

Folsom Lake College Email System

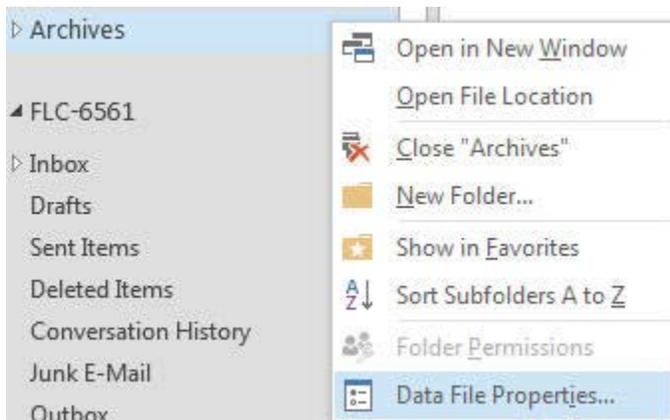
Reducing the Size of PST Files (Compacting)

The previous instructions discussed archive files and archiving. The overall goal in archiving is to either reduce the size of your online mailbox, or reduce the size of a Personal Storage Folder (.PST file). If you've archived or moved mail to a .PST file, that file itself may have gotten extremely large. The previous instructions discuss archiving steps. You can not only archive messages from your Exchange mailbox and move them to a .PST file, you can also move messages the same way from the .PST file into another file. You may decide to split a .PST file into multiple .PST files for each calendar or fiscal year's messages. Then, with the goal of reducing server space, move the .PST files you don't need readily available to a USB drive or burn them to DVD. There are additional instructions on a separate web page on how to move .PST files to USB or DVD.

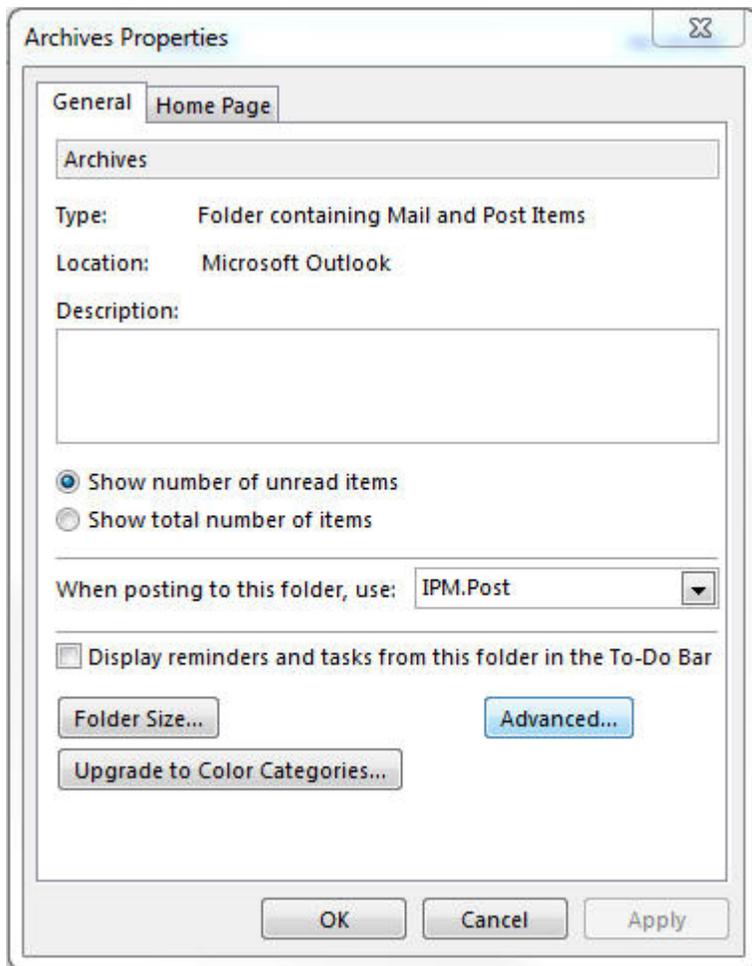
At this point in the web instructions, you may have already archived or moved messages from a Personal Storage Folder (.PST). As an example, perhaps you had 5,000 messages in a .PST that was 5 Gbs in size. You move half the messages (2,500 of them) to another .PST, but you notice that the original .PST is still the same size (5 Gbs). Why? The reason is that .PST files are expanded in size to accommodate the space needed for messages, but the .PST files don't automatically shrink down in size once messages are removed.

Once you've deleted, archived, or moved messages off a .PST file, you need to manually shrink the size of the file through a compacting process. To compact a .PST file, do the following:

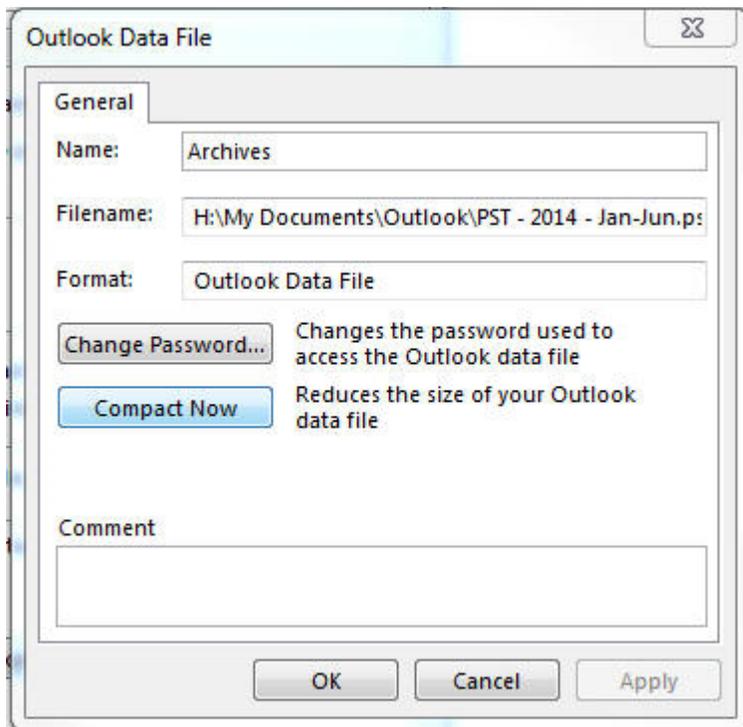
1. Right-click on the Personal Storage Folder (.PST), and go to **Properties**.



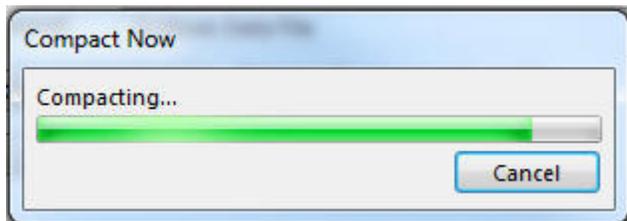
2. Click on the Advanced button.



3. Click **Compact Now**.



4. The following box will pop up:



5. Once done, click on OK.

6. To see the size of the .PST file, click on **Folder Size**. Remember it's in KB, so just ignore the last three digits to the right and think of MB.