Moving PSTs

Moving PST Files

.pst stands for ‘Personal Storage Table’

Most PST files were moved during mail migration

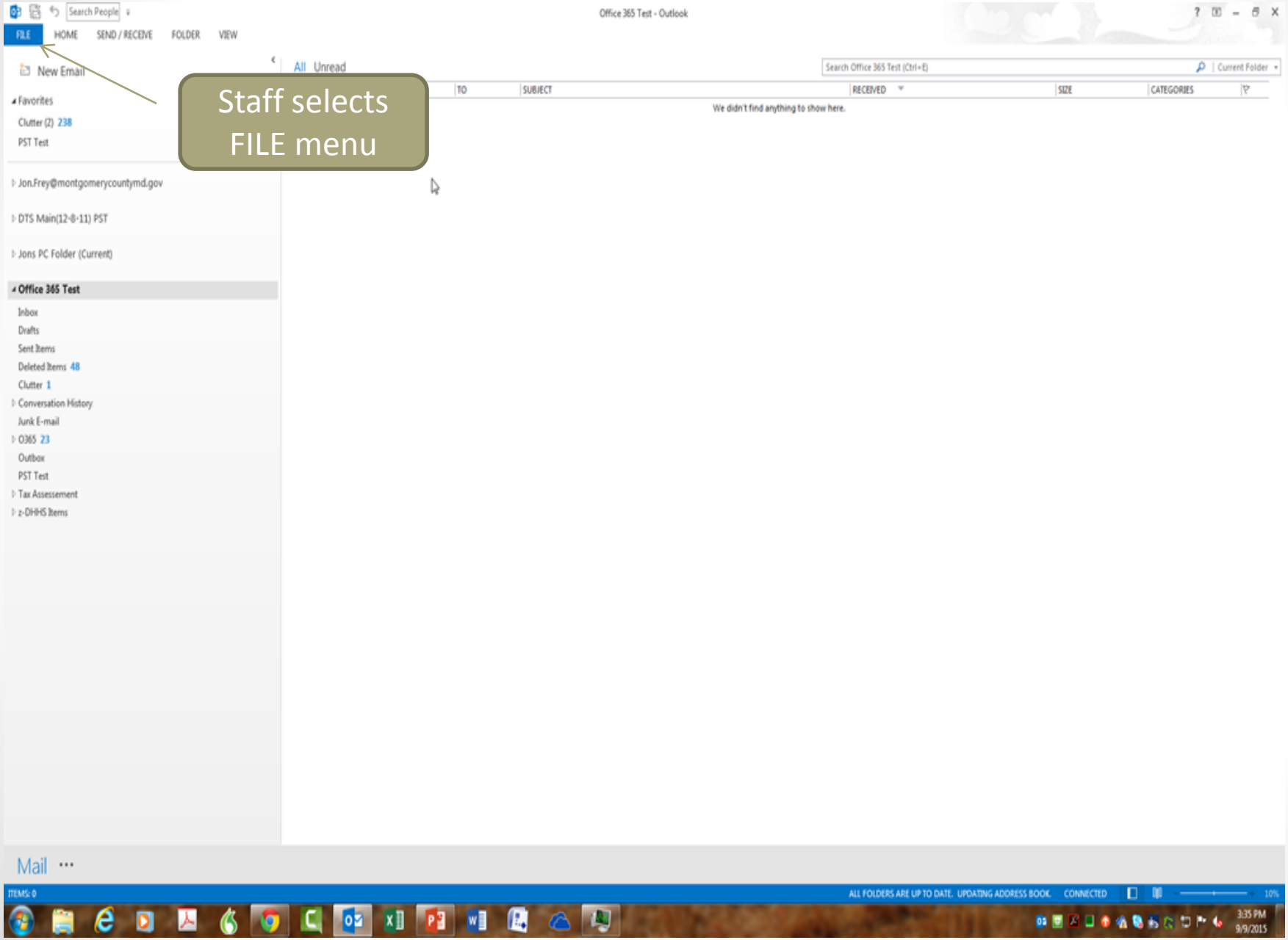
There is a best practice for moving PST files

