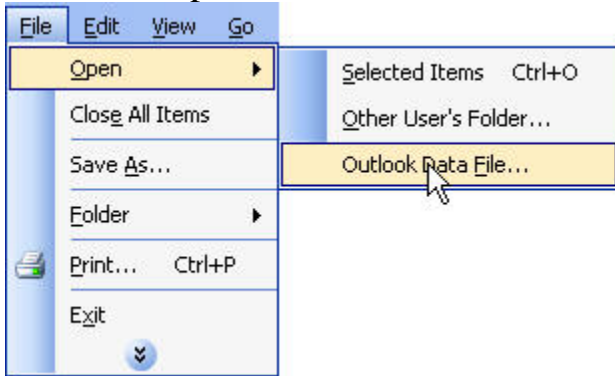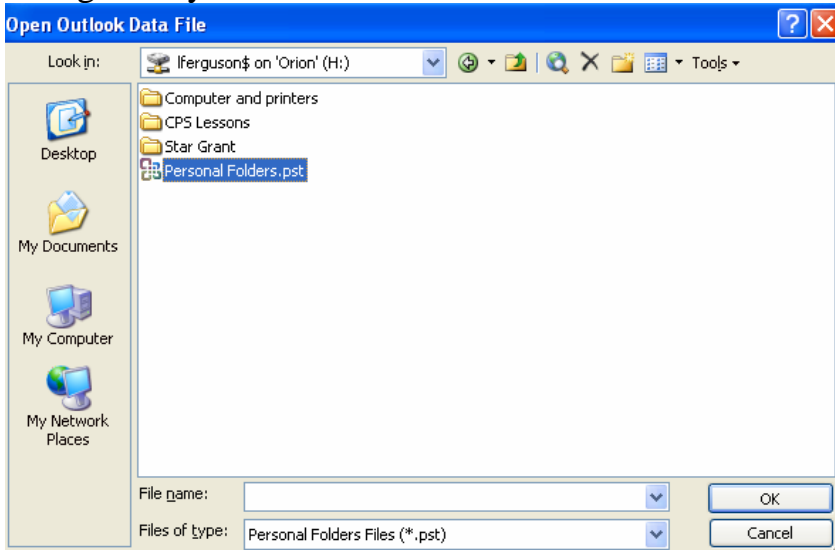**Microsoft Outlook: Opening Personal Folders**
If your personal folder is not visible in Outlook mail, follow the directions below to open the file.

1. Login with your username and password
2. Open Microsoft Outlook
3. Click File/Open/Outlook Data Files

4. Navigate to your H: drive.

5. Double-click on the file *Personal Folders* to open.
   - Your personal folder may be named differently.
     Example: *Outlook Mail_Do Not Delete.*
   - Whatever the name, you will see this icon.
   - When you are in your H: drive, never delete or move this file. You will lose all mail saved in your personal folder if you delete it.

6. Troubleshooting:
   - If you do not see your H: drive, log off. Restart and login.
   - Check *My Computer* to see if network drives are visible.