

## Quick Start Guide: How to Move PST Files

This guide is intended to assist staff who used Microsoft Office versions 2007 or 2010 prior to being upgraded to Microsoft Office 365.

While your files can still be viewed using your desktop version of Outlook, you will need to move your PST files to access them from Outlook Web Access (OWA). This will enable you to access your PST files when you are working remotely, using the web-based version of Office (Office 365).

*Note: If you were previously using Microsoft Office 2003 and it is imperative that your PST files be preserved, please contact your Onsite Team or the Help Desk (ext. 7-2828) after you have been migrated to Office 365.*




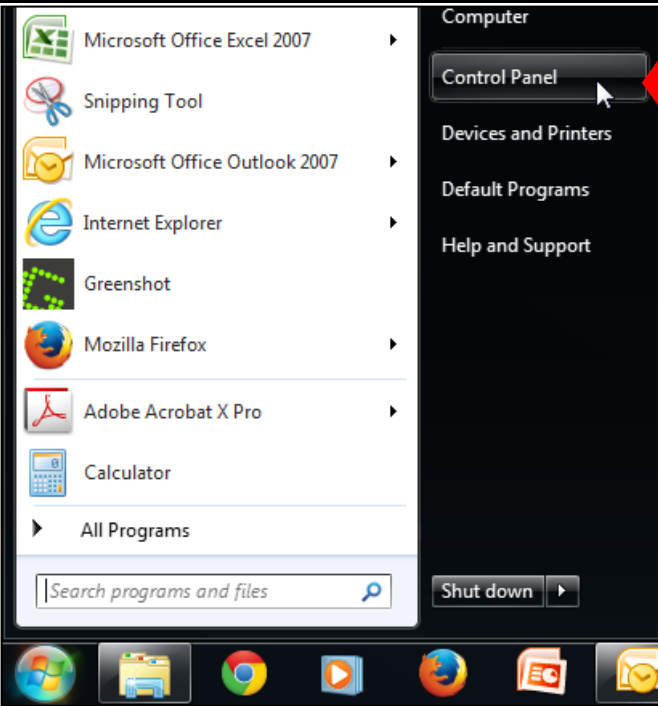
The actions below follow a sequential process to include:


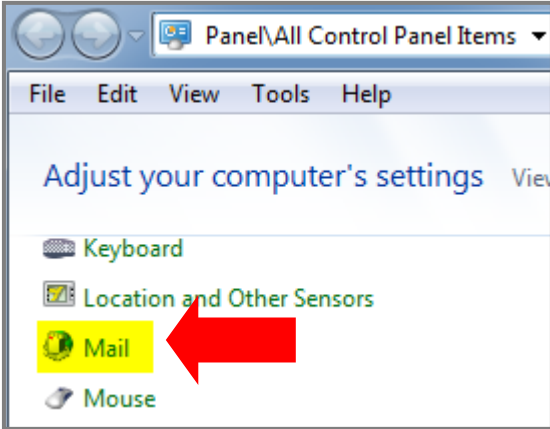
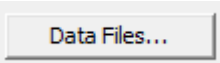
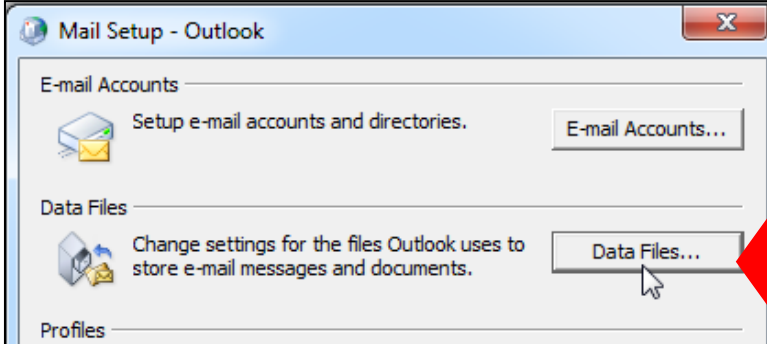
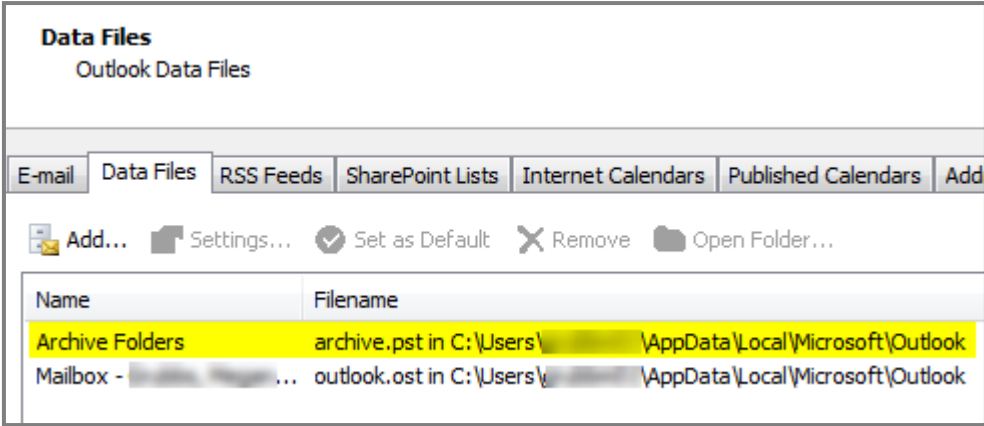
1. [Finding & Copying your PST File\(s\)](#)
2. [Creating a Folder for your PST Files\(s\) in Outlook](#)
3. [Importing PST Data into Outlook](#)


