test

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test

Creating a local folder in Microsoft Outlook...
In the left panel, right-click on the "Personal Folders".
Give the new folder a descriptive name to make it easy to find your messages.
Click on "OK".
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Select a message that you would like to move from the server to your local computer. Drag it to the folder you created.
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Outlook flags the message on the server as deleted. To remove it from your display, click on "Edit" -> "Purge Deleted Messages".