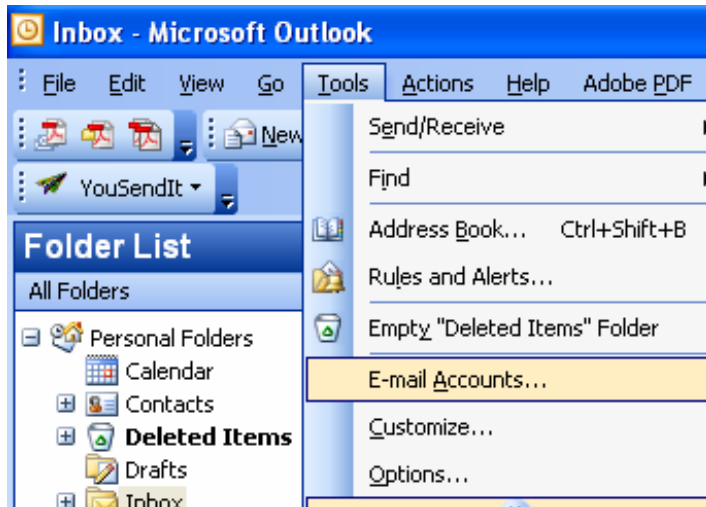
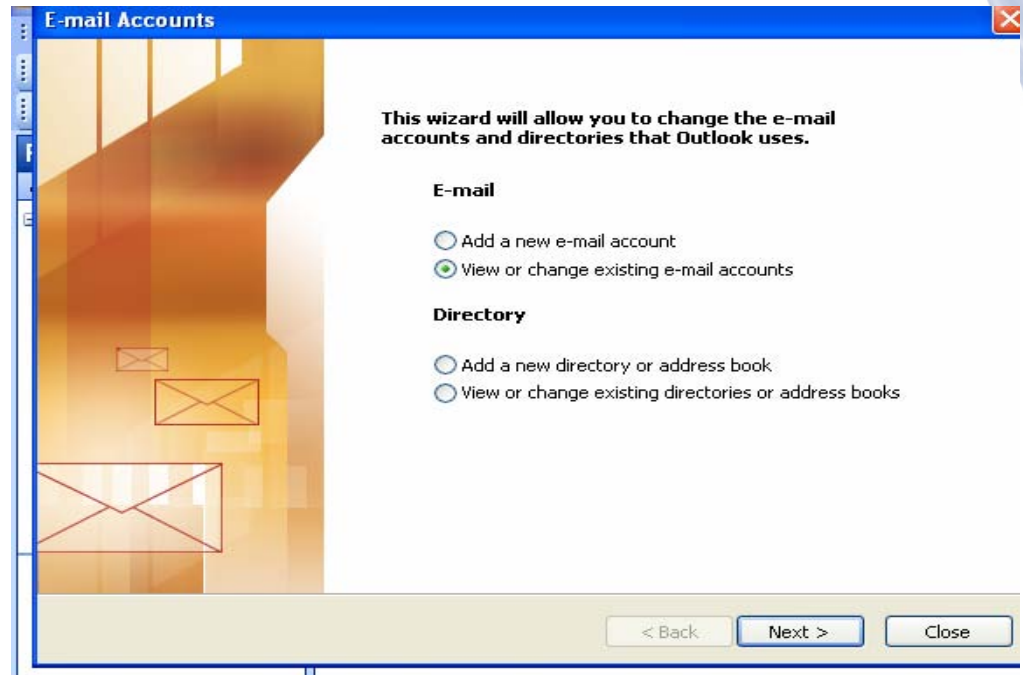


