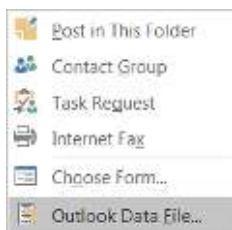


## How to Create Personal Folders in Outlook 2016

- In Outlook, go to the drop-down arrow on **New Items** at the top of the screen:

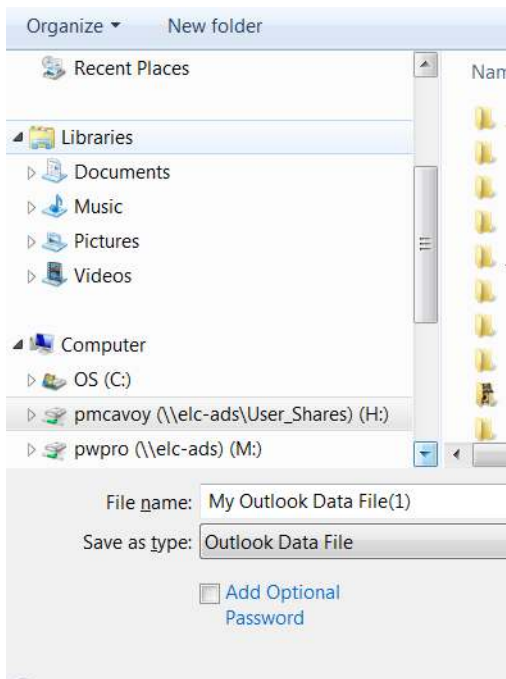


- Go to **More Items** and this menu will pop up:

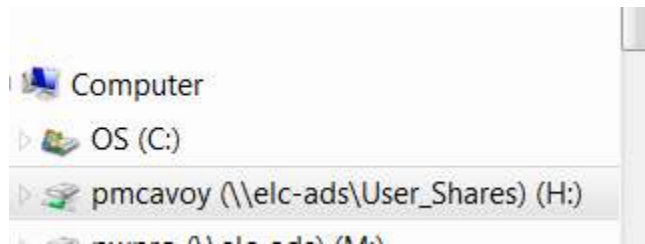


- Choose **Outlook Data File**

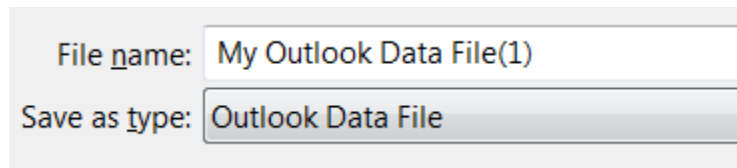
You will get a screen that looks like this:



- Always choose your **H:** drive to save the data files:



- Name the file whatever you want. The usual naming convention is “Personal Folders.”



- Leave the file type as Outlook Data File and choose OK.

The folder will then appear on the left side of your Outlook screen where your other folders (Inbox, Drafts, Sent Items, etc.) are located.