PST files can take a long time to move

While moving PSTs desktop email will not be available

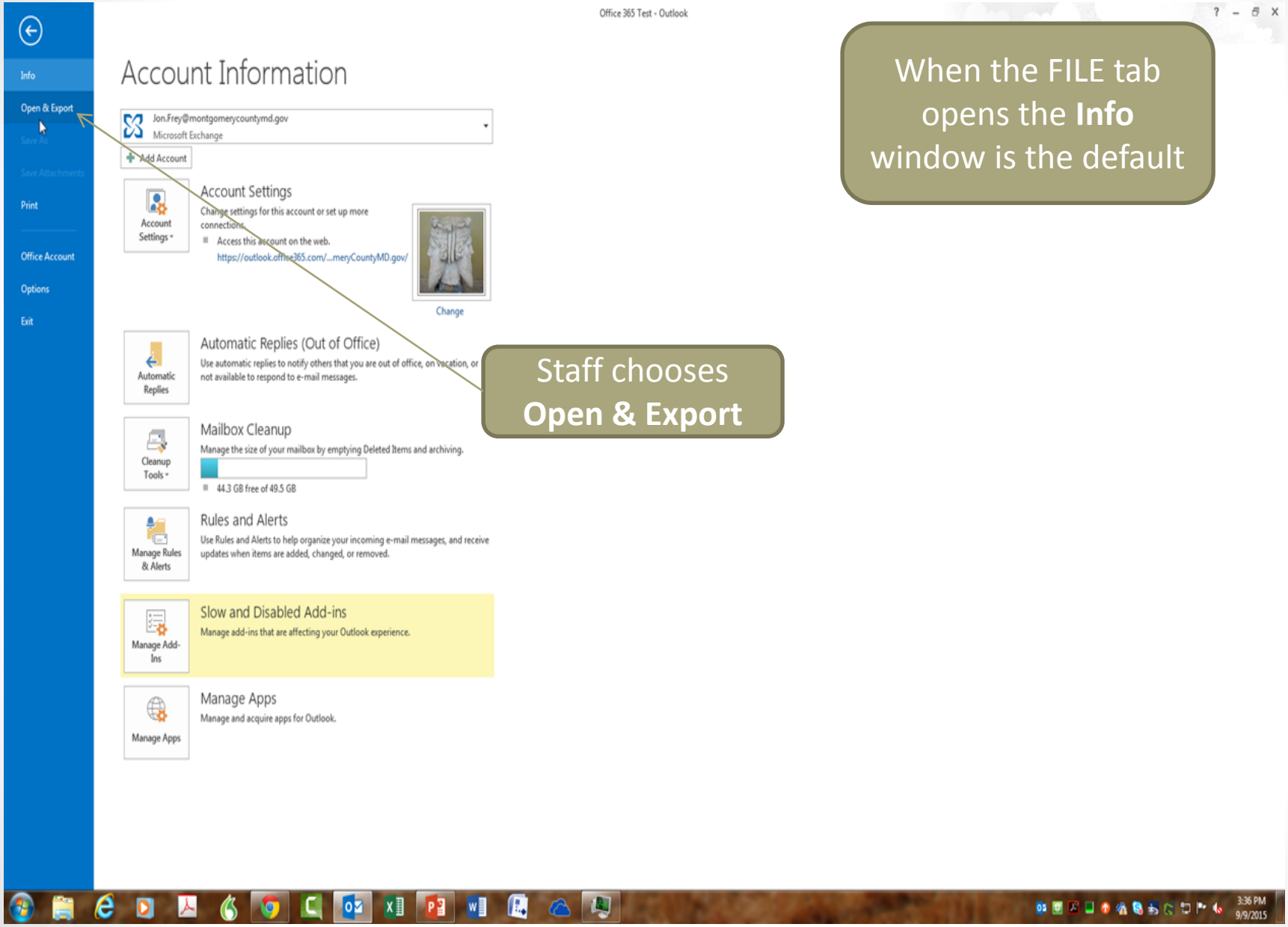
Use Outlook Web Access (OWA) during PST moves

Moving PSTs


Office 365 Test - Outlook
FILE
HOME
SEND / RECEIVE
FOLDER
VIEW
New Email
Staff selects FILE menu
Favorites
Clutter (2) 238
PST Test
Jon.Frey@montgomerycountymd.gov
DTS Main(12-8-11) PST
Jons PC Folder (Current)
Office 365 Test
Inbox
Drafts
Sent Items
Deleted Items 48
Clutter 1
Conversation History
Junk E-mail
O365 23
Outbox
PST Test
Tax Assessement
z-DHHS Items
All
Unread
TO
SUBJECT
RECEIVED
SIZE
CATEGORIES
We didn't find anything to show here.
Mail

