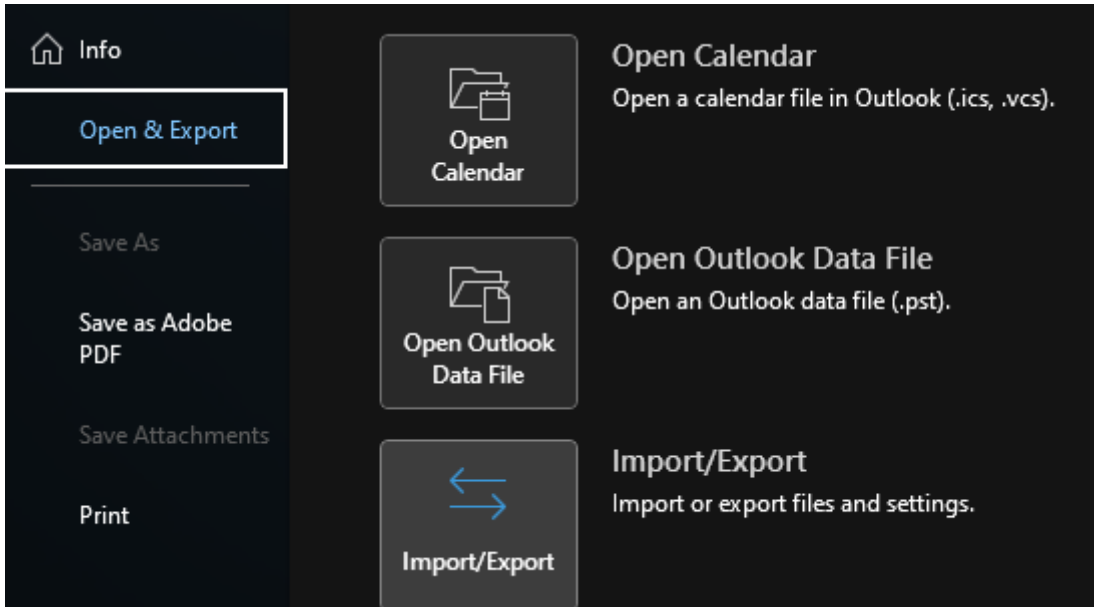
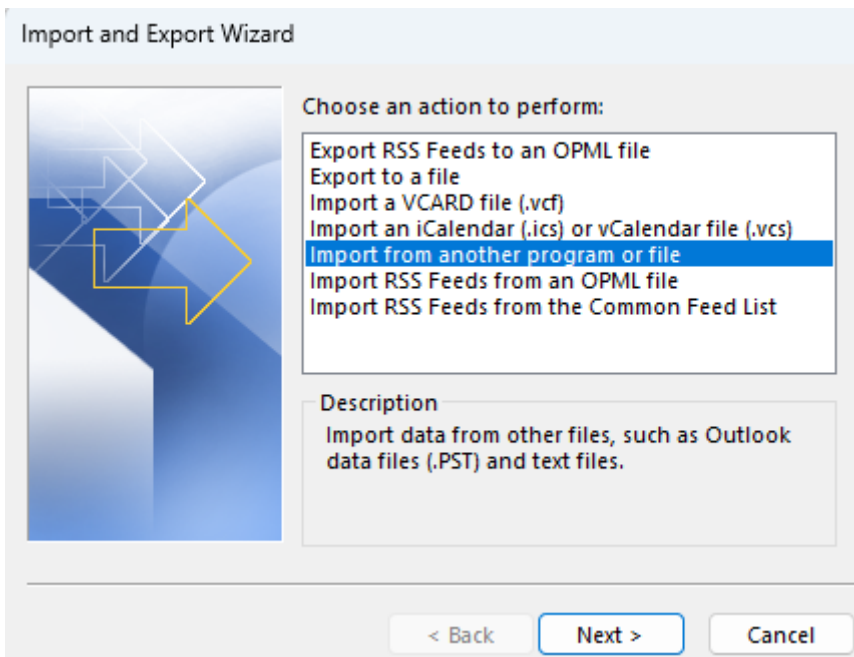


