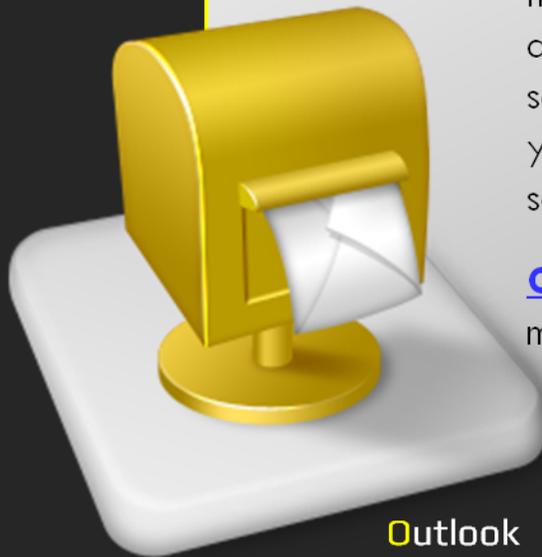


Setting your Local PST as Default Delivery Mailbox in Outlook

If your 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.

[Click here](#) to know how to avoid problems caused by full mailbox.



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

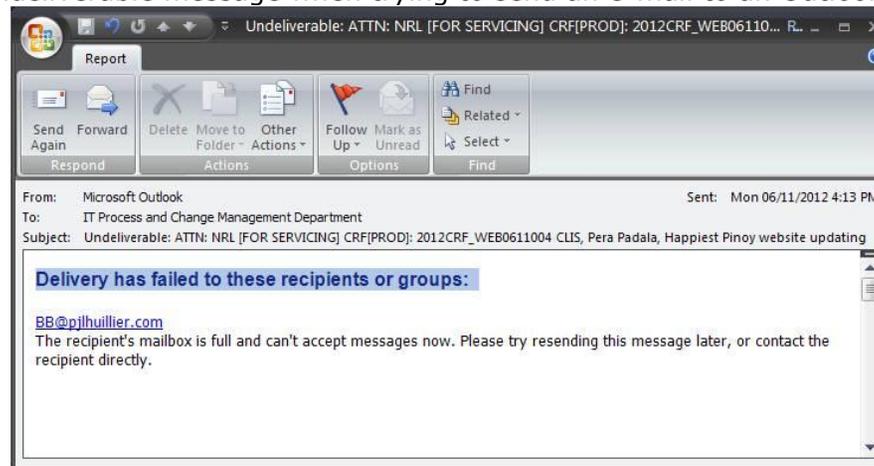
Default delivery mailbox

By default, Outlook automatically stores all e-mail information in one of the following locations:

- In a Personal storage folder on your hard disk drive, also known as .pst file.
 - In a Mailbox that is located on the E-mail server.

The mailbox on server can only store a limited amount of data depending on the size limit. When the limit is reached, an Outlook user may not be able to receive e-mails.

The sender will get undeliverable message when trying to send an e-mail to an Outlook user with full mailbox.



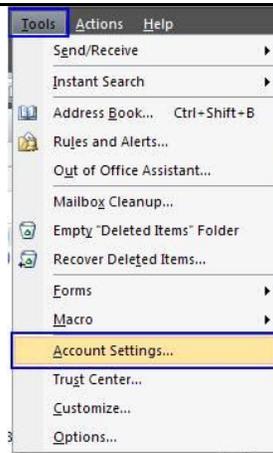
Outlook user will also not be able to send an e-mail and the drafted message will be stuck in the Outbox folder.

To avoid this problem, you can use the Personal storage folder (.pst file) as the default delivery mailbox since its size limit is dependent on the available size of the hard disk drive where it resides.

Checking the default delivery mailbox

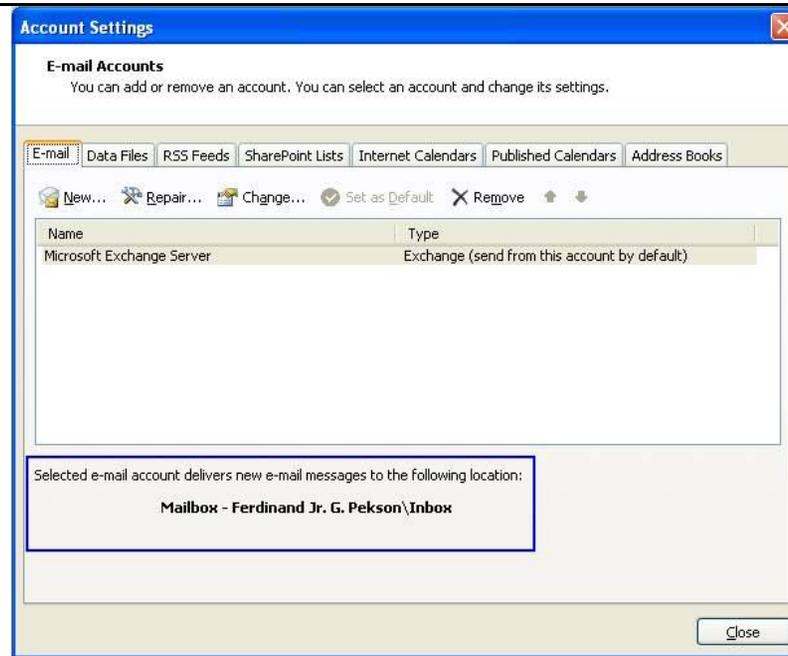
To check your default delivery mailbox,

1. On **Tools menu**, choose **Account Settings...** .



2. **Account Settings** window will appear. Go to **E-mail Accounts** tab.
The lower portion of the window will display the selected default delivery location.

