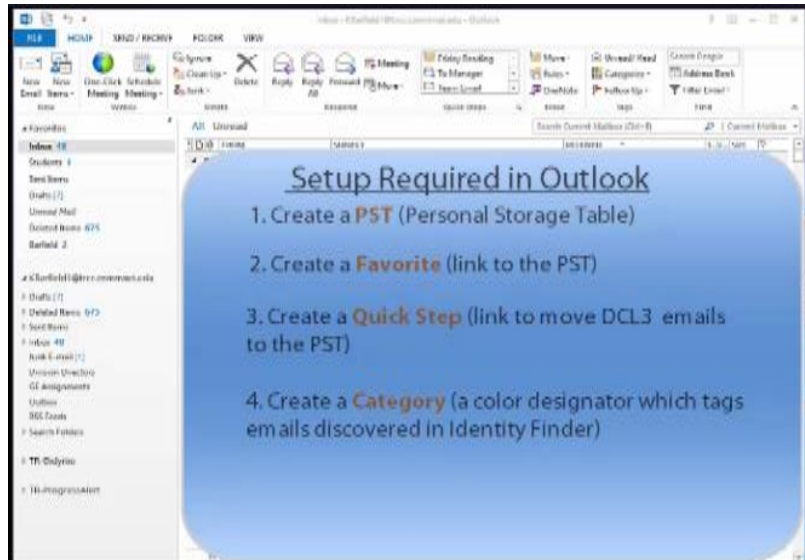


# How to configure Microsoft Outlook for Identity Finder

To prepare to quarantine e-mails from Outlook using Identity Finder, take the following steps.

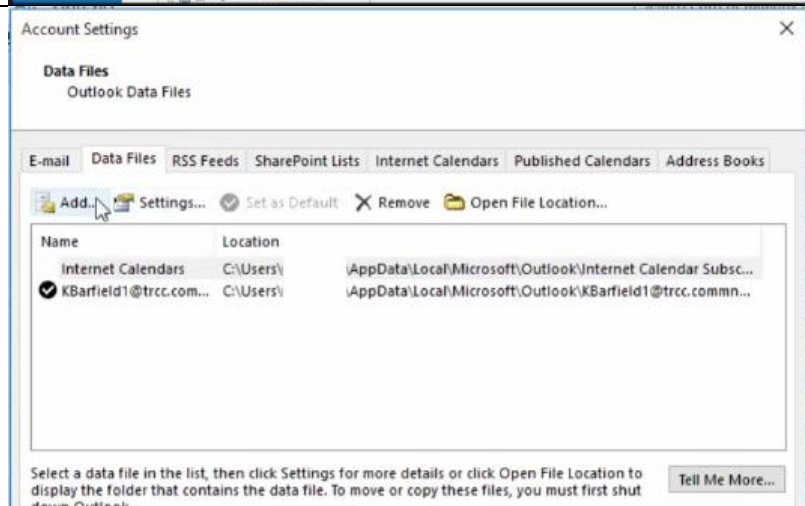
1. Before Identity Finder can quarantine your e-mails, you will need to configure Outlook. You will need to create a *Personal Storage Table (PST)*, create a *Favorite* of the PST, create a *Quick Step*, and create a *Category*.



2. **CREATE A PST**  
To create a PST, click the *File* tab on Microsoft Outlook. Click the *Info* banner then click the *Account Settings* button. On the drop down menu, click *Account Settings*.

