

PROVIDING A VOLUMINOUS AMOUNT OF E-MAIL MESSAGES TO THE OPEN RECORDS OFFICE USING A .pst FILE

On occasion, it is necessary to provide a voluminous amount of e-mail messages to the Open Records Office in response to a request. This task can be accomplished easily by copying responsive e-mail messages to a .pst file and then burning the .pst file to a CD. This method allows e-mail messages and attachments to remain intact and eliminates the need to print paper documents. The file can be opened by the Open Records Office and viewed exactly as if it were opened on your computer.

When the file is received by the Open Records Office, the following steps are taken:

- File is accessed through Microsoft Outlook
- Non-responsive e-mail is sorted out, if necessary
- Responsive e-mail is converted to an Adobe .pdf file
- Attachments are manually inserted into their proper place within the .pdf file using the .pst file as a guide
- The .pdf document is marked for redaction electronically and provided to the Office of General Counsel for review

The H: Drive is used as an example in the instructions that follow. However, a .pst file can be created on your local hard drive or on any drive that is available to you.

Creating Offline Storage (.PST) for 2010

February 10, 2012

Introduction:

Microsoft Outlook is capable of managing mailboxes located both on the server, and off the server. In the interest of keeping online mailboxes below the size limits imposed by the backup format, it is necessary for the user to store mail in a *.PST file. This file is essentially a folder within Outlook that mail is moved to.

Description:

A new .PST file is created either on the users H:\ Drive, and opened within Outlook. New folders are then created in this file to organize older mail. Once mail is moved to the local PST file, it is managed just like any other mail item or folder. However, it is important to note that these mail items are only available from within the Outlook client (at your desk) and not via the web client (Outlook Web Access).

Best Practices:

Some users prefer to organize by subject, while others prefer to organize by year. It is important to note that the size limit for these newly created .PST files is two (2) Gigabyte. It is suggested that you organize by year, since it is rare that once a year is over you will need to add more mail to it. For users with smaller amounts of mail, storing more than one year per PST file may be more convenient.

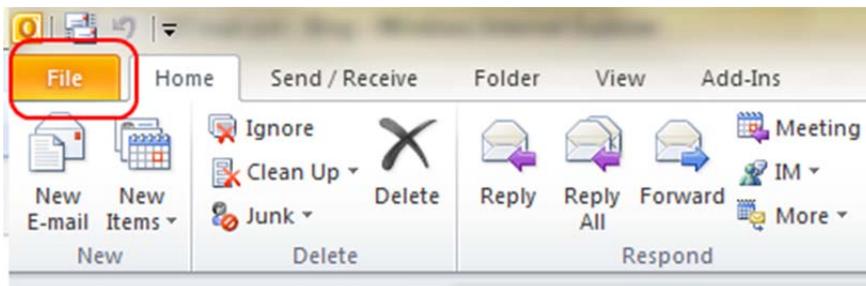
1. Create the Storage Location

You will need to create a folder to store the PST file in on your H:\ drive.

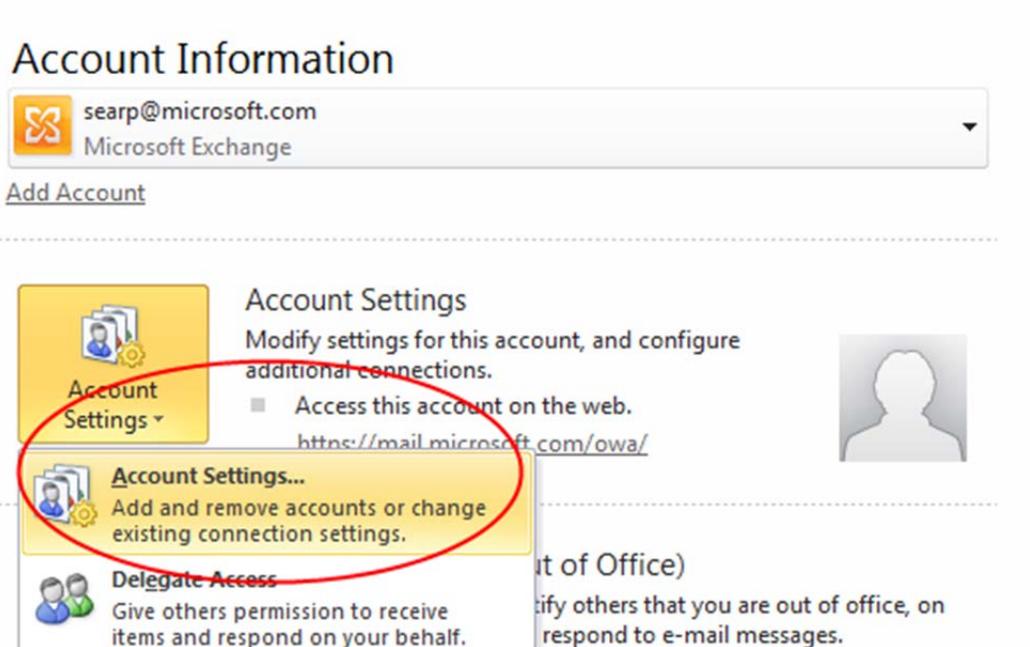
1. Double Click on the 'My Computer' Icon on your desktop.
2. Open your H: drive.
3. Choose **FILE > NEW > Folder** and name it "Mail".
4. Close the My Computer window and open Outlook 2010.