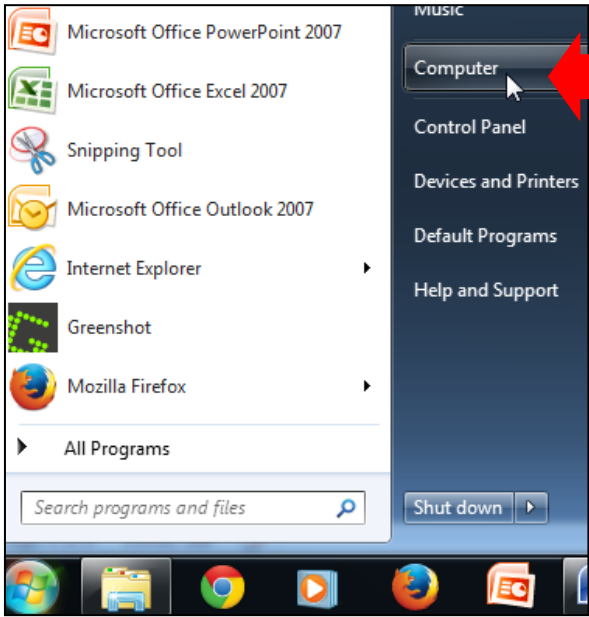

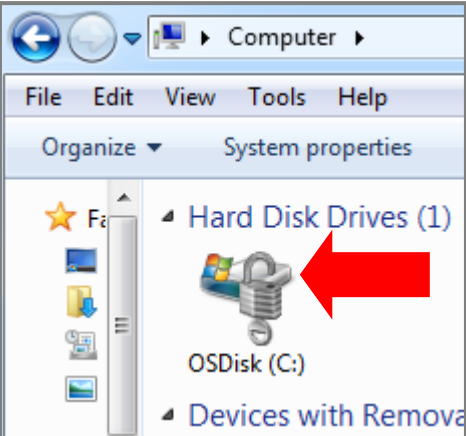
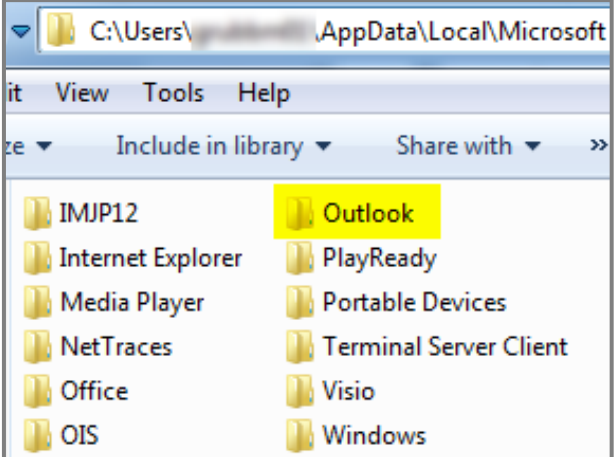
It is important that you follow these steps in the sequence outlined after being migrated to Office 365. If you are unsure or experience any issues, please contact your department's Onsite Team or the Help Desk (ext. 7-2828).

