

Moving Outlook PST/PAB Files

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Abstract: Here are instructions for moving Outlook 97/98 Personal Address Book (.pab) and Personal Message Store (.pst). If you installed Outlook using the default configuration, these files are placed in the Program Files/Outlook folder. For easier backup and program maintenance, these files should be moved to a location where the rest of your personal data is stored on the hard disk.

- 1) Exit Outlook
- 2) Move your .PAB & .PST files to new directory

Sidebar note 1: All of my data, regardless of what program creates it is located under a **single** folder, "\julio". I do not use "\My Documents", but it certainly is an option. From this single folder, I've created a personal data tree, divided in sub-folders, including: \julio\documents, \julio\projects, \julio\images, \julio\templates, etc. Of course, each of these folders contain subfolders that help me find specific, related files at a later date. For example \julio\projects\ATM Upgrade, \julio\projects\NJCU Online, \julio\documents\PORs, \julio\documents\MIS Plan, etc.

I created a subfolder for Outlook, called \julio\exchange. Actually, I created this subfolder back when I was using MS Exchange client and never changed the name. You might want to call it \your-root-directory\outlook, or even \your-root\email. I have a single subfolder below my Outlook folder, called \julio\exchange\archives, as I make extensive use of the archive facility in Outlook 98.

I keep practically all my email. If it were to remain in the single PST file, access response times would eventually slow down to a crawl when accessing the message store. I also have some other neat tricks to limit the size of my message store to improve performance. Even so, my working PST is currently 40 Mbytes!

Sidebar Note 2: I have even moved my IE "Favorites" folder tree from the Windows root folder to my personal root folder! This way, when I back up **my** files *all my Internet bookmarks are backed up too*. Just use the file manager, Window Explorer, to move the folder. The new location is automatically updated in the registry by Windows and remains accessible in IE. For those running Windows 98, Start>Favorites is also updated. (Backup is real easy. All I do is backup my root directory and all subdirectories below it to a CD-R disk.)

But I digress. Back to the moving the Outlook files...

- 3) Re-open Outlook
- 4) Find "Services" off the menu bar. (It was moved from one menu list to another between 97 and 98 versions.)
- 5) Delete the "Personal Address Book" and "Personal Folders" services. Create new services for both, but **Browse** for your files instead of just creating new files.
- 6) After re-creating your two services, Click OK, exit Outlook & reboot your computer.