

Remote Access – Connecting Personal Folders

The following are instructions on how to create or connect to an existing pst file under Outlook 2003.

If you are accessing an existing pst file through the network or through remote access, make sure you have the file in a shared folder, preferably on a shared server location such as your home directory or another network shared drive.

Make sure you are dialed-in or connected using remote access to the City's network and that you can get to the shared folder location where the pst file is residing before you perform the following steps.

Make sure also that if you are trying to access an existing pst file, that it is not being accessed by another instance of Outlook because pst files are meant to be accessed by one connection at a time. For example, if you have a pst file that you are connected to at work and would like to access it at home as well, make sure you close the connect to the pst file or close Outlook.

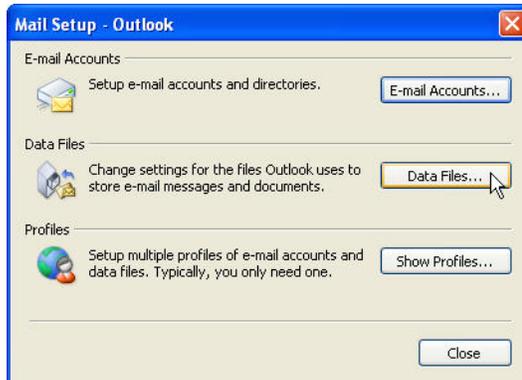
- 1) Open Outlook 2003, go to **File > Data File Management...**

or from **Start**, right click Outlook icon and select **Properties**

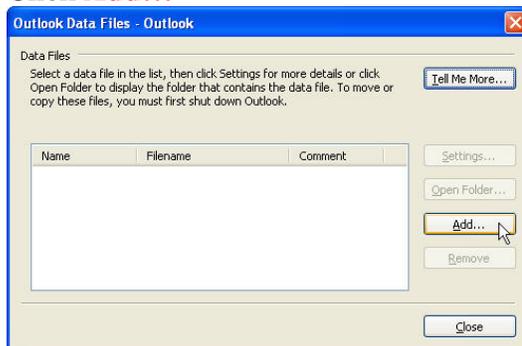


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Click **Data Files...**



2) Click **Add...**

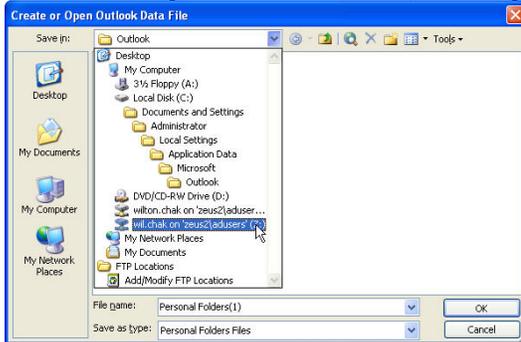


3) Click **OK**

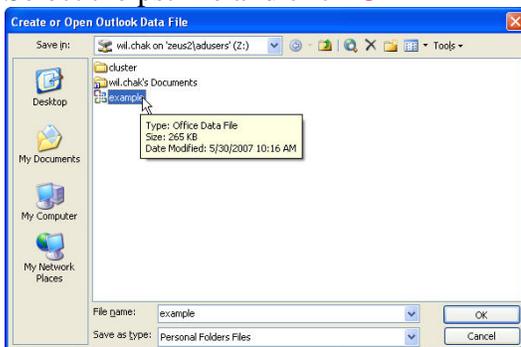


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- 4) Specify the location of where the pst file is located. This can be done by navigating to the location by clicking on the drop-down arrow on the **Save in:** field. You will need to know where your file is stored (consult your administrator).



- 5) Select the pst file and click **OK**



- 6) If you want a different display name instead of the default *Personal Folders*, you can enter a different name in the **Name:** field. Also you can password protect your pst file and change compression settings here (not recommended that you change password or compress file). Click **OK**.



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7) Click **Close**