2. Creating a PST File:

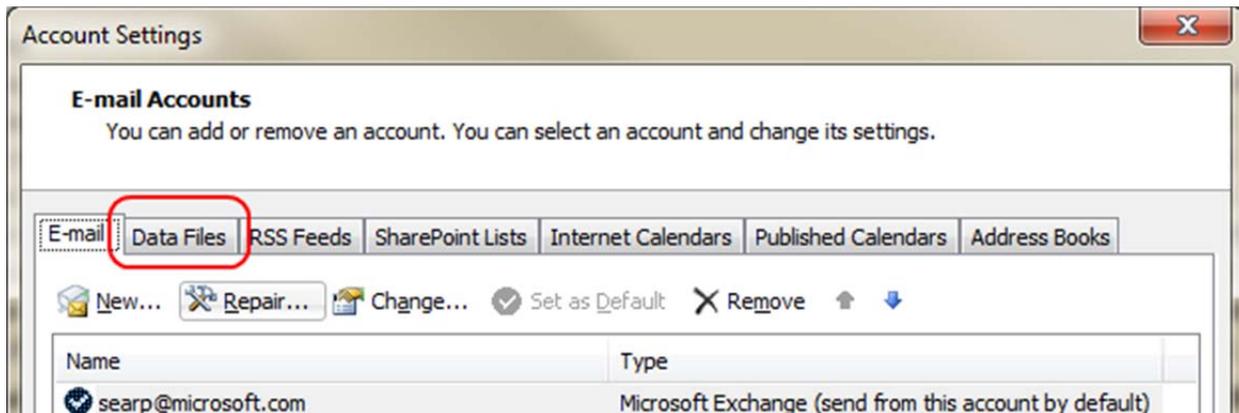
- From within Outlook 2010, at the top left click on "File".



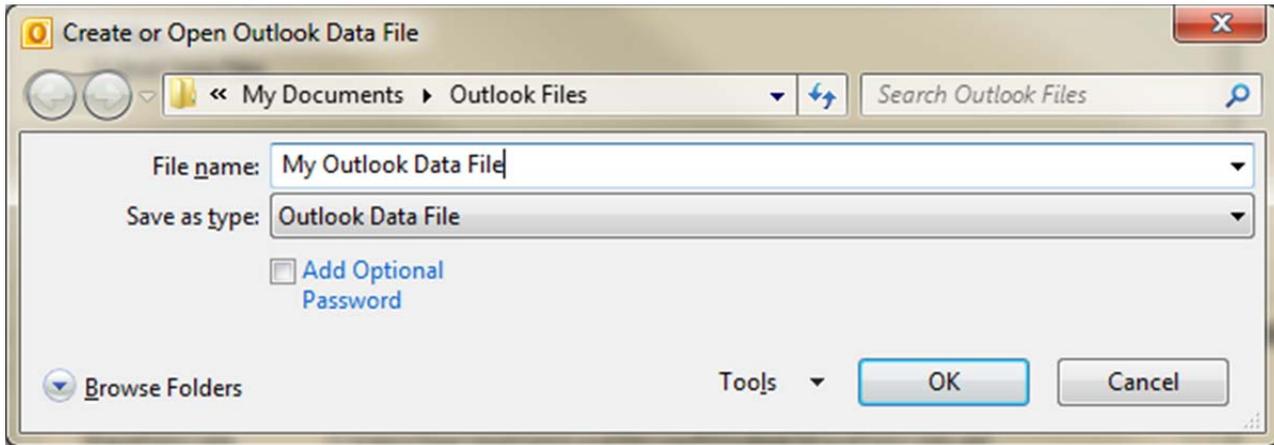
- Click on the Account Settings drop down, and then click “Account Settings...”



- In the window that pops up, click the second tab “Data Files”.



- Click on the “Add...” icon, and give your PST file a name (such as “Outlook Data File”), and select your H: drive and the folder called “Mail” that you created in step 1. Then hit “OK”. Then click “Close”.



3. Your new PST (Outlook Data File) will be over on the left, and you can create new folders and drag mail into them. **At this point, you can create sub folders and begin moving mail messages from your inbox to these newly created folders**

