

## Change where sent e-mail messages are saved

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When you use a Microsoft Exchange or an **IMAP** e-mail account, you can specify the folder where sent items are saved.

### What do you want to do?

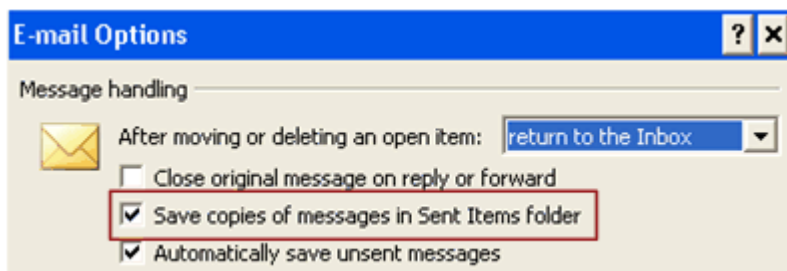
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## Change where sent e-mail messages are saved when using an Exchange account

By default, a copy of each message that you send is saved in the **Sent Items** folder.

When you reply to or forward an e-mail message that is saved in any folder other than the Inbox, you can configure Outlook to save a copy of the sent message in the same folder as the original message.

1. On the **Tools** menu, click **Options**, and then on the **Preferences** tab, click **E-mail Options**.
2. Under **Message handling**, the **Save copies of messages in Sent Items folder** check box must be selected.



3. Click **Advanced E-mail Options**.
4. Select the **In folders other than the Inbox, save replies with original message** check box.

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## Change where sent messages are saved when using an IMAP e-mail account

In Microsoft Office Outlook 2007, you can specify where sent items are saved for your IMAP e-mail account. For example, if you are at work and add a personal e-mail account to Outlook, you can configure your sent items to be saved in the **Sent Items** folder of the data file or in a **Personal Folders file (.pst)** for your personal account.

**NOTE** The first time you send an e-mail message with your IMAP account, you are prompted to choose the folder where you want sent items saved.

1. On the **Tools** menu, click **Account Settings**.
2. Select an e-mail account that is not an Exchange account, and then click **Change**.
3. Click **More Settings**.
4. In the **Internet E-mail Settings** dialog box, click the **Folders** tab.



**1** To choose a custom folder for saving your sent items, click **Choose an existing folder or create a new folder to save your sent items for this account in**.

**2** Click a folder to save the sent items in, or click **New Folder**.

By default, the sent messages from all your accounts are saved in the default **Sent Items** folder in Outlook. If you have an Exchange account in your Outlook profile, the default folder is **Sent Items** in your Exchange mailbox.

5. Click **Choose an existing folder or create a new folder to save your sent items for this account in**, expand the folder list, and then click a folder. Usually, you choose **Sent Items** in the data file for the account that you selected.

**NOTE** You should first make sure that you are subscribed to the **Sent Items** folder so that it will appear in the **Internet E-mail Settings** dialog box as described in step 4. For information about how to subscribe to IMAP account folders, see the **See Also** section.

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#### See Also

- [Change the data file where content is saved](#)
- [Choose which e-mail account to use to send a message](#)
- [Create a file to save your information](#)
- [Download an IMAP folder list](#)
- [Introduction to Outlook data files](#)

- [What is a Microsoft Exchange account?](#)

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