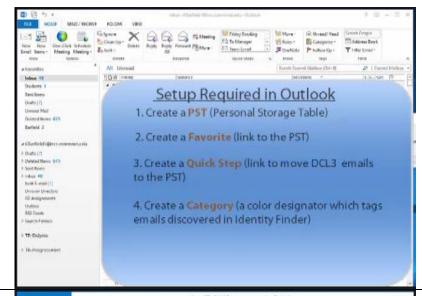
To prepare to quarantine e-mails from Outlook using Identity Finder, take the following steps.

1. Before Identity Finder can quarantine your emails, 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.

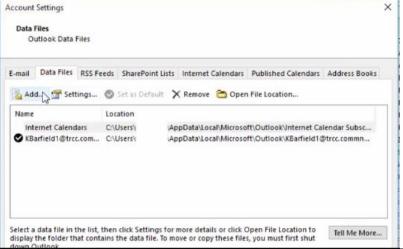


### 2. CREATE A PST

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.



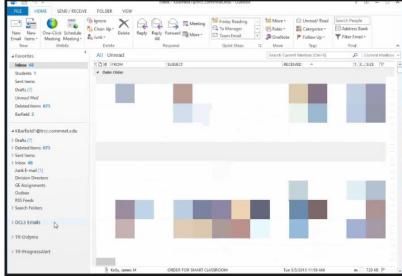


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4. A Create or Open Create or Open Outlook Data File ← → · ↑ → This PC → barfieldS (\\trfs) (T:) → \_DCL3 Quarantine → 

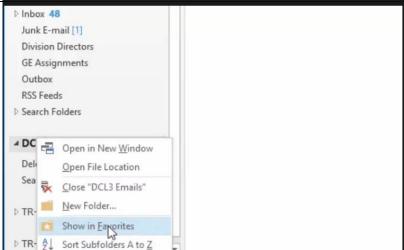
Search \_DCL3 Quarantine Outlook Data File pop-Organize ▼ New folder ^ up will appear. Change Downloads h Music the file name to DCL3 Pictures Emails and navigate to ₩ Videos Local Disk (C:) your I: Drive, TR Store NIKON1 (G:) TENTH (I:) Drive, or other network mathematical base barfields (\\trfs) drive designated by governance (\\tr your data steward. AcademicDivisic After you select a publisist\$ (\\trst-\_ File name: DCL3 Emails location click OK to Save as type: Outlook Data File create the data file. 5. You will see that this Account Settings will create the DCL3 **Data Files** Emails PST in the Outlook Data Files **Account Setting** E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books dialogue box. You can now close the Account 遏 Add... 🚰 Settings... 🔮 Set as Default 💢 Remove 🛅 Open File Location... Settings dialogue box. Location Internet Calendars C:\Users\ AppData\Local\Microsoft\Outlook\Internet Calendar Subsc... ✓ KBarfield1@trcc.com... C:\Users\ AppData\Local\Microsoft\Outlook\KBarfield1@trcc.commn... DCL3 Emails T:\\_DCL3 Quarantine\DCL3 Emails.pst Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut Tell Me More... down Outlook.

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



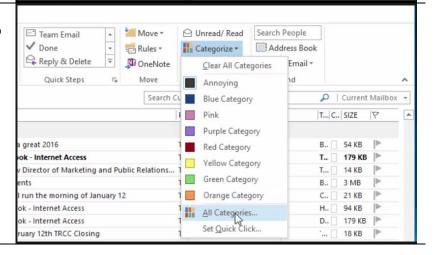
## 7. CREATE A FAVORITE

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 you Favorites folder on Outlook.



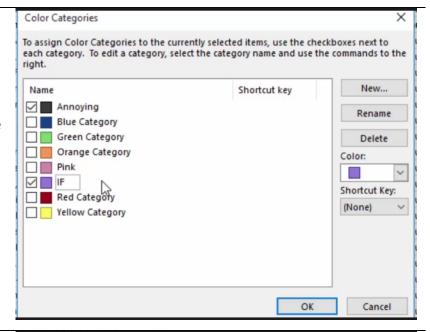
#### 8. CREATE A CATEGORY

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



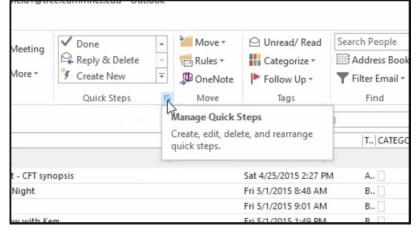


9. On the Color Categories pop-up box, select a color and check the box next to it. Click the Rename button and rename the color category to IF. If you are already using all of your categories, simply click the New button to create a new category and assign a color to it. Click OK to accept the changes. 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.



11. A Manage Quick Steps X Manage Quick Steps dialogue box will Quick step: Description: appear. It will show you Friday Reading Friday Reading all the quick steps that To Manager Actions: Move to: Friday Reading have been made and Team Email Mark as read what they do. Click the ✓ Done Shortcut key: New button and select Reply & Delete Tooltip: Moves selected e-mail to a folder after marking the e-mail as read. the Move to Folder option in the drop down menu. **Duplicate** Edit Delete New -Move to Folder
Categorize and Move Reset to De Cancel Flag and Move 12. A First Time Setup pop Manage Quick Steps up should appear. Quick step: Description: Change the name of the First Time Setup X quick step to Move to IF. Under Actions, make First Time Setup After this Quick Step is created, you do not have to enter this information again. sure to select the DCL3 Emails folder in the Name: Move to IF drop down next to the *Move to folder* option. ✓ Move to folder DCL3 Emails - DCL3 Emails V You can leave the *Mark* as read box unchecked Mark as read since you will need to read the e-mail to mark Options Finish Cancel it. Now click the Options button.



Reset to Defaults

Cancel

- 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 email(s) you want and click *Move to IF* in the quick steps list or use the shortcut key you assigned in Step 13.