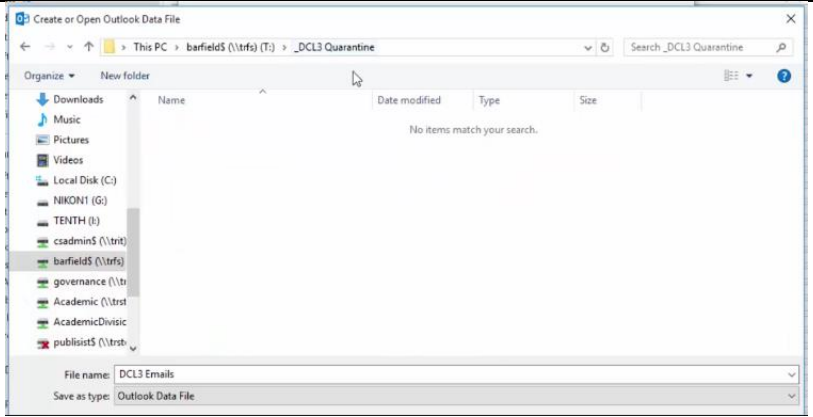


3. The *Account Settings* pop-up box will appear. Click on the *Data Files* tab then click on the *Add* button.

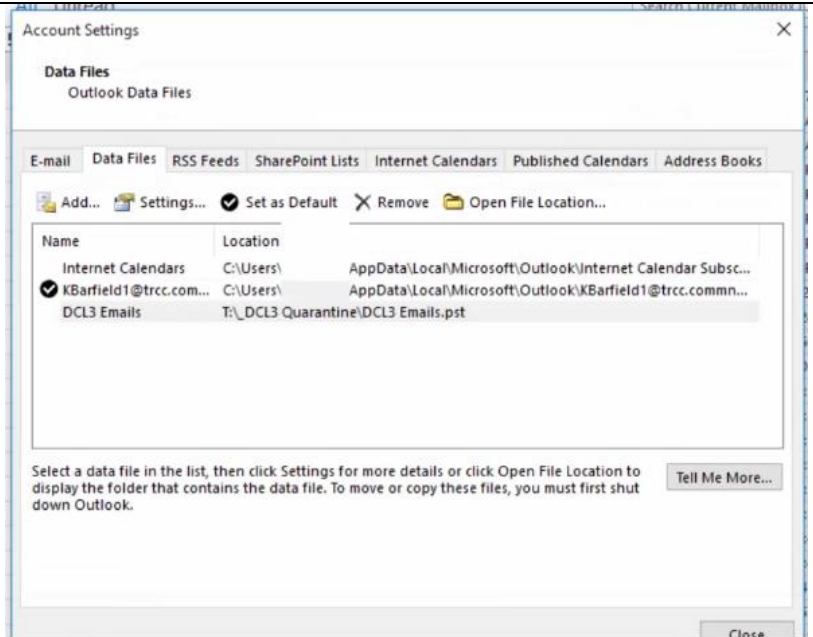


# How to configure Microsoft Outlook for Identity Finder

4. A *Create or Open Outlook Data File* pop-up will appear. Change the file name to *DCL3 Emails* and navigate to your I: Drive, TR Store Drive, or other network drive designated by your data steward. After you select a location click *OK* to create the data file.

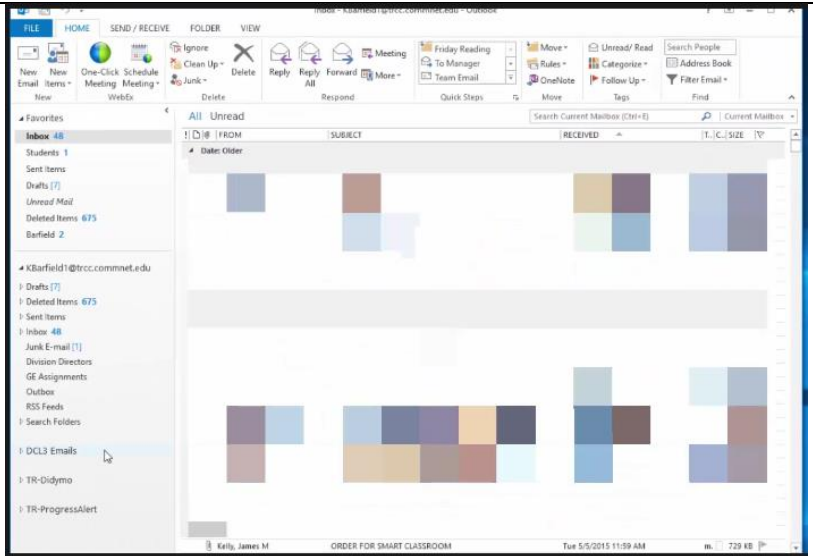


5. You will see that this will create the *DCL3 Emails* PST in the *Account Setting* dialogue box. You can now close the *Account Settings* dialogue box.

