

Creating an OST file for offline use and selecting folders to be available offline - Outlook 2003

CREATING AN OST FILE

To perform this you have to be in the online mode in Outlook (connected to the exchange server).

- * Go to tools, e-mail accounts, view or change existing e-mail accounts (click next),
- * click on change for the exchange account,
- * click more setting, choose advanced tab, click offline folder settings.

At this stage if you don't have an ost file it will prompt you to create it, then exit out of this area. After doing this you will then have 2 folders when you click on public folders, one called favorites (offline ost copy), and the other called "All public folders" (online copy). You will only see both when you are connected to the Exchange server.

SELECTING FOLDERS TO BE AVAILABLE OFFLINE

The next step is to select the folders that you want offline, and select them for synchronizing. This is 2 stage process.

STAGE #1: SELECT THE FOLDERS YOU WANT OFFLINE

The first step is to select a folder from the all public folders section and drag and drop it into the favorites folder, preferably in the same order as the public folders, including sub folders.

STAGE #2: SELECTING FOLDERS TO SYNCHRONIZE

The next step is to tell Outlook to sync the folders that you put into the offline folder

- * Goto tools, send/receive settings, define send/receive groups, then a window will open
- * Click on edit and a new window will open
- * Click on Microsoft Exchange on the left side of this window
- * Now you can select any of your personal folders that you want available offline by clicking on the folder, and its sub folders. If you want to select all public folders, right mouse click on "Mailbox-your name", and select "check all subfolders".
- * Now you can select the public folders that you want available offline by scrolling down below your personal folders until you see "Public folders". Click on the expand "+" symbol and you will then see a folder called "Favorites". You can either open this folder and select the folders you want for offline, or right mouse click on this folder and choose "check all subfolders". You're done. The folders will now sync to your PC or notebook in the background, or you can force a sync by hitting the F9 key.