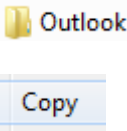
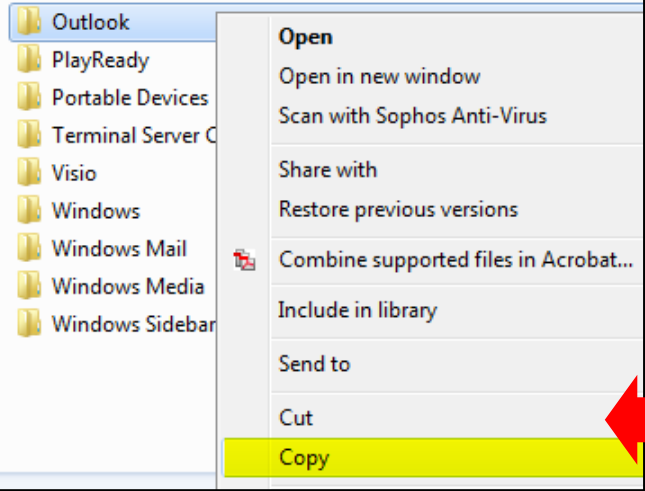
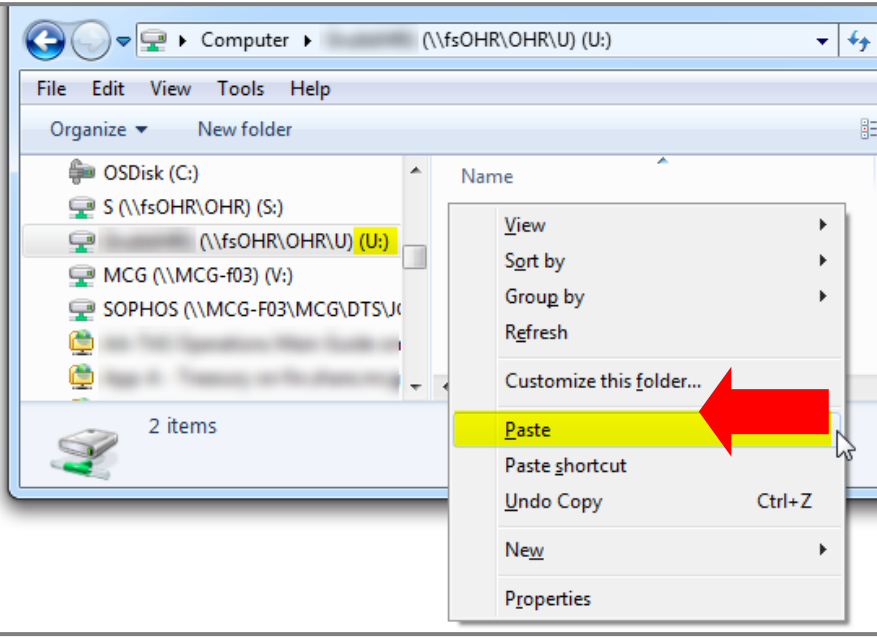
# Finding & Copying your PST File(s)

You will first need to find your PST so that you can locate the files when you move them into Outlook. Then you should make copy (backup) of your PST. Follow the steps below to find and backup your PST. *Note: During this process, Outlook must be closed!*

Step	Action	
1.	Open the Windows Start Menu by clicking on the icon located in your task bar. 	
2.	Click on <b>Control Panel</b> . 	