- If the display is **Mailbox – [Name]\Inbox**, the selected location is the Mailbox on server.



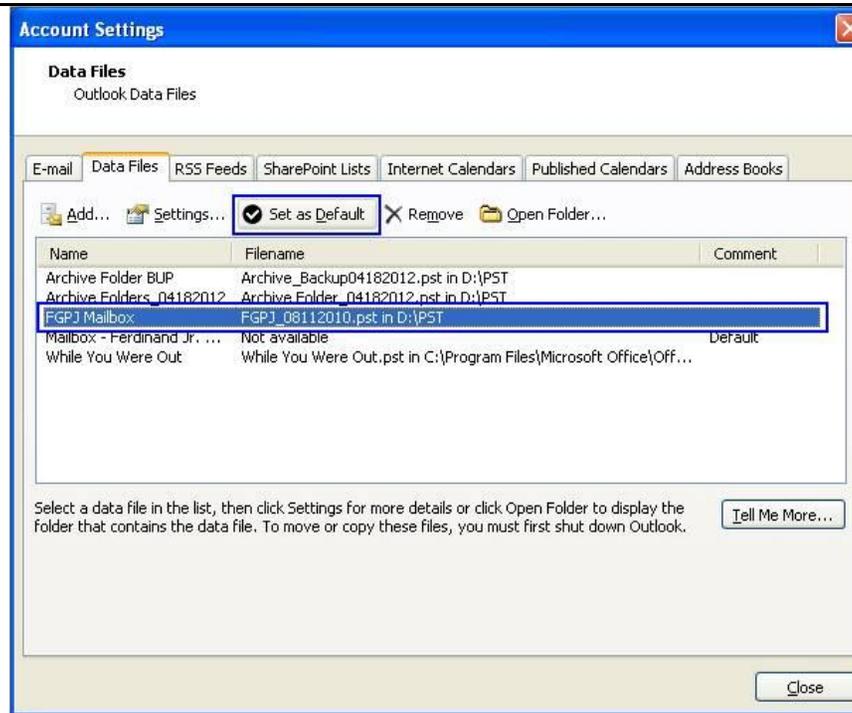
- If the display is **[Mailbox Name]\Inbox** and the location of data file (.pst) is specified, the selected location is the Personal Storage folder (.pst file).

Selected e-mail account delivers new e-mail messages to the following location:
FGPJ Mailbox\Inbox
in data file D:\PST\FGPJ_08112010.pst

Setting a .pst file as the default delivery mailbox

To change your default delivery mailbox,

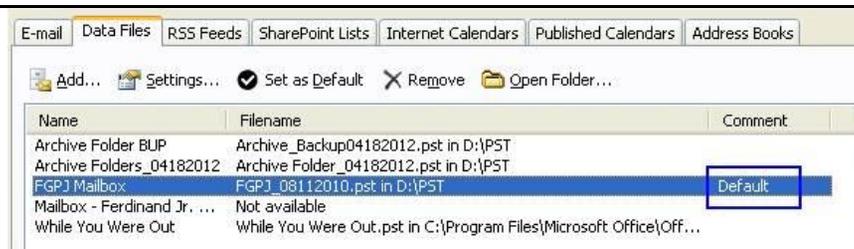
1. In **Account Settings** window, go to **Data Files** tab.
2. Select a .pst file among the **Outlook Data Files** list and then, click the **Set as Default** button.



3. Click **Yes** when this prompt appears.



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.



Selected e-mail account delivers new e-mail messages to the following location:

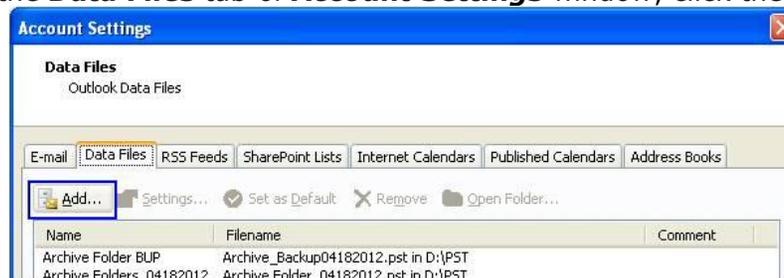
FGPJ Mailbox\Inbox
in data file D:\PST\FGPJ_08112010.pst

NOTE: Make sure that you have already created a .pst file before setting the default delivery mailbox.