Moving PSTs

Select Open & Export

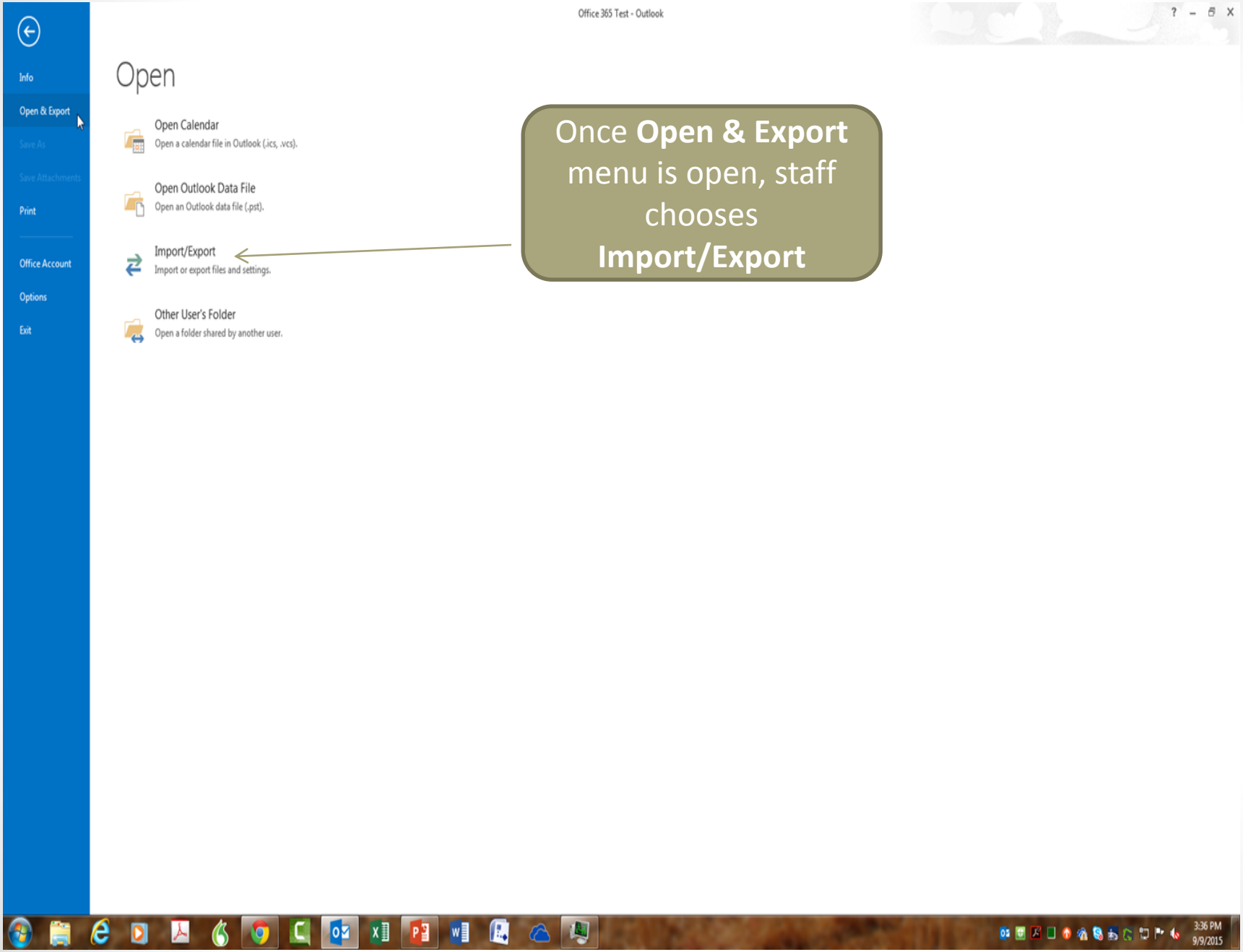


When the FILE tab opens the **Info** window is the default

Staff chooses **Open & Export**

Moving PSTs

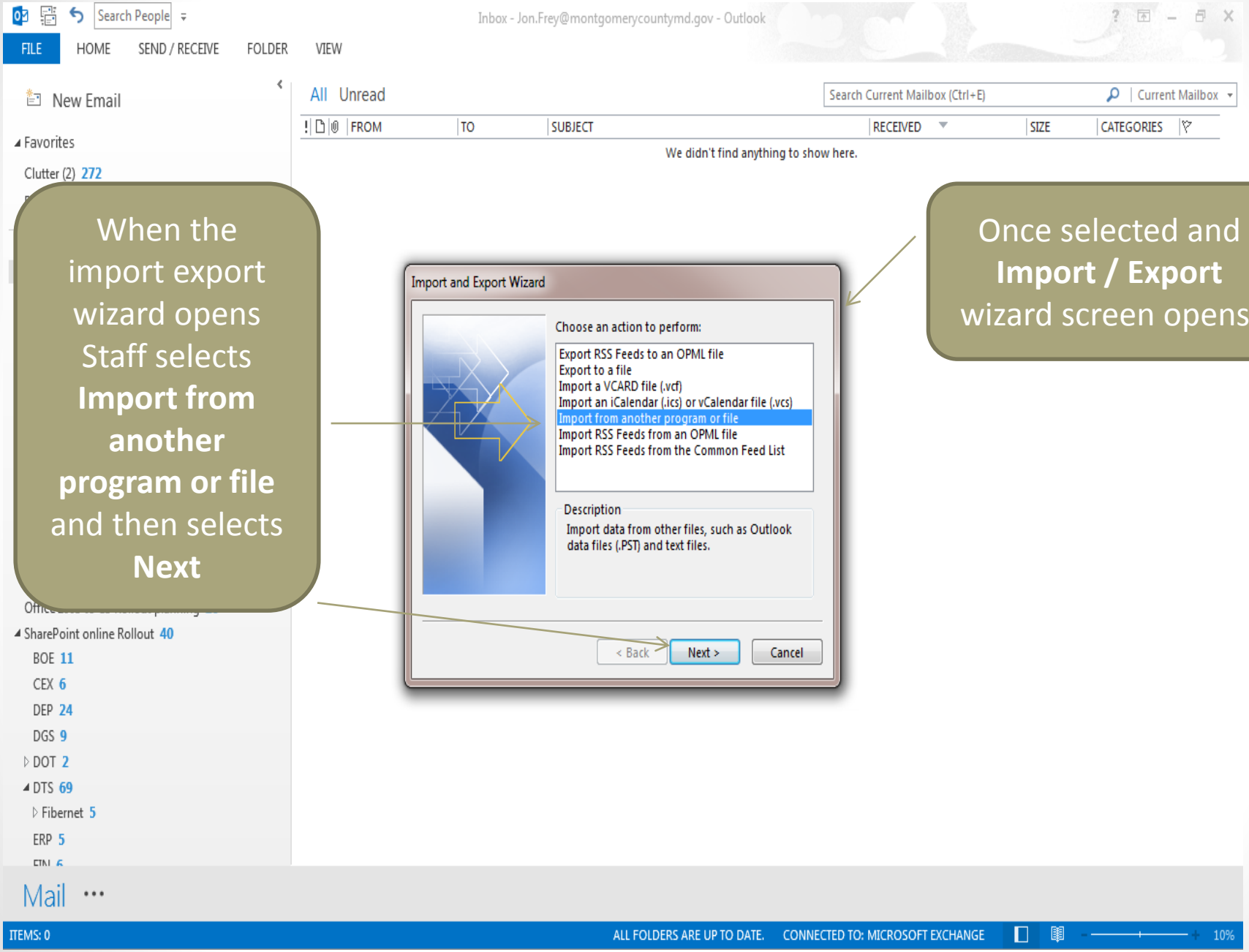
Select Import/Export



Once **Open & Export** menu is open, staff chooses **Import/Export**

Moving PSTs

Select Import



When the import export wizard opens Staff selects **Import from another program or file** and then selects **Next**

Once selected and **Import / Export** wizard screen opens.

