## PRODUCTIV

For Internal Use Only

## <u>Setting your Local PST as Default Delivery Mailbox</u> <u>in Outlook</u>

If you're Outlook is configured to store messages, contacts, appointments and other e-mail information using the E-mail server, you are only given a limited mailbox size. And when your mailbox reaches the size limit, you may not be able to send or receive emails.

<u>Click here</u> to know how to avoid problems caused by full mailbox.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Outlook





	Account Settings	
	E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
	E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
	Name Type	
	Microsoft Exchange Server Exchange (send from this account by default)	
	Selected e-mail account delivers new e-mail messages to the following location:	
	Mailbox - Ferdinand Jr. G. Pekson\Inbox	
• If the display is <b>[Maill</b>	<b>box Name]\Inbox</b> and the location of data file (.pst) is specified, the selected location the Personal Storage folder (.pst file).	on is
	Selected e-mail account delivers new e-mail messages to the following location:	
	FGP3 Mailbox\Inbox	
	in data nie D: (PS) (PGP3_06112010.pst	
Setting	a .pst file as the default delivery mailbox	
	To change your default delivery mailbox,	
	1. In Account Settings window, go to Data Files tab.	
2. Select a .pst f	le among the <b>Outlook Data Files</b> list and then, click the <b>Set as Default</b> button.	

	Account Settings			
	<b>Data Files</b> Outlook Data Files			
	E-mail Data Files RSS Feeds	SharePoint Lists Internet Calendars Published Calendars A	Address Books	
	🛃 <u>A</u> dd 🍲 <u>S</u> ettings	오 Set as Default 🗙 Remove  😁 Open Folder		
	Name		Comment	
	Archive Folder BUP Ar Archive Folders_04182012 Av	archive_Backup04182012.pst in D:\PS1 archive Folder_04182012.pst in D:\PS1		
	Mailbox - Ferdinand Jr No While You Were Out W	GP3_001120101pst in D3(P3) D5 available While You Were Out.pst in C:\Program Files\Microsoft Office\Off	Derault	
	Select a data file in the list, then	n click Settings for more details or click Open Folder to display the	Tall Ma More	
	folder that contains the data file	<ol> <li>To move or copy these files, you must first shut down Outlook.</li> </ol>		
	4		⊆lose	
	3 (	Click <b>Ves</b> when this prompt appe:	arc	
Mail Deliv	ery Location	shek <b>res</b> when this prompt appea		1
	You can configure Outlook to save all e-mail can only access your messages on this com	I messages locally on your computer. All e-mail messages are i iputer.	removed from the Microsoft Exchange and you	1
	We recommend that you do not select this c	option.		
	Do you want to store all e-mail on your comp	iputer only?		
	These changes will take effect the next time	e you start Outlook.		

4. Changing of default delivery mailbox is successful if the selected Outlook Data File has a comment "**Default**". You may also check the selected default delivery location in the **E-mail** tab of the **Account Settings** window.



3. Create or Open	New Outlook Data File         Types of storage:         Outlook 97-2002 Personal Folders File (.pst)         Duttook 97-2002 Personal Folders File (.pst)         Description         Provides more storage capacity for items and folders.         Supports multilingual Unicode data. Not compatible with         Outlook 97, 98, 2000, and 2002.         OK         Cancel    Select the location where to place the .pst file then, click OK.	
Save in:	Sectup (D:) Sector Sec	
My Documents My Computer My Vetwork Places	Ge6e0dba961aaf6ee40eb7f5eab866 8b81458ac5866f50b9a72dcf ACTTestDE Logs Dap Files LENOVO INSTALLER Others PrivateAssemblies PST QATool QATool Files soapUI soapUI-Pro-4.0.0	
	File name: New PST File.pst	
	Personal Polders Hiles (**,pst)	
Tools	J OK Cancel	
<b>NOTE:</b> It is recommended files. 4. After selection	to place the .pst file on Local Disk (D:) or the disk where you use	ually store your backup

5. Type the ham	e of Outlook Data File in the Name: field  Create Microsoft Personal Folders  File: D:\New PST File.pst Name: Primary Local Mailbox Format: Personal Folders File Password Password Password: Save this password in your password list OK Cancel	then, click <b>OK</b> .
The new Ou	Itlook Data File will now be included in the	e list.
E-mail Data Files RSS Feed	ds    SharePoint Lists    Internet Calendars    Published Calendars    Addr	ess Books
Add 🚰 Settings	🛇 Set as Default 🛛 🗙 Remove  🛅 Open Folder	
Name	Filename	Comment
Archive Folder BUP Archive Folders_04182012 FGPJ Mailbox Mailbox - Ferdinand Jr While You Wore Out	Archive_Backup04182012.pst in D:\PST Archive Folder_04182012.pst in D:\PST FGPJ_08112010.pst in D:\PST Not available <u>While You Were Out.pst in C:\Program Files\Microsoft Office\Office12</u>	Default
Primary Local Mailbox	New PST File.pst in D:	
To avoid using th 1. You can dele E-mail Data Files RSS Fee	te wrong .pst file caused by many Outlook ete an existing .pst file by clicking the <b>Ren</b> ds SharePoint Lists Internet Calendars Published Calendars Addre	< Data File, <b>move</b> button.
Add Mr Settings	V Set as <u>Derault</u> Remove Open Folder	
Name	Filename	Comment
Archive Folder BUP Archive Folders_04182012	Archive_Backup04182012.pst in D:\PST Archive Folder_04182012.pst in D:\PST 5CP1_02112210_oct_in_D:\PST	Default

2. Click Yes when this prompt appears.           Microsoft Office Outlook
Are you sure you want to remove this Outlook Data File?
<u>Y</u> es <u>N</u> o

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.