

# Outlook Personal Folders (.pst files)

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## Will I still need to use Personal Folders for storing email I want to keep?

No. The archive system eliminates the need for Personal Folders (.pst files). Since the bulk of email will be housed on the Mimosa NearPoint archive servers, rather than the email servers, performance issues and storage limit issues will dramatically decrease if not cease to exist. Personal Folders are no longer the District recommendation but you may still use Personal Folders if you'd like.

### **Staff Located at the District Office, Jim Miles and the Airbase**

The district office file share (the U: drive) has a very limited amount of storage space left so Outlook Personal Folder (.pst) files can no longer be stored there. You will still be able view and use Outlook Personal Folders, as long as the files are located on your hard drive or other storage medium (i.e., Flash Drive or CD/DVD). Please note that, since they cannot be stored on the U: drive, Personal Folder files will no longer be backed-up. If you choose to use Personal Folders, you may store and backup any Personal Folders as you see fit.

## Will the 60 day policy also apply to items in Personal Folders?

No, if the Personal Folders are set up correctly, the 60 day policy will not apply to those items. The 60 day policy will only apply to folders that are on the Exchange email servers, such as the Inbox (and any folders under it), Sent Items, and Deleted Items. The correct way to set up Personal Folders is have them located/stored on the computer itself (the hard drive) or if you are at a school, they could be stored on a local file share managed at the school level.

## If I put something in Personal Folders, will it also be in the Mimosa Archive?

Yes, all mailbox items (except Drafts and Junk Mail) will be archived. The item/message will be archived as it comes in or leaves your mailbox; before you move it into a Personal Folder. That is why Personal Folders are no longer needed.

## What is the best way to move away from Personal Folders then?

There are a few options available regarding Personal Folders:

- continue to use them as you always have (even though they are no longer the District recommended method of email storage and organization)
- move (drag and drop) messages or folders up to the Inbox so that they will be archived
- upload the entire Personal Folder (PST) file into their archive (this will also have to be done after the archive folders are pushed out and that feature is turned on)

\*Note: Once you move a message to the Inbox or upload the file into the archive, they will then be subject to the retention policies of 60 days and/or 5 years.