Move E-mail to Your Personal Folder

Microsoft Outlook has the flexibility to store e-mail messages and other items in different locations. The items appearing under Outlook Today:

- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Notes
- Outbox
- Sent Items
- Tasks

are stored on the Exchange Server. The quota of your Exchange Server Mailbox for items in all these folders is 26 Megabytes. If the space taken by the items in your Exchange Server Mailbox exceeds this, you will not receive any e-mail messages nor be able to send any. An item is a folder, message, task, appointment, and so forth.

Personal Folders in Microsoft Outlook

One way to free up space in your Exchange Server Mailbox is to delete items, then empty the Deleted Items folder. Another way is to move items from the folders listed above into personal folders. Personal Folders can be used to remove items from the Exchange Server and store them on your network u:\drive. Please note that items you place in your Personal Folders are not available via Microsoft Outlook Webmail.
Microsoft Outlook on the Desktop

Step 1. **Launch** Microsoft Outlook on the Desktop

For more detailed information on launching Microsoft Outlook on the Desktop to view the Inbox or the Outlook Bar and Folders List, see: Launching and The Shortcuts and Folders Bars.

**You Need to Display the Folder List to View Personal Folders**

Step 2. **Click** View on the Menu Bar and **click** Folder List.

To Hide the Outlook Bar

Step 3. **Click** View on the Menu Bar and **click** Outlook Bar.
Organize Messages Into Your Personal Folder

**Note:** If you have folders inside the **Personal Folders** (or **Inbox**), there will be a □ or △ to the left of **Personal Folders**. To display folders if they are not displaying, **click** this □ icon. To hide folders that are showing, click the △.

To move messages from the **Inbox** to **Personal Folders**:

**Step 1.** In the **Folder List** on the left, **click** on **Inbox** (it will turn blue).

**Step 2.** **Select** the messages you want to move (so they are blocked in blue).

**Note:** To select consecutive messages, click on the first one and while holding down the shift key click on the last one.

To select random messages, click on each one while holding down the ctrl key.

**Step 3.**

With the mouse pointer positioned over one of the messages blocked in blue, **drag** (hold the left mouse button down while moving the mouse) until the mouse pointer is positioned over **Personal Folders** in the **Folder List** on the left then **drop** (stop holding down the left mouse button).

If **Personal Folders** does not display in your **Folder List** OR you get a message when you click on **Personal Folders** that reads “Unable to display the folder”, see: **Creating Personal Folders**.
To view the contents of the **Personal Folder** with the messages you moved into it, *click* or *double-click* on the folder in the **Folders List** on the left side.

For more information on creating folders or moving items into folders, see: Creating Folders and Organizing Mail Into Folders

If **Personal Folders** does not display in your **Folder List** OR you get a message when you click on **Personal Folders** that reads “Unable to display the folder”, see: Creating Personal Folders.