

## Sharpening Your EDGE

### Volume 2 - Issue 8

Thank you for subscribing to the 'Sharpening your EDGE' e-newsletter. Graduates asked us for ongoing practical, useful, and inspiring reminders to continue enhancing their productivity. Each newsletter will take less than 2 minutes to read.



#### **MANAGING MAIL STORAGE**

Managing the overwhelming amount of e-mail we receive can be quite a challenge. However, implementing the 4D's learned in your Getting the EDGE seminar can help support you in keeping your email box cleared out.

The 4D's are:

- **Delete the e-mails you don't need,**
- **Do It if you can in 2 minutes or less,**
- **Delegate to someone else if appropriate, or**
- **Defer It to the Calendar or Task list.**

Remember, 80% of what we keep we don't refer back to so don't be afraid to delete those e-mails you really don't need.

So how do we manage the e-mails that we do need to keep for reference purposes? Here's our suggestion:

Store reference e-mails in Outlook folders. Your system administrator may set a maximum mailbox limit for your e-mail on the mail server. Our recommendation is to manage your mailbox size to keep it within this limit. However, if you have a large amount of mail that you need to store, a Personal Storage (PST) folder may be the best solution. PST files are separate files from the mailbox that can be created to manage the messages that need to be moved from the server mailbox due to this size limit.

A PST file is like a filing cabinet and within the PST file you can create folders for storage. You can move e-mails or other Outlook items manually to store them in the folders.

You can create as many PST files as you need, but we recommend two - one for active PROJECTS and one for REFERENCE. Within each of these PST folders, we recommend creating 10-15 second level

folders (like hanging file folders in a file cabinet) and as many subfolders (like plain folders in a drawer) as you need. Keeping your folder structure "shallow" makes it easier to file things because you don't have to drag through a long list of folders. If filing is hard, then we don't do it so try to keep the folder structure easy to use.

PST files can be stored on a network or locally and are portable; you can move them from one computer to another and easily store them on a CD or other drive. You can store them on a computer that you share with other people and you can assign a password to help control who has access to the file. If you store PST files locally, you are responsible for backing them up. **Be sure to check with your IT department about your company's standards, some allow PSTs and others do not, and recommended back-up techniques.**

---

## Tip of the Month: Creating and Managing PST Files

Use the following techniques to create and manage your PST files in Outlook.

### To create a PST file:

1. On the File menu, click New.
2. Select Outlook Data File.
3. Select Microsoft Outlook Personal Folders File (.pst) and click OK
4. Select the location where you want to store the file and give the file a name. Click OK to create the file.
5. Enter the name of the folder as you want it to appear in your folder list in Outlook. This name can be different than the name given in step 4.
6. Click OK to view the Personal Folder in the Folder List.

### To close a PST file:

1. Right-click on the name of the PST file in the Folder list.
2. Select the option to Close the PST folder from the pop-up menu.

This command removes the file from the Outlook Folder list, but does not delete the file from the disk on which it is stored. To delete the file permanently, you must locate the file on the disk using Windows Explorer and delete the file manually.

### To change the name of a PST file:

1. Select File, Data File Management from the menu.
2. Select the folder from the list in the Outlook Data files box.



3. Select Settings.
4. Change the name in the name field and select OK.

**To check the size of the PST:**

PST files in Outlook 2003 may be as large as 20 GB. However, when a PST file gets too large, it can become corrupt. For this reason we recommend keeping PST files to 5 GB or smaller in size. If you are using an earlier version of Outlook, the file size limit is 2 GB and we recommend maintaining a file of 500 MB or smaller.

1. Right click on the PST folder.
2. Select Properties from the menu.
3. Click the Folder size button.

**To Compact a PST:**

PST files are database files and can grow quite large over time. If you clean up the file by deleting old emails, you also need to compact, or compress, the file so that it will take up less space.

1. Right click on PST file.
2. Select Properties from the menu.
3. Click the Advanced button.
4. Click the Compact Now button. This may take several minutes to complete.

***The Effective Edge 800.836.4020 [www.effectiveedge.com](http://www.effectiveedge.com)***

This message is provided courtesy of The Effective Edge.

To unsubscribe, visit [this link](#).

--  
To update your preferences visit [this link](#)