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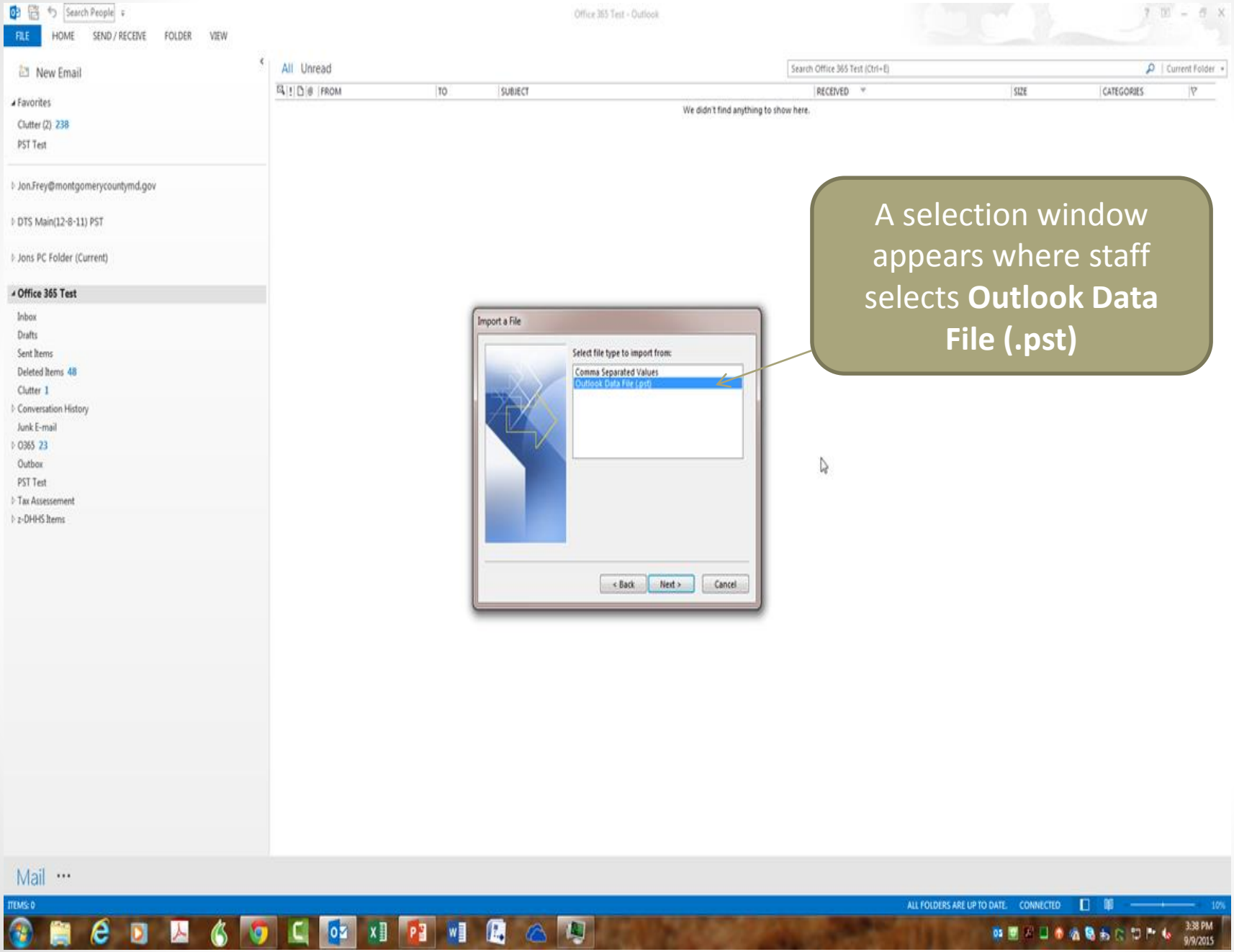
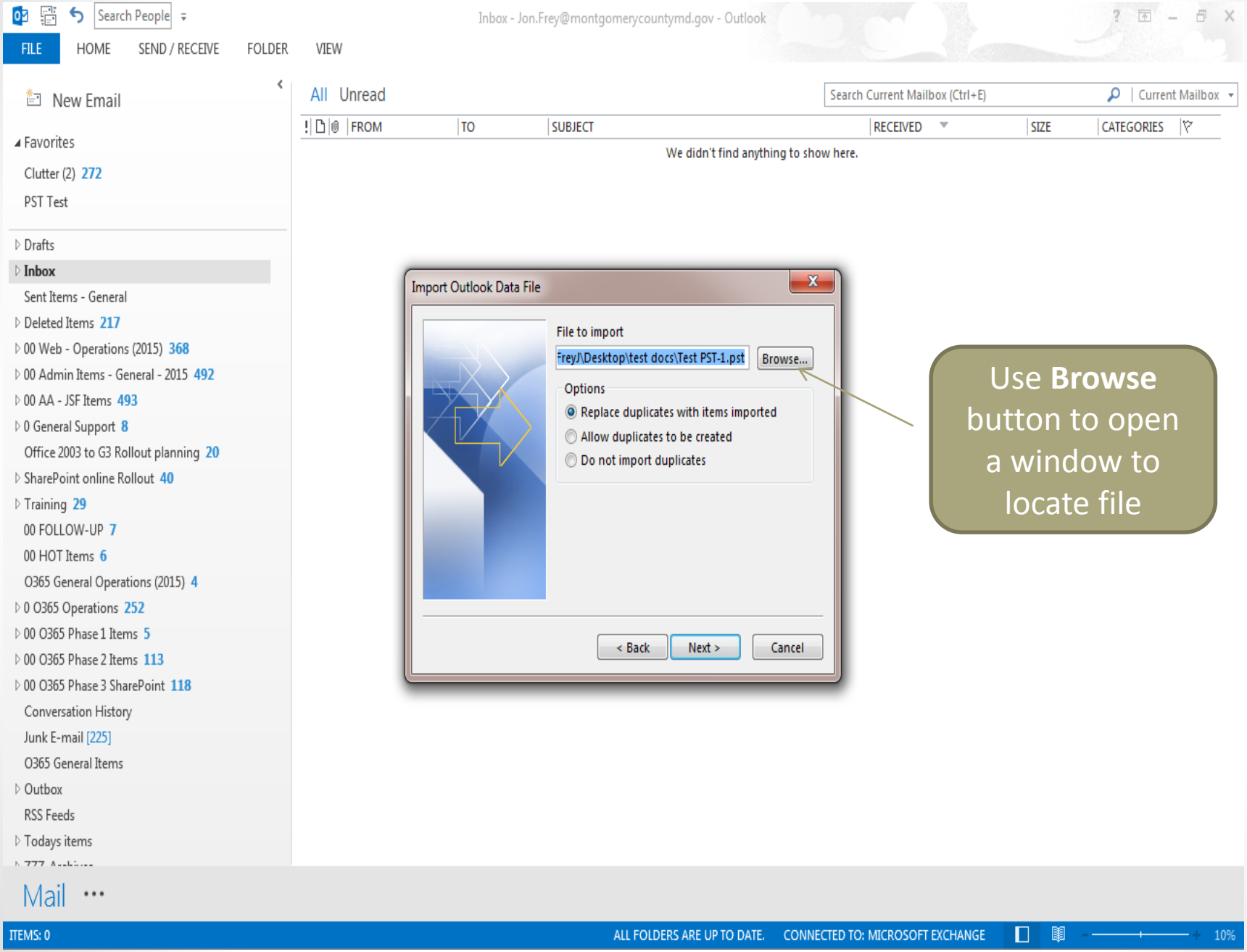
Select file type .pst