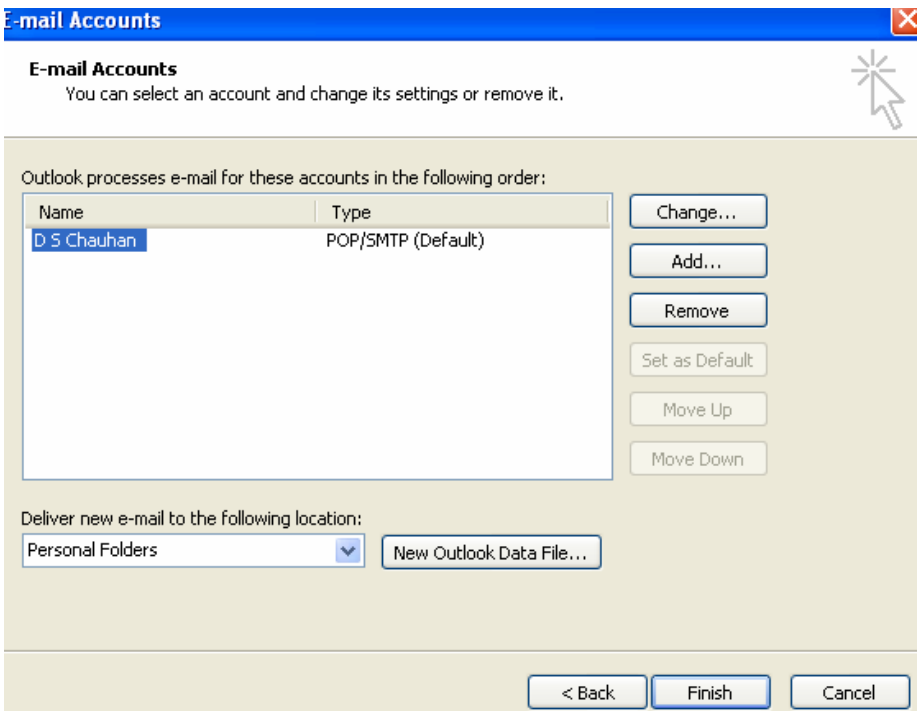
# How to create new PST File



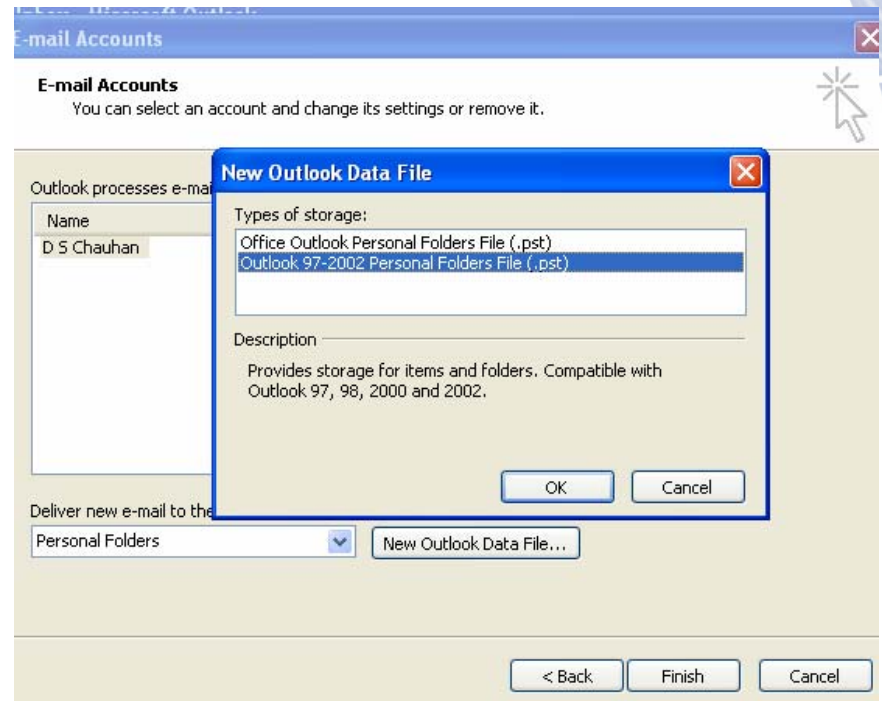
Go to tools menu section  
E-mail account

E-mail accounts dialog box  
will appear select the view  
or change existing E-mail  
accounts radio button and  
click on next button



