Task: Create PST file

These steps outline how to create a PST file within the Citrix session.

Please try to keep PST files no larger than 2GB as they tend to corrupt when they get larger. Corruption can lead to data loss. Multiple PST Files can be created.

Solution:

Step One: Think of a name of the PST file you would like to display in Outlook. For example, "D's Folder" , "Email from John", or "Email from 2011".

Step Two: Create a folder on the share drive to store the PST file.
- Navigate to the H-Drive (Shortcut should be on the desktop)
- Create a new folder called Outlook if it does not already exist
  - Click New Folder link

Step Three: Create the PST file within Outlook
- Launch Outlook
- Click on the File Tab
- Click on Account and Social Network Settings, then Account Settings

- Select the Data Files Tab then click Add

- Type in the name of the PST folder from Step One
- Navigate to the H drive Outlook folder created in Step Two
  - Verify the path reads as *YourName*(\\snap1\share1\Documents)(H:)>Outlook

- Click OK
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- The PST folder will show
- Once verified, Click Close
- The PST file will be accessible within Outlook