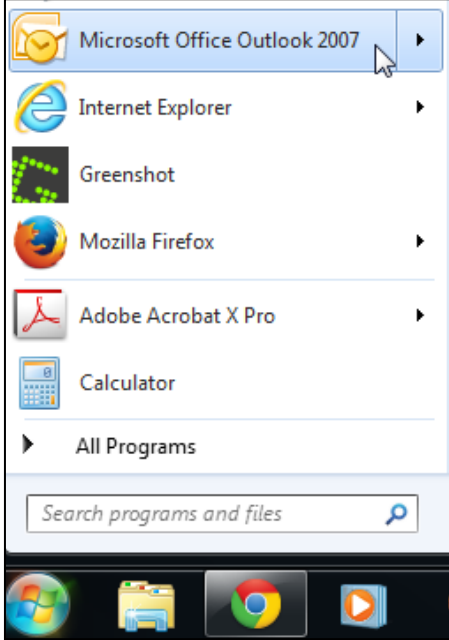


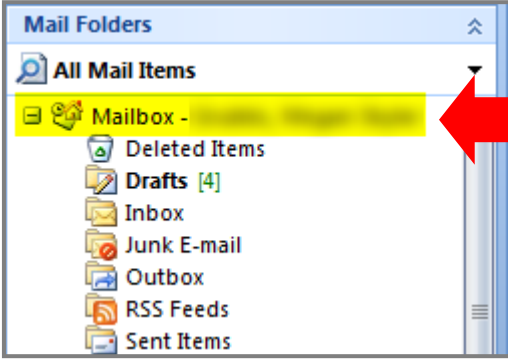
Step	Action							
3.	<p>From the control panel options, click the <b>Mail</b> icon.</p> 							
4.	<p>A separate window will open. Select <b>Data Files</b>.</p> 							
5.	<p>A separate window will open. The location of your PST files is displayed on the “Data Files” tab, under “Filename”.</p> <p>Record this path name by taking a screen shot (PrtScn), writing it down, or typing it within a Word document.</p>	 <table border="1" data-bbox="701 1224 1656 1341"> <thead> <tr> <th>Name</th> <th>Filename</th> </tr> </thead> <tbody> <tr> <td>Archive Folders</td> <td>archive.pst in C:\Users\... \AppData\Local\Microsoft\Outlook</td> </tr> <tr> <td>Mailbox - ...</td> <td>outlook.ost in C:\Users\... \AppData\Local\Microsoft\Outlook</td> </tr> </tbody> </table>	Name	Filename	Archive Folders	archive.pst in C:\Users\... \AppData\Local\Microsoft\Outlook	Mailbox - ...	outlook.ost in C:\Users\... \AppData\Local\Microsoft\Outlook
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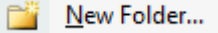
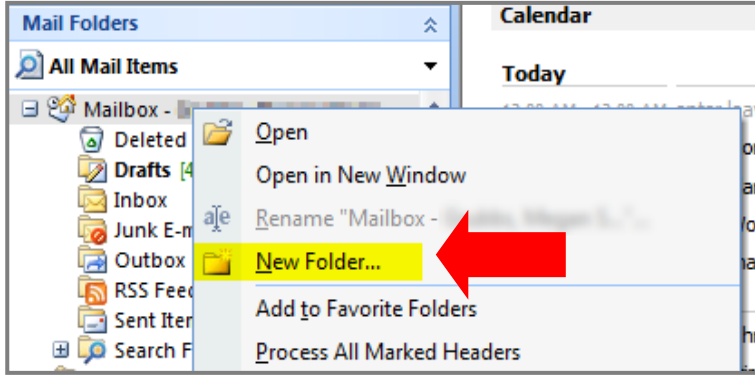
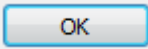
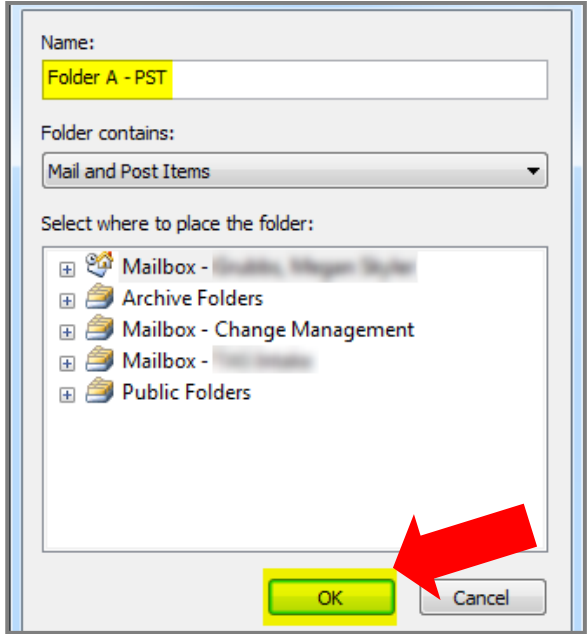
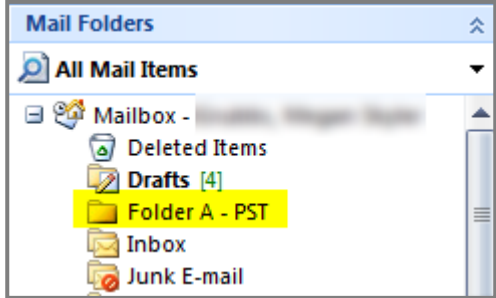
Step	Action	
6.	<p>From your start menu, click on <b>Computer</b>.</p> 	
7.	<p>Click on <b>OSDisk (C:)</b>. This is your (C:) Drive.</p> <p>Locate your PST on this drive by following the path name you recorded in Step 5.</p> 	 