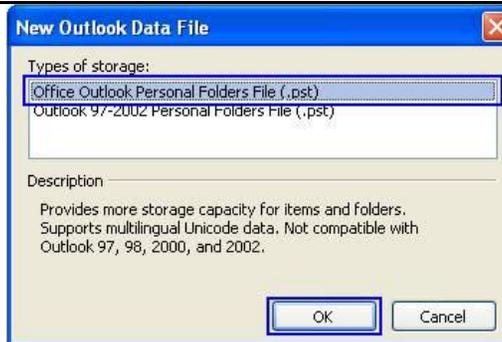
Adding/Removing a .pst file

To create a new .pst file,

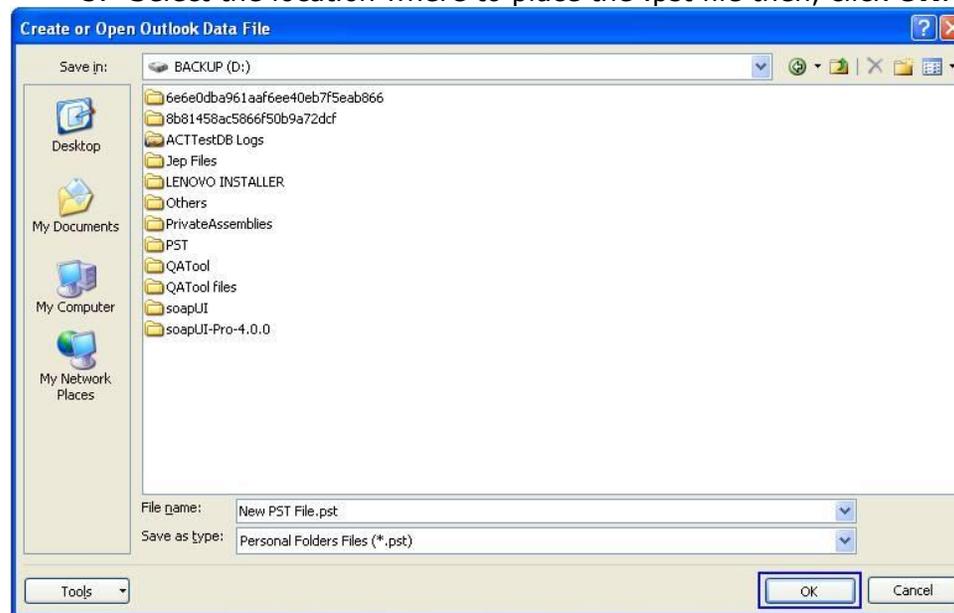
1. From the **Data Files** tab of **Account Settings** window, click the **Add...** button.



2. When the **New Outlook Data File** window appears, select **Office Outlook Personal Folders File (.pst)** as type of storage and then, click **OK**.



3. Select the location where to place the .pst file then, click **OK**.



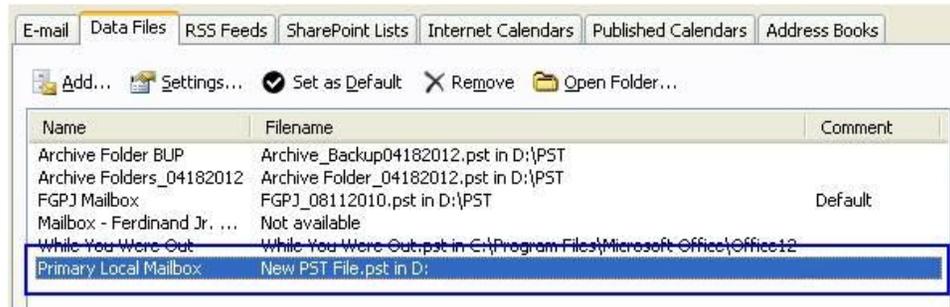
NOTE: It is recommended to place the .pst file on Local Disk (D:) or the disk where you usually store your backup files.

4. After selecting the location, **Create Microsoft Personal Folders** window will appear.

5. Type the name of Outlook Data File in the **Name:** field then, click **OK**.

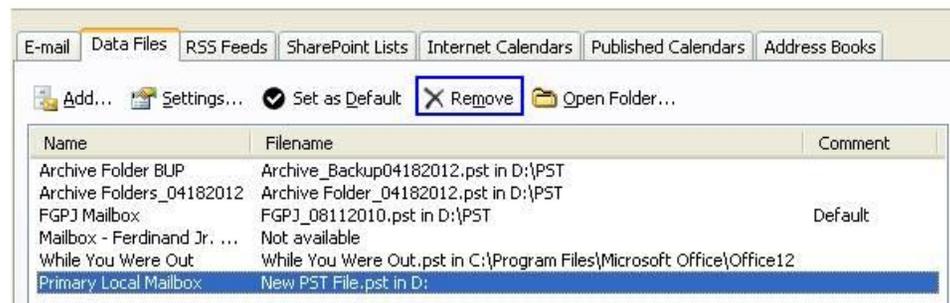


The new Outlook Data File will now be included in the list.



To avoid using the wrong .pst file caused by many Outlook Data File,

1. You can delete an existing .pst file by clicking the **Remove** button.



2. Click Yes when this prompt appears.



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