A selection window appears where staff selects **Outlook Data File (.pst)**

Moving PSTs

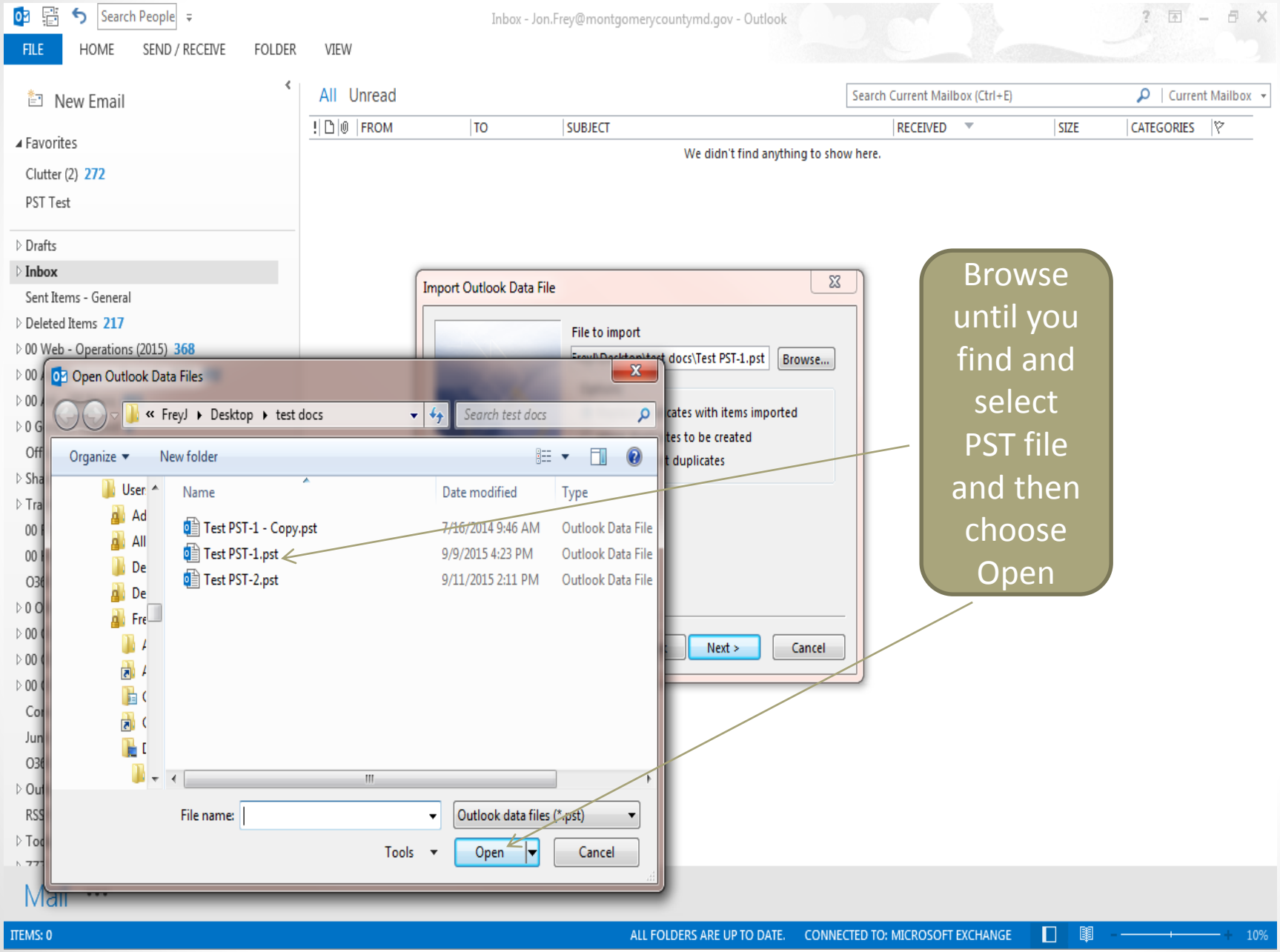
Choose Location of PST



Use **Browse** button to open a window to locate file

Moving PSTs

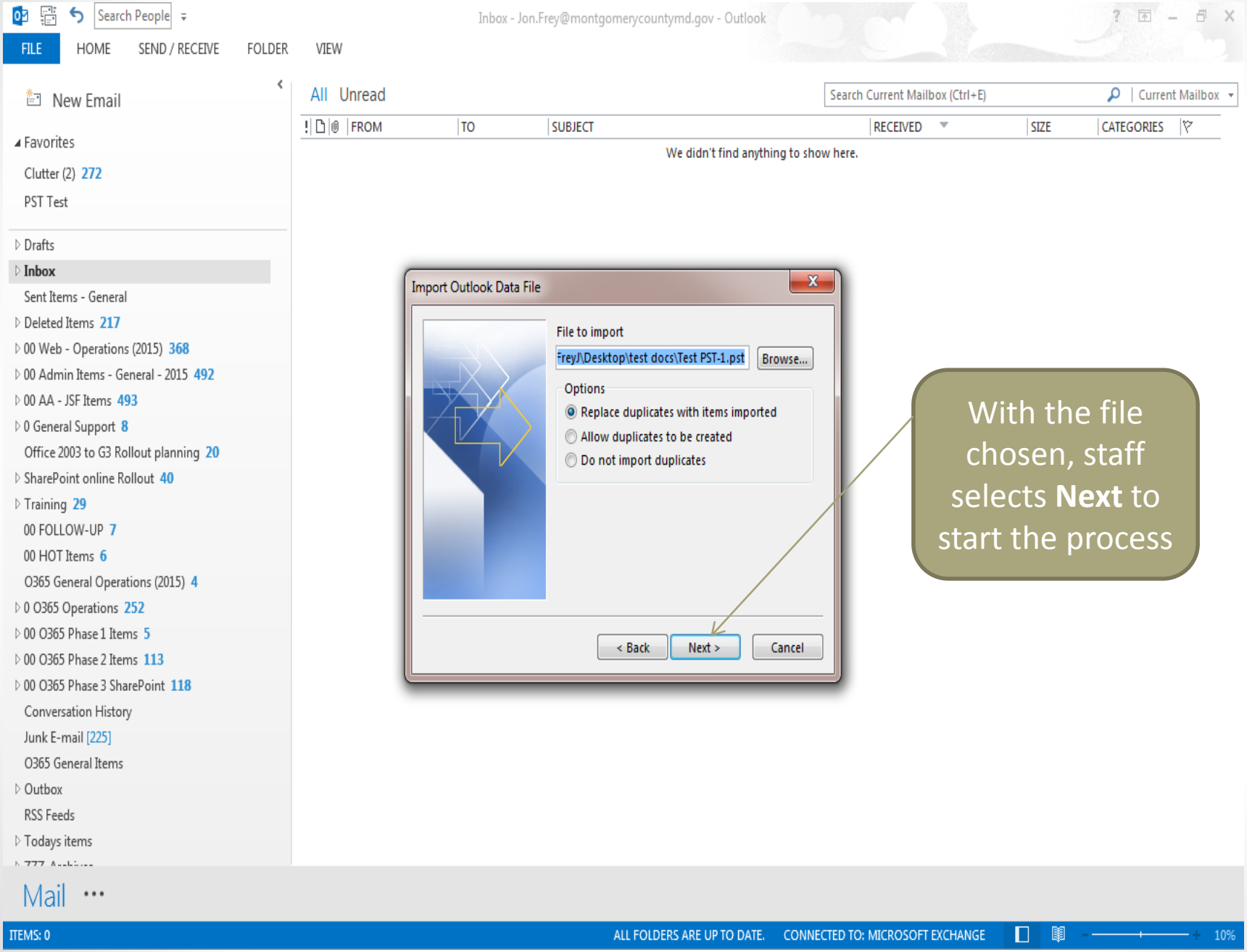
Select PST file



Browse until you find and select PST file and then choose Open

Moving PSTs

Begin the PST import process

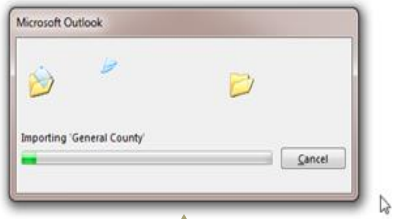


With the file chosen, staff selects **Next** to start the process

Moving PSTs

PST are moved

Note:
During the PST file moves Desktop Outlook can not be used.