Step	Action	
8.	Right-click on the <b>Outlook folder</b> and select <b>Copy</b> .  	
9.	<b>Paste</b> the folder onto your (U:) Drive or other local network location.	

# Creating a Folder for your PST file(s) in Outlook

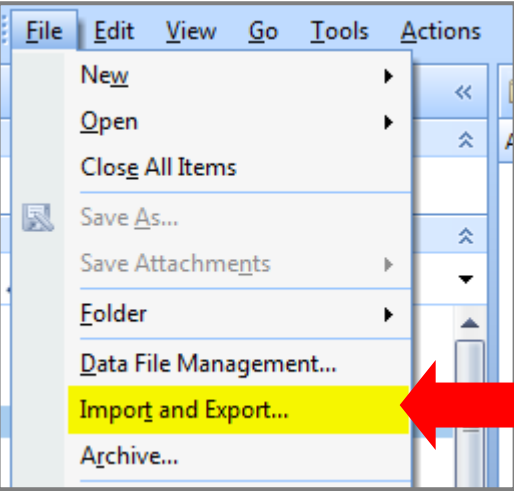
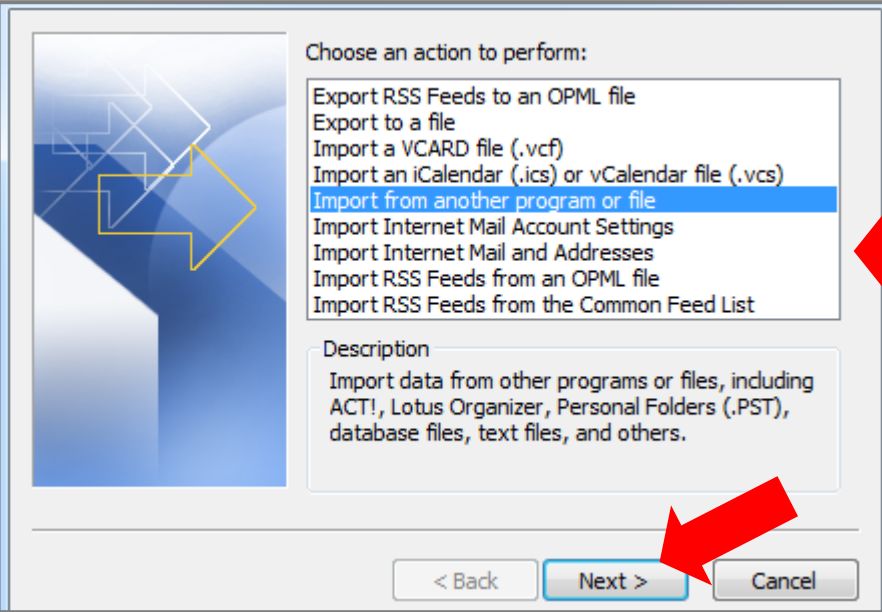
Now that you have found and copied your PST file(s), you will need to create a folder in Outlook to store them in. Follow the steps below to create a folder in your Outlook Inbox.