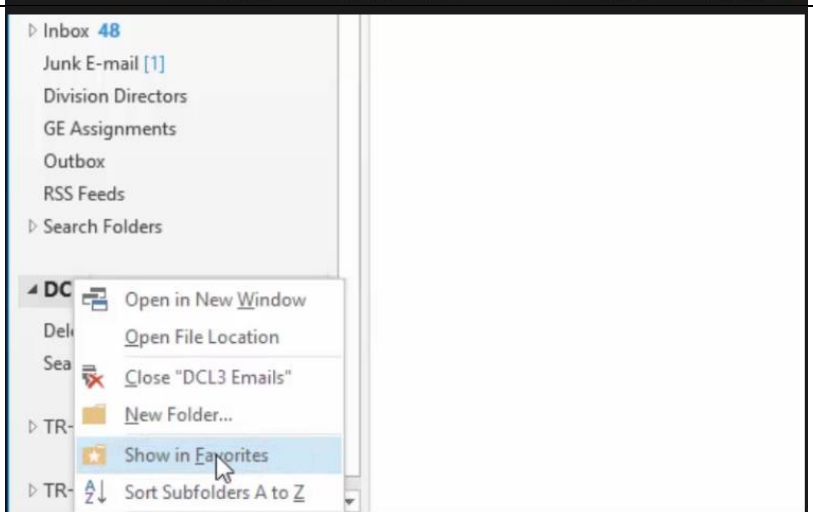


# How to configure Microsoft Outlook for Identity Finder

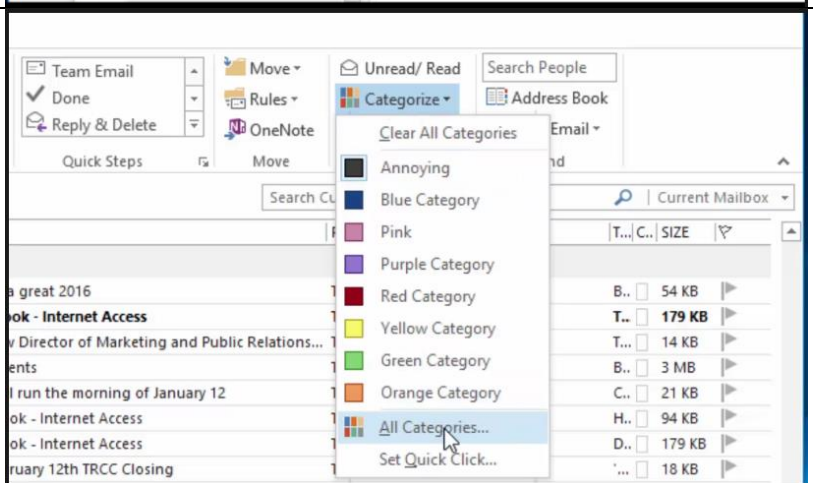
6. You will see that on the Home tab of Outlook, a new folder labeled *DCL3 Emails* will appear.



7. **CREATE A FAVORITE**  
To create a *Favorite*, simply right click the *DCL3 Emails* folder. Then click *Show in Favorites* in the resulting drop down menu. You will now see a link to the *DCL3 Emails* folder under your *Favorites* folder on Outlook.

