Inbox Repair Tool Dialog Box

Specifies the personal folder file (.pst) or offline folder file (.ost) that you want to scan.

Enter The Name Of The File You Want To Scan

Type the file name and path of the personal folder file or offline folder file that you want to scan.

Browse

Opens the **Select File To Scan** dialog box, where you can locate the file you want to scan. For more information, see the Select File To Scan Dialog Box topic.

Start

Scans your file for errors. After the scan is complete, you can choose to repair the errors.

Options

Opens the **Options** dialog box, where you can specify options for a log file. For more information, see the Options Dialog Box topic.

Select File To Scan Dialog Box

Locates the personal folder file (.pst) or offline folder file (.ost) that you want to scan or repair.

Look In
Select the drive and directory (folder) location of the personal folder file or offline folder file that you want to scan.

File Name
Displays the default file extension (*.pst or *.ost). The list box displays all files with this extension in the current directory. To select a file, type or select a file name.

Files Of Type
Lists all files in the current location that were saved with the .pst extension.

Options Dialog Box

Specifies options for recording errors in a log file.

Replace Log

Saves a detailed record of the errors found while scanning your <u>personal folder file</u> (.pst) or <u>offline folder file</u> (.ost) in a separate .log file. This file is stored in the same location as the file you scanned and has the same name, but a different extension.

Append To Log

Saves a detailed record of the errors found while scanning this file and adds it to the end of an existing .log file. This file is stored in the same location as the file you scanned.

No Log

Prevents saving the results of this scan in a .log file.

Inbox Repair Tool Dialog Box

Displays information about the <u>personal folder file</u> (.pst) or <u>offline folder file</u> (.ost) that has been scanned and makes a backup copy of the scanned file before it is repaired.

The Following File Has Been Scanned

Displays the name of the file that was scanned and the number of folders and items that were found in the file.

Make Backup Of Scanned File Before Repairing

Creates a backup copy of the file that was scanned before errors are repaired. This option is available only if errors are found during the scan.

Browse

Opens the **Create Backup File** dialog box, where you can specify the location of the backup file. This button is available only if errors are found during the scan. For more information, see the <u>Create Backup File Dialog Box</u> topic.

Details

Opens the **Details** dialog box, where you can view the errors found during the scan. This button is available only if errors are found during the scan. For more information, see the <u>Details Dialog Box</u> topic.

Repair

Repairs the outdated information in the file that was scanned. This button is available only if errors or inconsistencies are found during the scan.

Create Backup File Dialog Box

Specifies information for the backup file that you want to create of a scanned <u>personal folder file</u> (.pst) or <u>offline folder file</u> (.ost) before it is repaired.

Look In

Select the drive and directory (folder) where you want to store the backup file you are going to create.

File Name

Displays the default file extension (*.bak). The list box displays all files with this extension in the current directory. To select a file, type or select a file name.

Files of Type

Lists all files in the current location that were saved with the .bak extension.

Details Dialog Box

Displays information about the errors found in the <u>personal folder file</u> (.pst) or <u>offline folder file</u> (.ost) when it was scanned. To continue working with the file, you must repair any internal errors that were found.

To repair errors, choose the **OK** button, and then choose the **Repair** button.

Personal Folder File

A file, similar to a database, that can contain folders, messages, forms, files, and other items. You can create and use any number of personal folder files to back up folders and items, archive old items, or store folders to work with offline or give to others. You can also designate a personal folder file as the delivery location for your incoming mail. When you add a personal folder file to your profile, it appears in the folder list with the default name "Personal Folders."

You can work with personal folder files as you would any other file. You can save, copy, and move them to other locations on your hard drive, to a floppy disk, or to a file server. Personal folder files have a .pst extension.

Offline Folder File

The file on your computer's hard disk that contains your offline folders. An offline folder file can be created automatically when you install the Microsoft Exchange Client, or you can create one when you first make a folder available offline. The offline folder file has an .ost extension.