Step	Action	
1.	<p>Open your Microsoft Office Outlook by clicking on the icon in your start menu or your desktop.</p>  <p>Microsoft Office Outlook 2007</p>	 <p>OR</p> 
2.	<p>Locate <b>Mailbox</b> in your Mail Folders menu. (Typically docked on the left side of your Outlook window.)</p>  <p>Mailbox</p>	

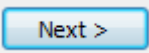
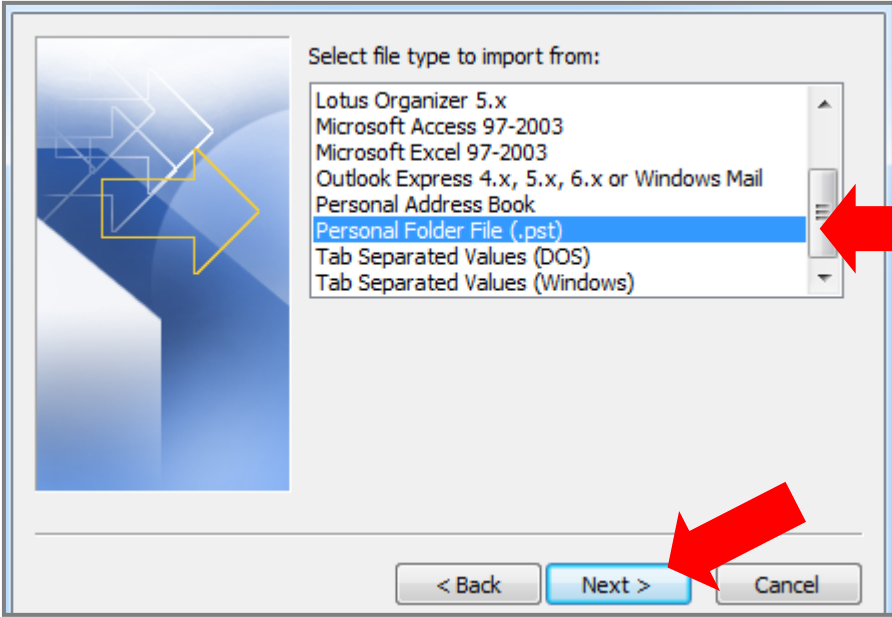
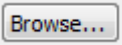
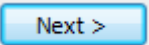
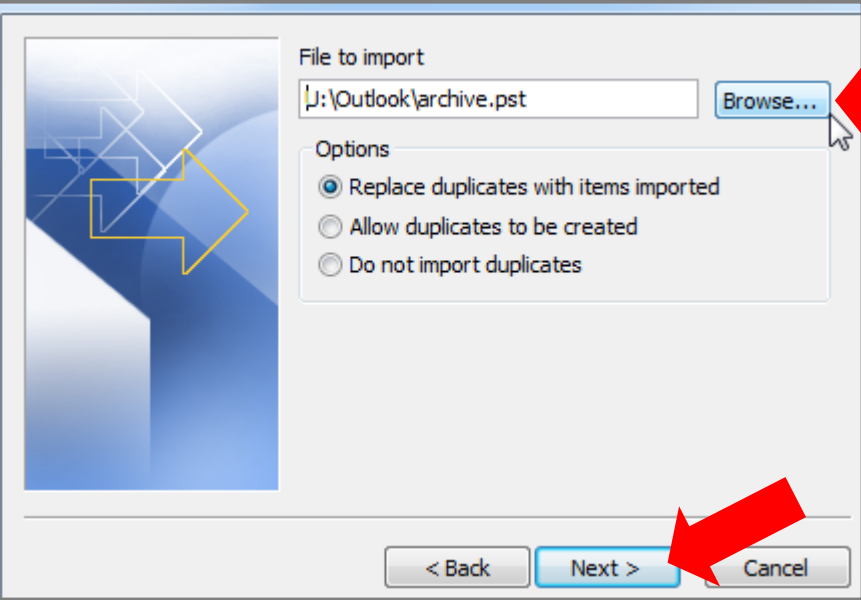
Step	Action	
3.	Right-click and select <b>New Folder</b> .  	
4.	Name the folder and click <b>OK</b> .  	
5.	The new folder will appear in the Folders menu.  Select the folder by clicking on it once.	

