



Outlook Maintenance.

Maintenance is a necessary evil in the IT world. Most of the time it is to cope with technology boundaries, like disk space, file fragmentation, files size limitations, etc.

In this issue we discuss Outlook Maintenance because we have noticed increasing incidents of lost data and email from people's Outlook, due to MS Windows limitations. With the ever-growing volume of email traffic, our inboxes never stop increasing. After only one year, you can end up with tens of thousand emails and attachments.

Why Outlook needs maintenance.

Outlook manages its Calendar, Email, Attachments, Contacts, etc. inside one single file on your hard drive - called your PST file (.pst is the extension). Outlook doesn't insure stability of file over **2Gb** (2000Mb roughly equivalent to 4 CDs). As your PST file approaches that limit you may lose the ability to access your email and will require data recovery by a service technician, with **the risk of losing your email messages forever.**

Am I at risk?

What is my PST file size? It is highly recommended to keep it under 1.6 GB for your data safety.

Right Click on "Outlook Today" then select "Properties"

The Total Size should be less than 1,600,000 KB (1.6 GB)

Subfolder	Size	Total Size
Calendar	986 KB	986 KB
Calendar BCK	0 KB	0 KB
Cell	27 KB	27 KB
Contacts	65 KB	65 KB
Deleted Items	164 KB	164 KB
Deleted Items(CellPhone)	0 KB	0 KB
Deleted Items(test)	0 KB	0 KB
Drafts	0 KB	0 KB

How to work with multiple PSTs.

In order to reduce size of your PST file, you can, for example, create One PST file per calendar year, or one PST file per type of subject (Team Folder, Project Folder, etc.)



Create a new PST

On Outlook XP : Select **File -> New -> Outlook Data File...**
 On Outlook 2000 : Select **File -> New -> Personal Folders File (.PST)**

Select a folder on your D drive documents, and type the name of the PST you want to create.

Select **Personal Folders File** and click OK

Example: I will regroup all the mailboxes for my team correspondence in one single PST file dedicated to that

Type the name you want to see displayed in your Outlook.

Create Mailboxes in that PST file.

Click on **File -> New -> Folder...**

Type the name of the mailbox

Select "Mail and Post Items" to define it as a mailbox

Select your new PST volume (in this example Team Mailboxes)

You can also move Mailboxes from your "Personal Folders" to the new PST (close and re-open Outlook to update filters). To move existing mailboxes or messages, click and drag them from your **Personal Folders** to the newly created Folder (PST)

How to reduce file size now.

You need to compact the PST file once you have moved some of your mailboxes out of the main PST to "Archive". Start it before leaving as, for a huge PST, it can take hours!

- Click on the menu : **Tools -> Options ...**
- Select the Tab "**Mail Setup**" then click on the button : **Data Files...**
- Select "**Personal Folder**" then click on the button "**Settings..**" and finally click on "**Compact Now**" !