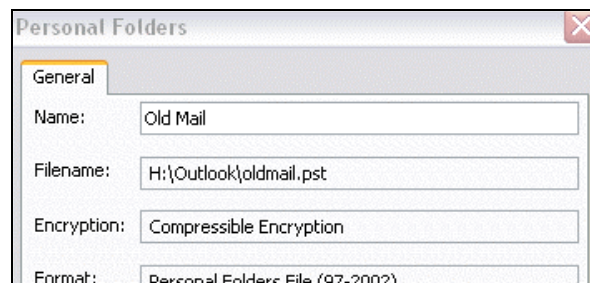


Adding Personal Folders in Outlook 2007

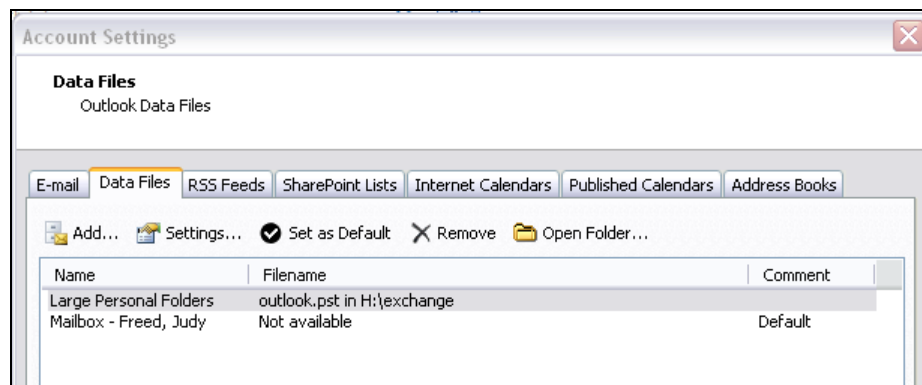
Before installing Office 2007, open Outlook 2003 and make a note of the location of your personal folders.

1. Right click on your Outlook 2003 Personal Folder and select Properties. Click the Advanced Tab and note the location of the folder.



You should do this for every Personal Folder you have - **NOT the subfolders** - just the main folder(s). (Most people do not have more than one main personal folder)

2. Once you have installed Office 2007, login to Outlook.
3. In Outlook 2007, select Tools, Account Settings, then click the Data Files tab.



4. Click Add.
5. For Type of Storage, select "Office Outlook Personal Folders file (.pst)"
6. Click OK.
7. Browse to the location of your personal folder (that you made a note of). Select the personal folder and click OK.
8. Click OK, then click Close.