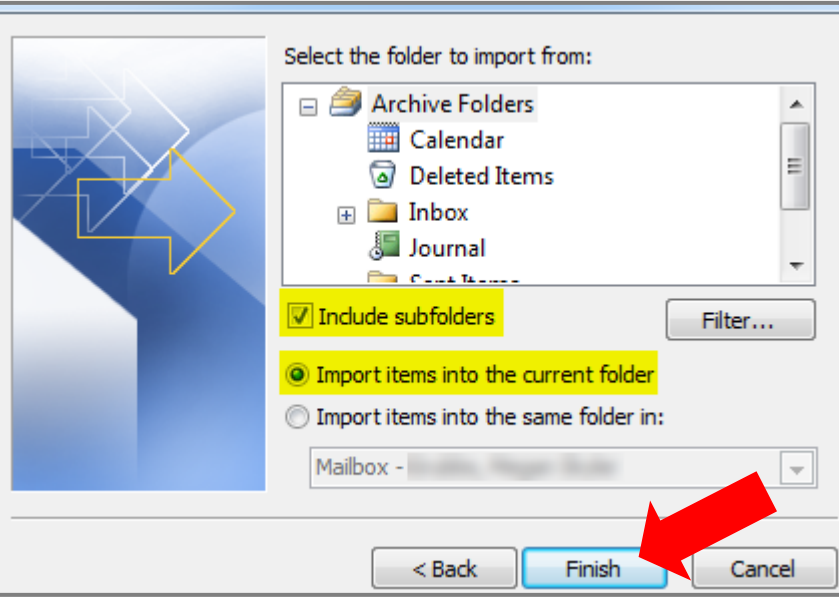
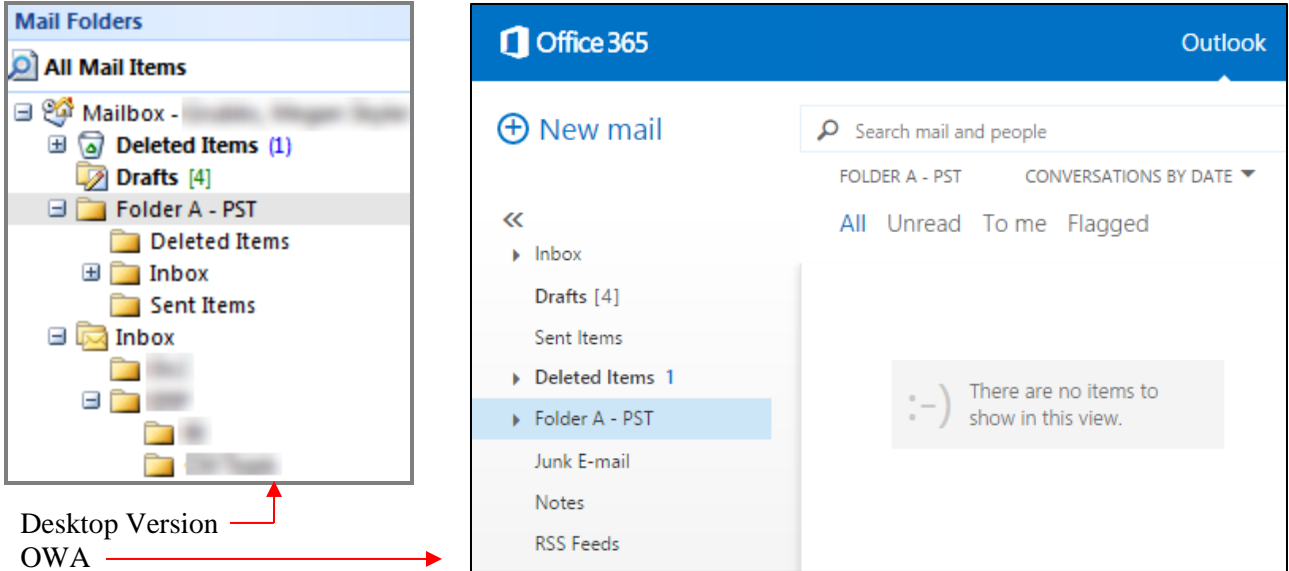
# Importing PST data into Outlook