How to Open/View PST Files

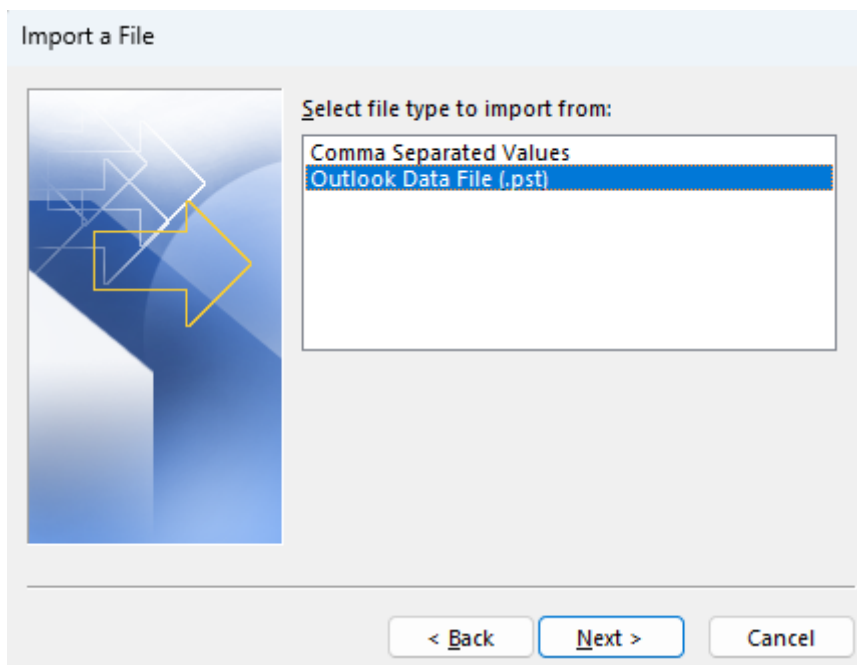
Open the Desktop application for Microsoft Outlook and click File > Open & Export > Import/Export:



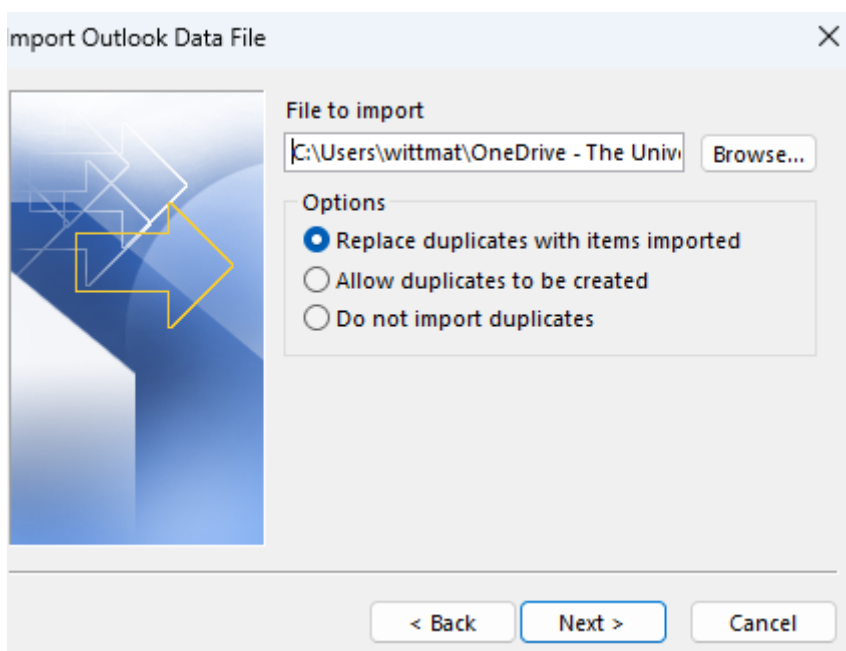
Keep the default selection of "Import from another program or file" and click Next >



