

Storage of Councillors' Outlook emails

What is it?

Personal folders, also known as PSTs, are folders where we previously used to store or organise emails away from your inbox.

This was because the old email system didn't have sufficient capacity.

What is happening?

Our current Outlook emails has sufficient capacity and we can now bring any previous PSTs into your main Outlook inbox. It is hoped this prevents Outlook crashing.

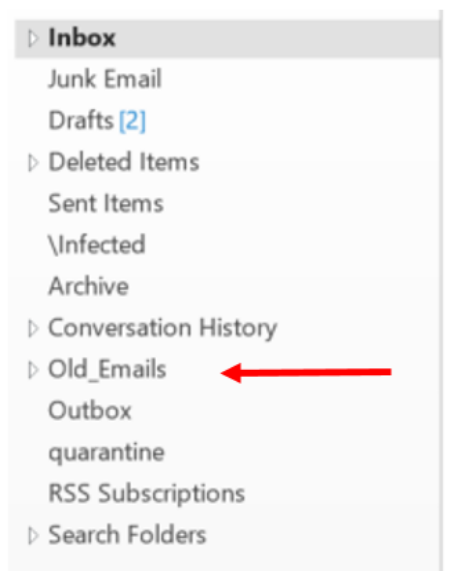
IT will be automating this process for you (and will only affect those Councillors that have personal mail folders).

IT have cleaned up as much data as we can however given the many years of PSTs it is possible that old, duplicate or unused PST data may be copied across. To remove any you no longer need, right click on the folder and select Delete folder.

When?

The import for Councillors will take place **on Monday 22 March.**

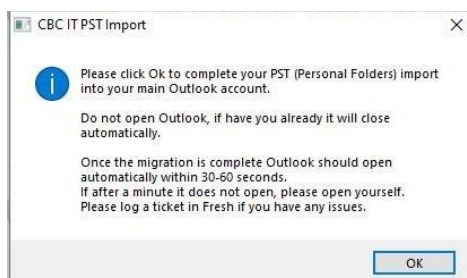
The next morning, or the next time you login, the PSTs will be visible in your main Outlook account in a new folder called 'Old Emails.'



Please see the below images of some alerts and screen shots to expect

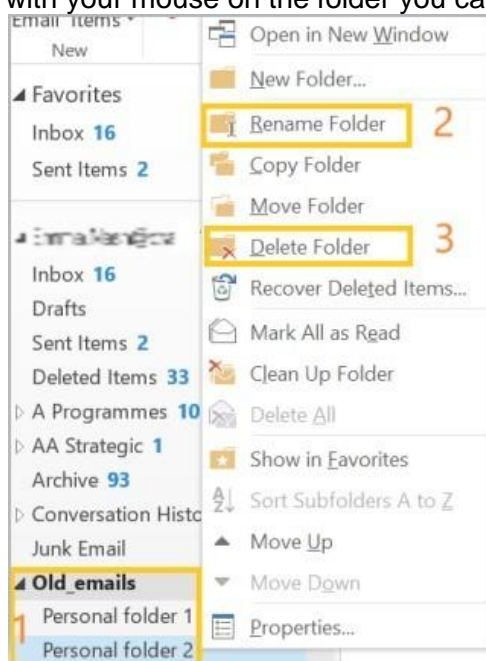
1. Complete the PST import message

- If you see this message, follow the instructions to complete the import.



2. How the new 'Old Emails' folder will look

- If you right click with your mouse on the folder you can rename it or delete it.



3. Red cog over the Outlook icon

- Hovering your mouse over the Outlook icon should remove the red cog
- As long as Outlook opens normally there is no issue
- It will disappear after you logoff or reboot