Now that you have created a folder in Outlook to store your PST, you need to put your PST data in it. This will allow for you to access PST files in your desktop version of Outlook or in Outlook Web Access (OWA). Follow the steps below to import your PST data.

Step	Action	
1.	<p>Click <b>File</b>. Click <b>Import and export</b>.</p> <p><b>Import and Export...</b></p> <p>If you do not see “Import and Export”: Click <b>File</b>. Click <b>Open</b>. Click <b>Import</b>.</p>	 <p>A screenshot of the Outlook application's File menu. The menu is open, showing options like New, Open, Close All Items, Save As..., Save Attachments, Folder, Data File Management..., Import and Export..., and Archive... The 'Import and Export...' option is highlighted in yellow, and a red arrow points to it from the right.</p>
2.	<p>Select “Import from another program of file”.</p> <p>Click <b>Next</b>.</p> <p><b>Next &gt;</b></p>	 <p>A screenshot of the 'Choose an action to perform' dialog box in Outlook. The dialog box has a list of actions on the right and a description on the left. The 'Import from another program or file' option is selected and highlighted in blue. A red arrow points to this option from the right. At the bottom of the dialog box, there are three buttons: '&lt; Back', 'Next &gt;', and 'Cancel'. A red arrow points to the 'Next &gt;' button from the bottom right.</p>



Step	Action	
3.	<p>Select "Personal Folder File (.pst)".</p> <p>Click <b>Next</b>.</p> <p></p>	
4.	<p>Click <b>Browse</b> to locate the archive PST that was copied to your (U:) Drive in Steps 8 &amp; 9 of "Finding and Copying your PST Files".</p> <p></p> <p>Click <b>Next</b>.</p> <p></p>	

Step	Action	
5.	<p>Make sure that the box next to “Include subfolders” is checked.</p> <p><input checked="" type="checkbox"/> Include subfolders</p> <p>Select “Import Items into the current folder”.</p> <p><input checked="" type="radio"/> Import items into the current folder</p> <p>Click <b>Finish</b>.</p> <p><input type="button" value="Finish"/></p>	
6.	<p>The files will begin to import. This may take several minutes, depending on the size of your personal files.</p> <p>Your mailbox will not be available for use at this time, however it will sync after the file migration process occurs.</p> <p>Once complete, you will notice that your inbox is preserved and your PST is also available under the folder you created in Step 3.</p> <p>When you log into OWA, your PST will also appear under your inbox. It may take a few moments for all of your data to download upon initial migration.</p>	 <p>Desktop Version →</p> <p>OWA →</p>