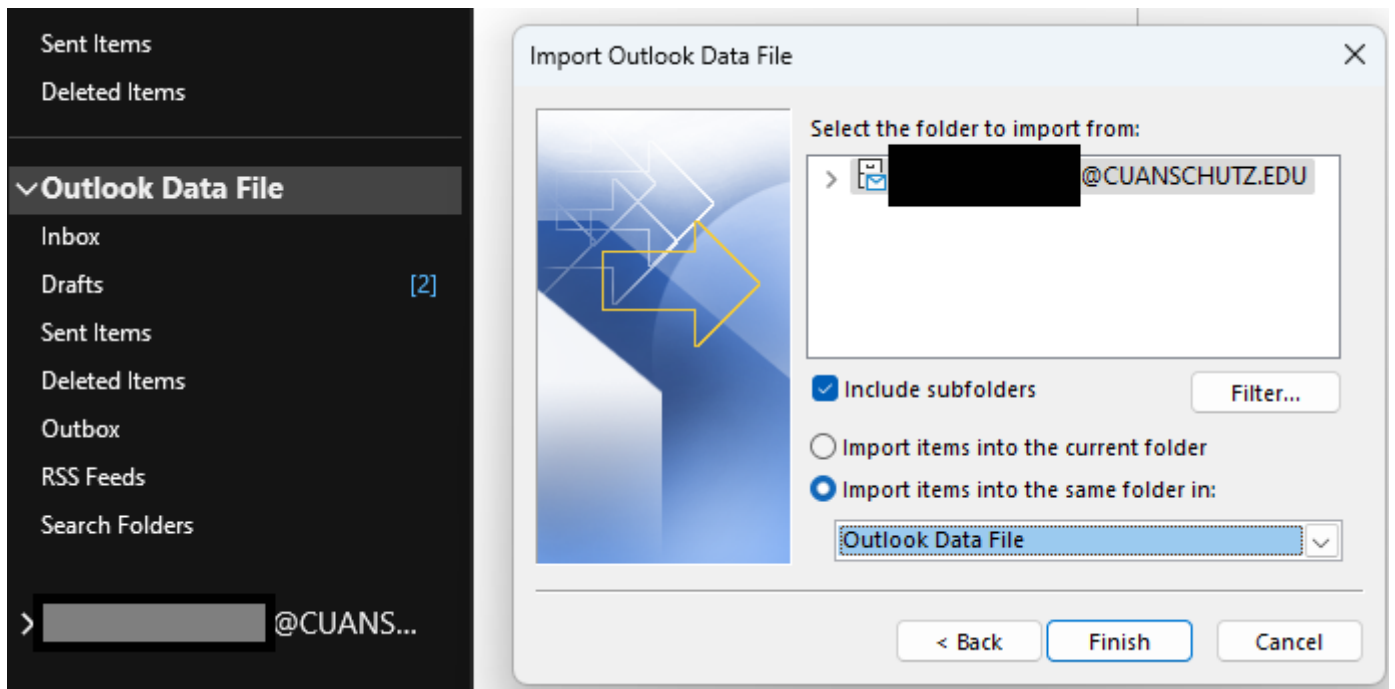
Select Outlook Data File (.pst) and click Next >



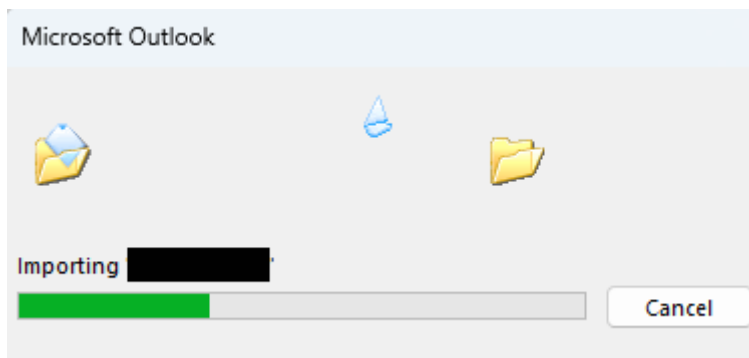
Browse for the location of the PST file you are opening, leave the other options at default, and click Next >



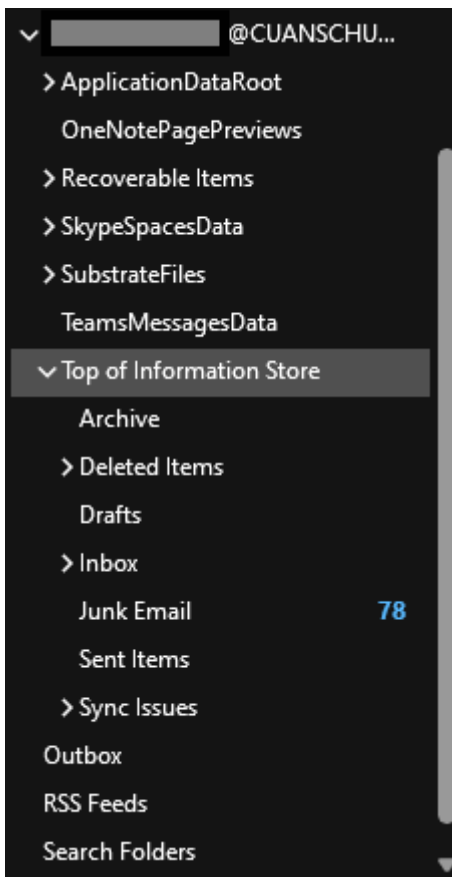
On this pop-up, you will see the mailbox that you are importing appear on the left hand-side, underneath any of your current folders/mailboxes. Keep default values and press Next >



Importing will then take a few minutes:



To go to the inbox and other emails of the pst file, expand "Top of Information Store"



If you have a second PST file to import, repeat the above steps as before.

The PST files may have been split into multiple parts to reduce file size and file corruption.

Revision #1

Created 9 May 2024 15:17:08 by Matthew Witt

Updated 9 May 2024 15:38:38 by Matthew Witt