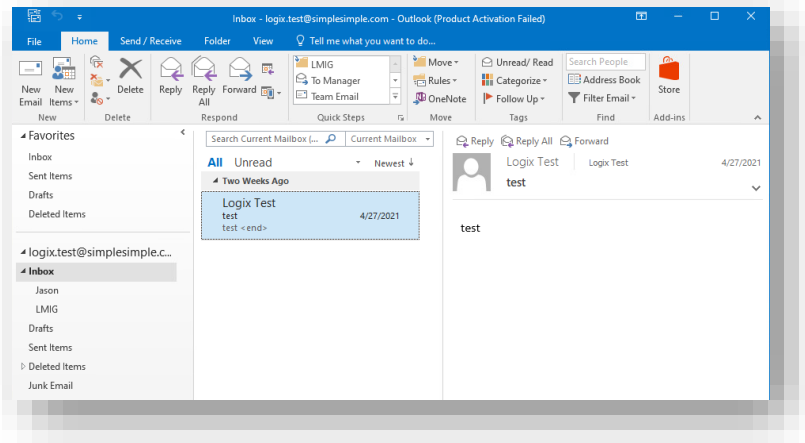# Outlook PST Management

Who needs this guide?

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

Why this User Guide?
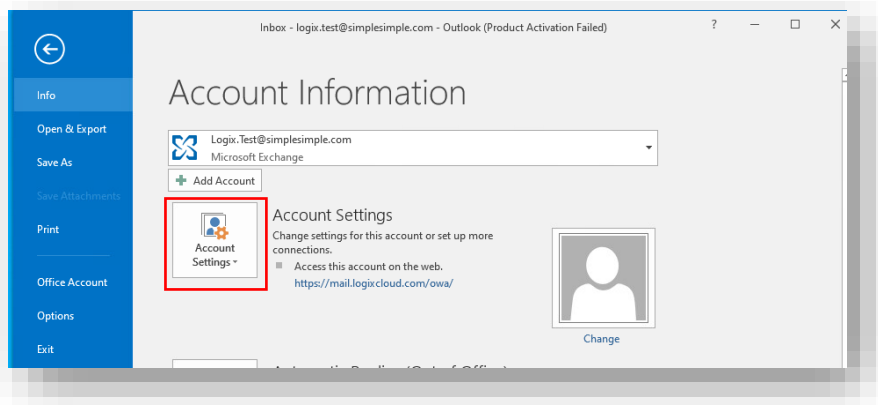
This guide explains the procedure to locate your Outlook PST files and to add PST file(s) to your Outlook profile.