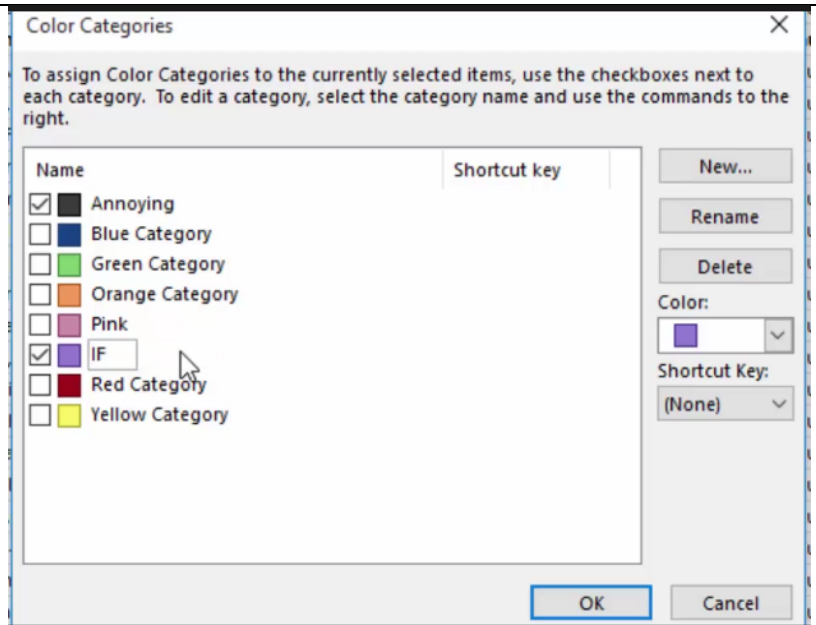


8. **CREATE A CATEGORY**  
To create a *Category*, go to the *Home* tab on Outlook. To the far right, click on the *Categorize* button. Then click the *All Categories* option in the drop down menu.

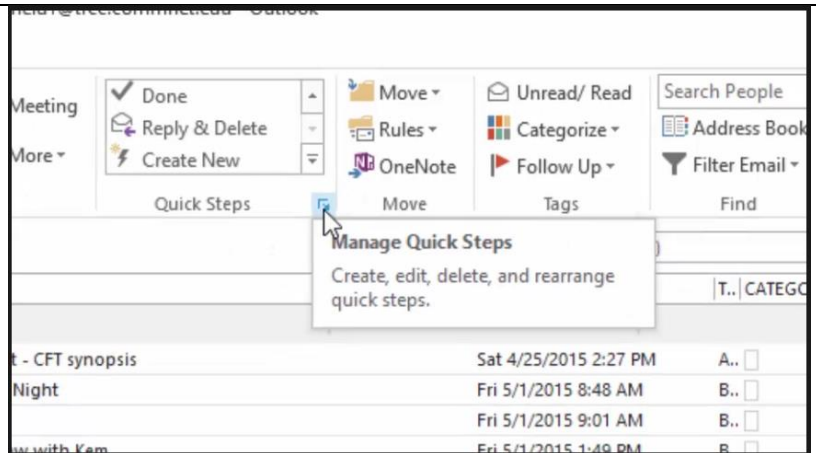


# How to configure Microsoft Outlook for Identity Finder

9. On the *Color Categories* pop-up box, select a color and check the box next to it. Click the *Rename* button and rename the color category to *IF*. If you are already using all of your categories, simply click the *New* button to create a new category and assign a color to it. Click *OK* to accept the changes. You will then notice that your category appear in the *Categorize* drop down menu.

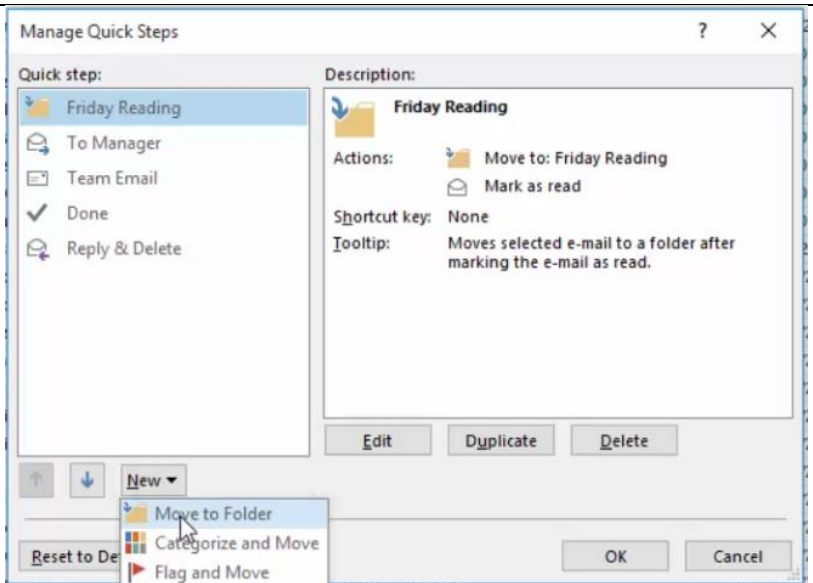


10. **CREATE A QUICK STEP**  
To create a *Quick Step*, go the *Home* Tab on Outlook and look to the left of the *Categorize* option to find the *Quick Steps* group. You can scroll down to the *Create New* option in the box above the *Quick Steps* group. Another way to do this is by clicking the *Manage Quick Steps* button at the bottom right corner of that area.