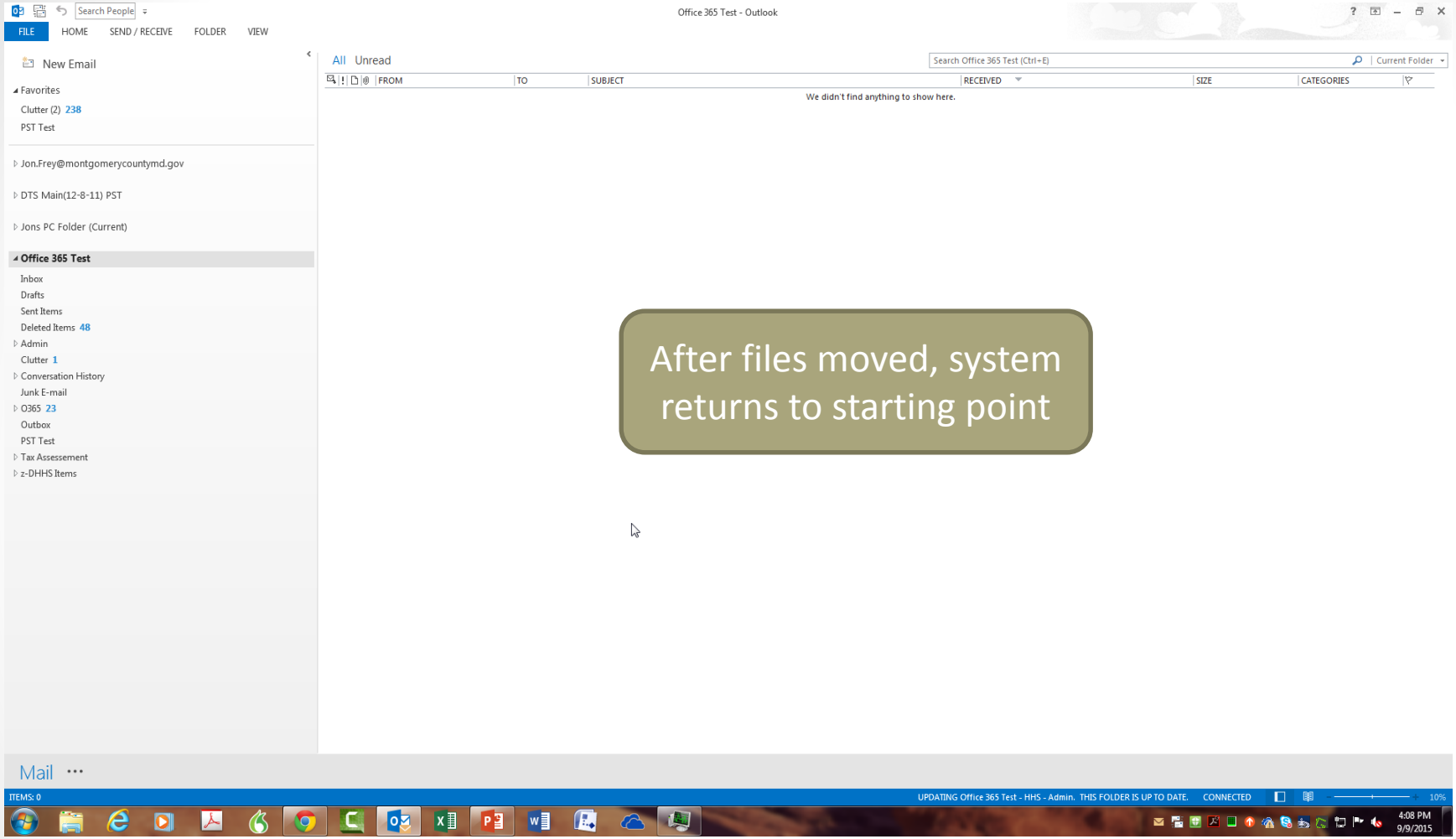


PST files will move one by one until they are all moved

Note: Depending on the size of the file it could take quite awhile for the PST files to move.

Moving PSTs

PST file move completes



After files moved, system returns to starting point