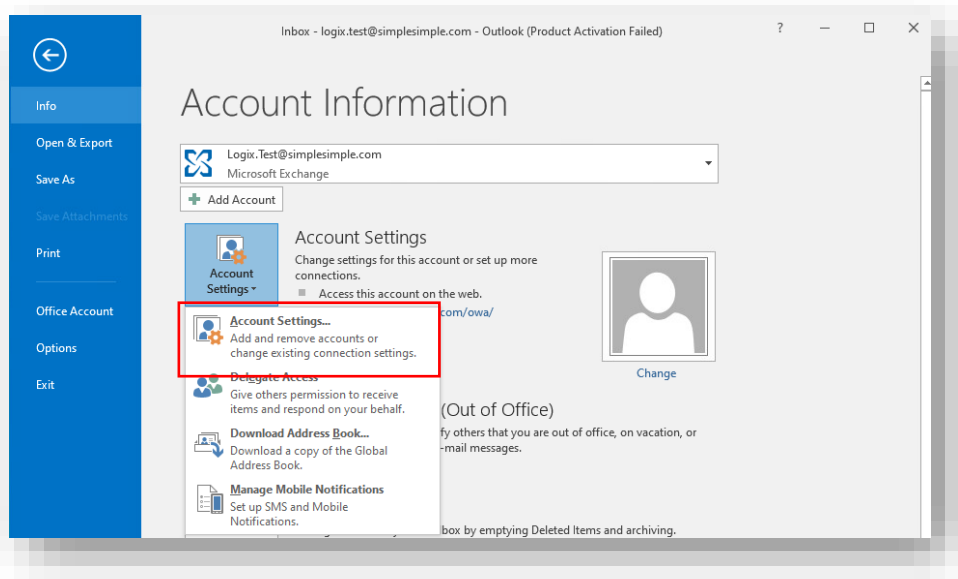## Finding the location of your current PST files.
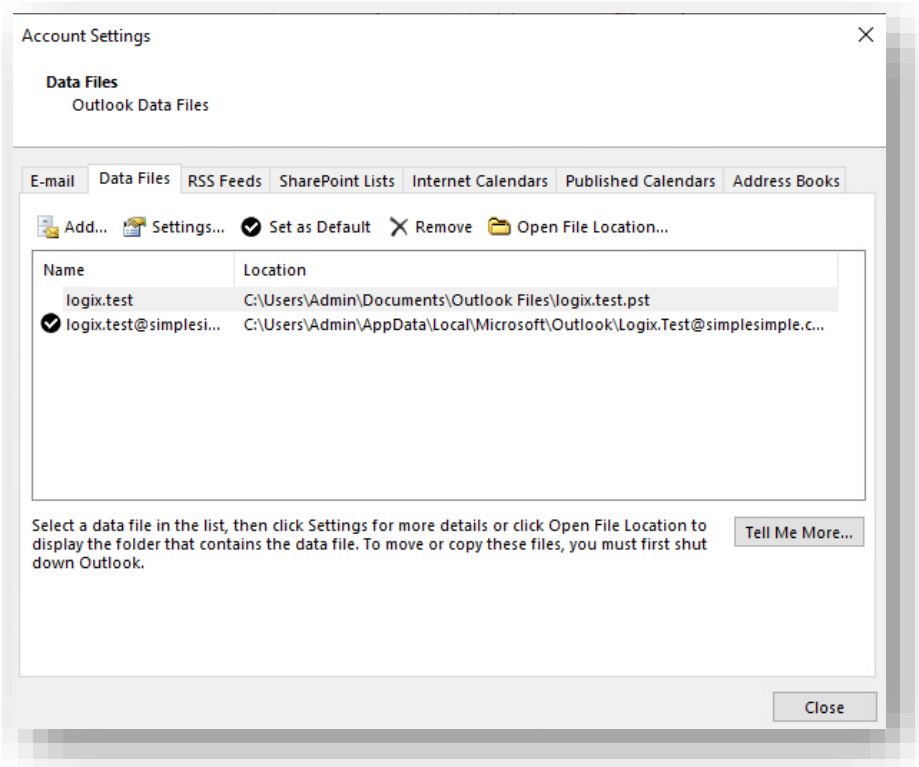
1. Open Outlook and click "File".

2. Click on "Account Settings".

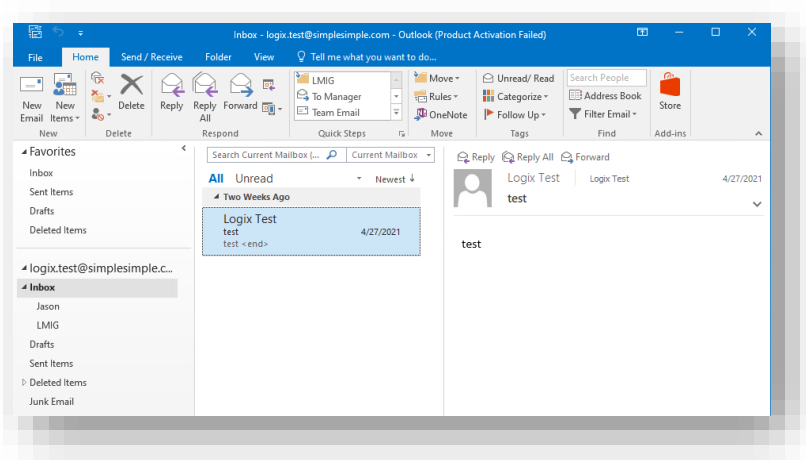3. In the drop down select "Account Settings…"