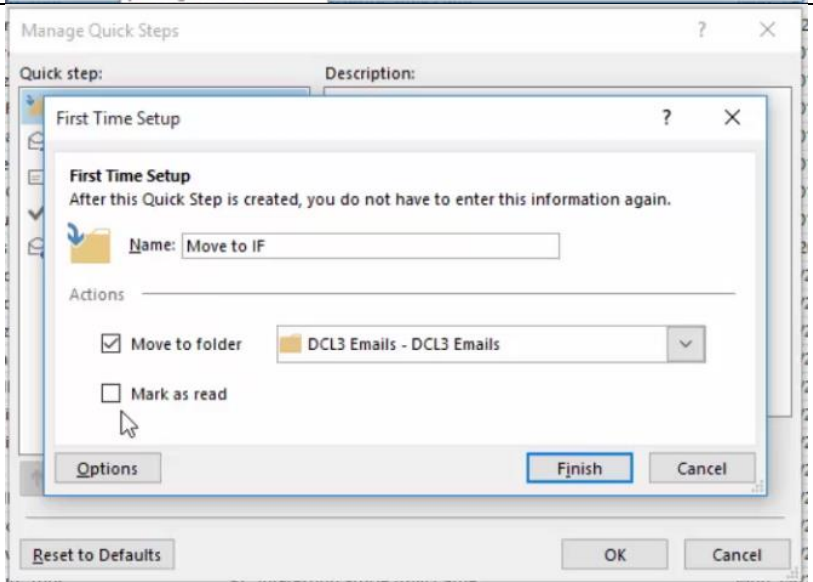


# How to configure Microsoft Outlook for Identity Finder

11. A *Manage Quick Steps* dialogue box will appear. It will show you all the quick steps that have been made and what they do. Click the *New* button and select the *Move to Folder* option in the drop down menu.

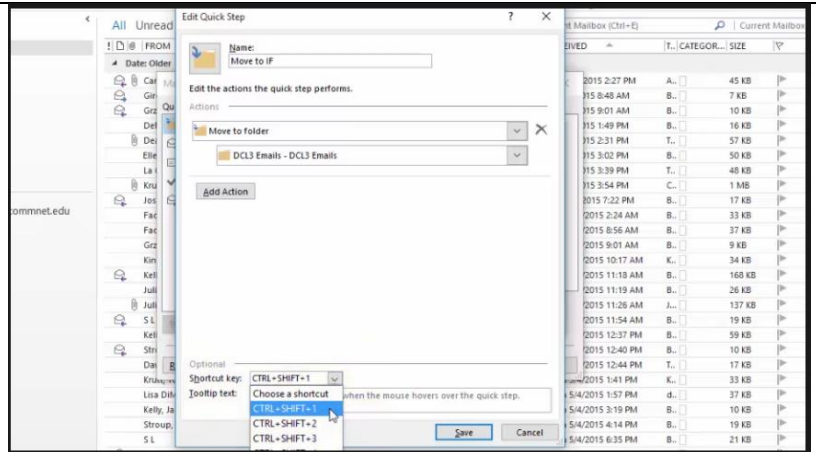


12. A *First Time Setup* pop up should appear. Change the name of the quick step to *Move to IF*. Under *Actions*, make sure to select the *DCL3 Emails* folder in the drop down next to the *Move to folder* option. You can leave the *Mark as read* box unchecked since you will need to read the e-mail to mark it. Now click the *Options* button.



# How to configure Microsoft Outlook for Identity Finder

13. An *Edit Quick Step* pop up box will show up. Here you can assign additional actions to a quick step. If you would like to assign the *Move to IF* quick step a shortcut key, select a shortcut in the drop down menu next to *Shortcut Key*. Once satisfied, click the *Save* button then click *OK*.



14. You will now see *Move to IF* as a quick step in the list. To use the quick step, select the e-mail(s) you want and click *Move to IF* in the quick steps list or use the shortcut key you assigned in Step 13.

