

Outlook PST Management

Who needs this guide?

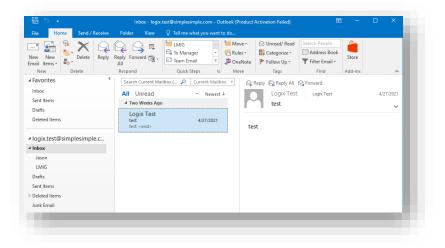
Users that need to attach PST files to their current Outlook client.

Why this User Guide?

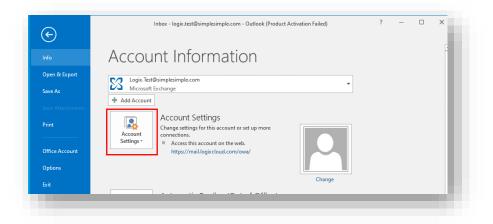
This guide explains the procedure to locate your Outlook PST files and to add PST file(s) to your Outlook profile.

Finding the location of your current PST files.

1. Open Outlook and click "File".

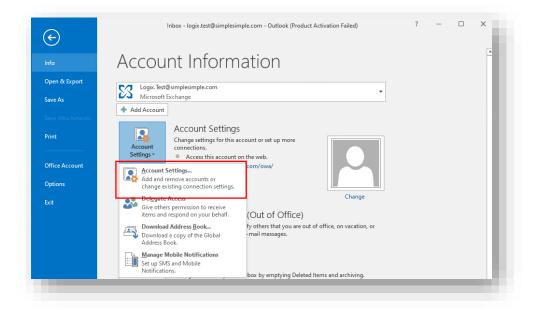


2. Click on "Account Settings".





3. In the drop down select "Account Settings..."



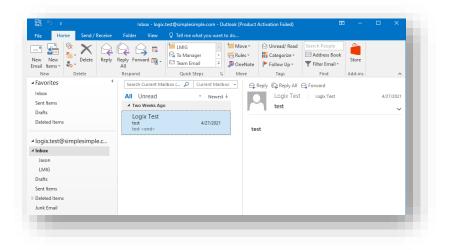
4. In the new window, select the "Data Files" Tab. It will display any PST files currently attached to the mailbox. The location of the PST is specified.

mail	Data Files d 🚰 Sett		SharePoint Lists Internet Calendars		Address Books
Name		Loc	ation		
log	gix.test	C:\l	Jsers\Admin\Documents\Outlook Files	\logix.test.pst	



Adding a PST file to Outlook

1. Open Outlook and click "File".

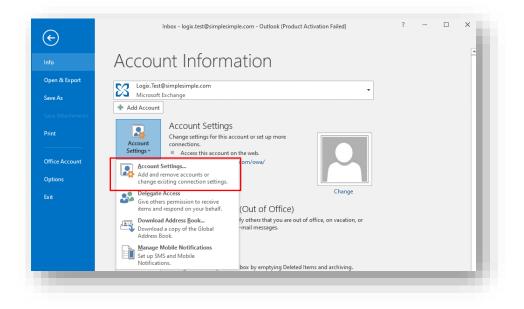


2. Click on "Account Settings".

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Info	Account Information		
Open & Export	Cogix.Test@simple.com		
Save As	Microsoft Exchange		
Save Attachments Print	Add Account Account Settings Change settings for this account or set up more connections. Charge settings for this account on the upb		
Office Account Options	Settings* Access this account on the web. https://mail.logiccloud.com/owa/		
Exit	Change		



3. In the drop down select "Account Settings..."



4. Select the "Data Files" Tab. You will see any PSTs currently connected. Click "Add" to connect additional PST files.

	Set as Default Location C:\Users\Admin\A				
implesi	C:\Users\Admin\/	AppData\Local\M	licrosoft\Outlool		
				<\Logix.Test@sim	plesimple.c
					Tell Me More
					in the list, then click Settings for more details or click Open File Location to that contains the data file. To move or copy these files, you must first shut



5. In the new window, browse to the location of the PST that you want to connect to Outlook. Select the file and click "OK".

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🏪 Local Disk (C	:)				
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File name:	logix.	test			~
Save as type:	Outlo	ok Data File			~
		l Optional sword			

 After you click OK, the file you selected will now show as connected in the Data Files tab. Repeat steps 4-6 for any additional PST files you want to add. When you have connected all PSTs files, click "Close". All of the emails included in the PST files that have been connected will show up in your Outlook client.

Data O	utlook Data	Files				
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
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log	gix.test	C:\U	Jsers\Admin\Docu	ments\Outlook Files\	logix.test.pst	
display					Open File Location to s, you must first shut	Tell Me More



7. All of the emails included in the PST files that have been connected will show up in your Outlook client under the specific name of the PST (logix.test in example below).

File Home Send / Receive Folder View C Tell me what you want to do Image: Index Sector Image: Index Sector Image: Index Sector Indox Report Report Indox Sent Items Delete Report Indox Sent Items Delete Report Indox Sent Items Delete Indox Indox Sent Items Delete Image: Indox Image: Indox Sent Items Delete Image: Indox Image: Indox Sent Items Delete Image: Indox Indox Sent Items Deleted Items Image: Indox Junk Email Outbox Sent Items Delete Image: Indox Sent Items Deleted Items Image: Indox Junk Email Outbox Sent Items Image: Indox Image: Indox Image: Indox Image: Indox Image: Image	New		logix.test - Outlook (Product Activation Failed)	⊞ – ⊡ ×
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