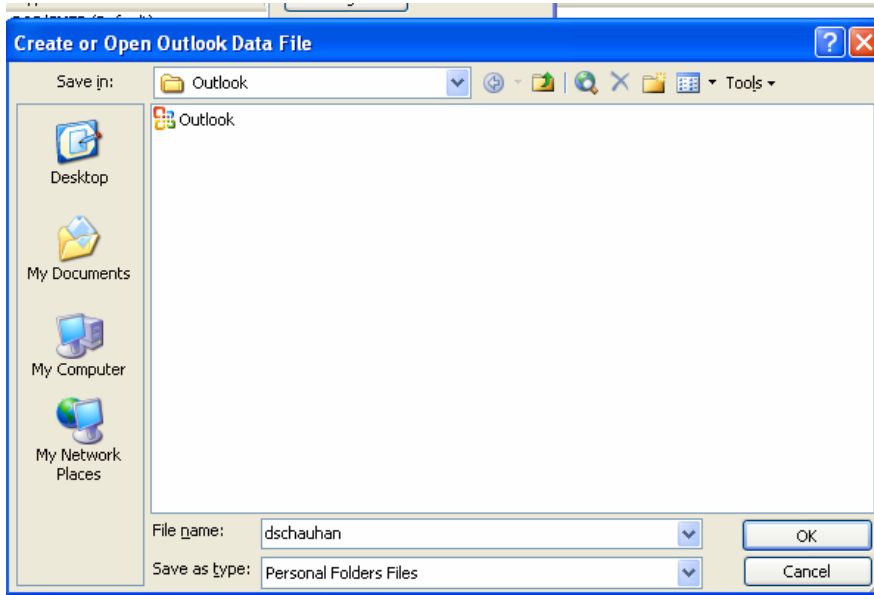


Then this dialog box will appear. Click on **new outlook data file** button



New outlook data file dialog box will appear select outlook 97-2002 personal folders file (.pst) and click on OK button

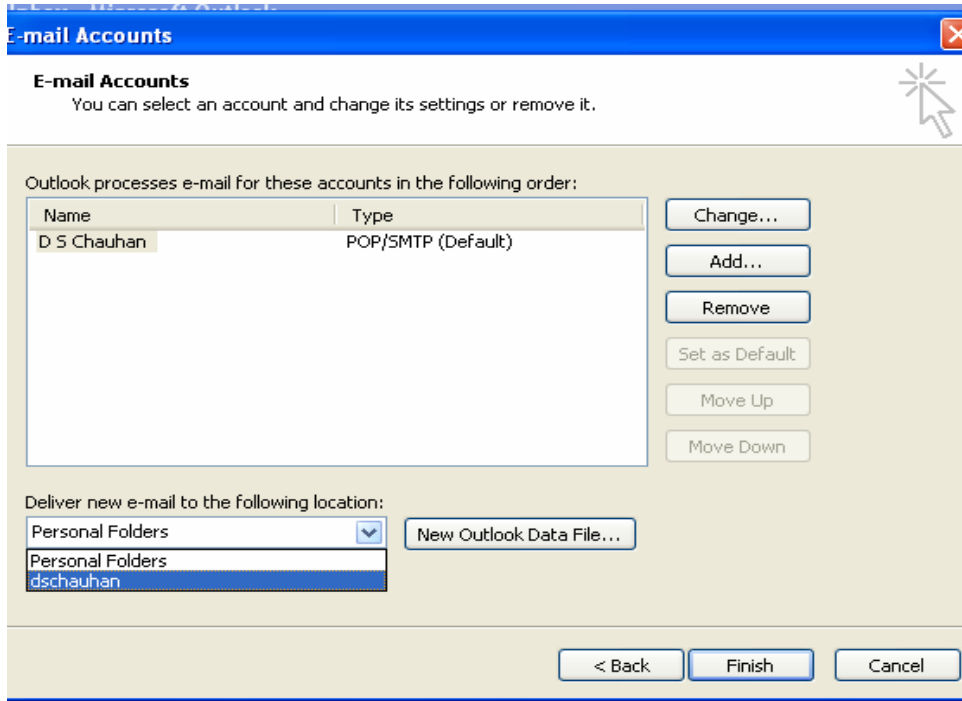




In this dialog box enter the file name and click on OK button

Then enter the name of personal folder which will display on left side panel of the outlook window, and click on OK button





Again you will reach on previous dialog box.

Select recently created data file from **deliver new E-mail to the following location** combo box

Account manager popup will display, click on OK button.

Then close your outlook and open it again.