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.
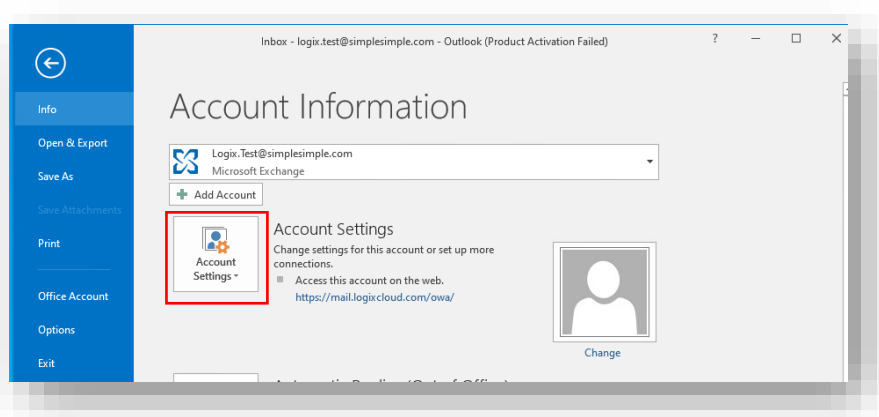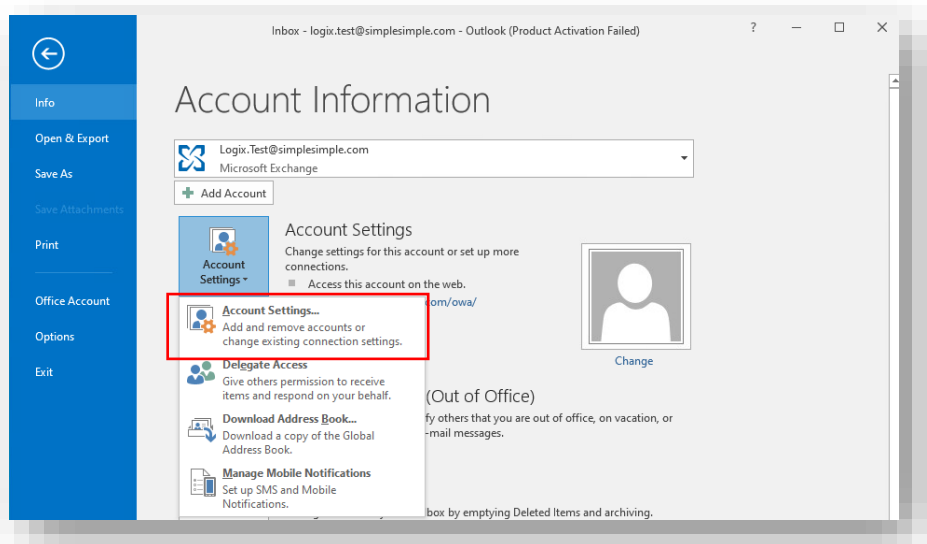
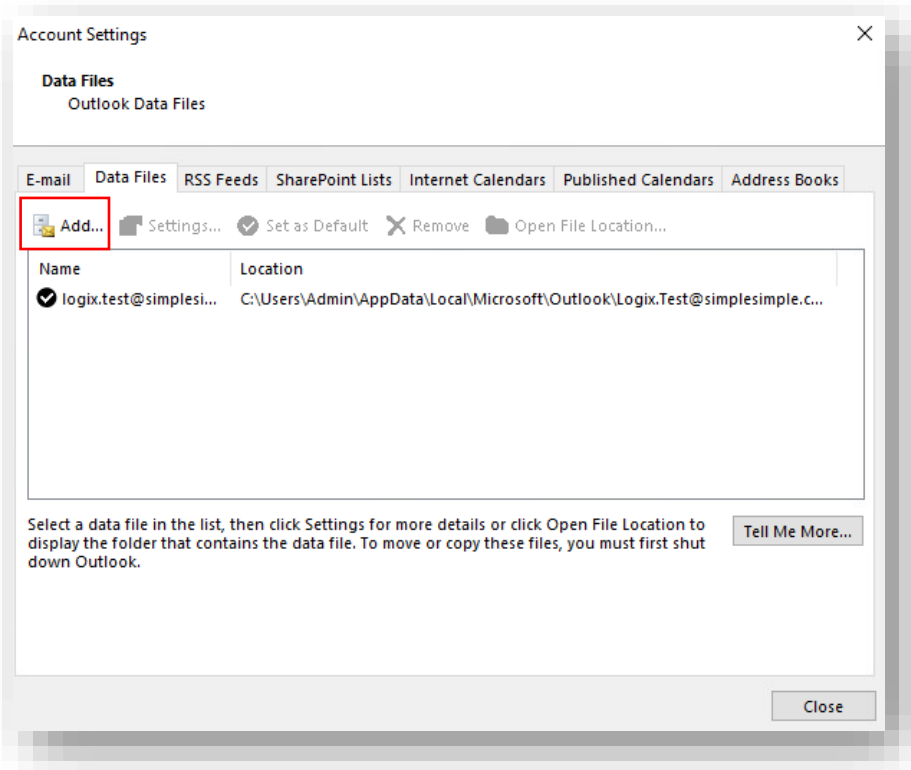# Adding a PST file to Outlook

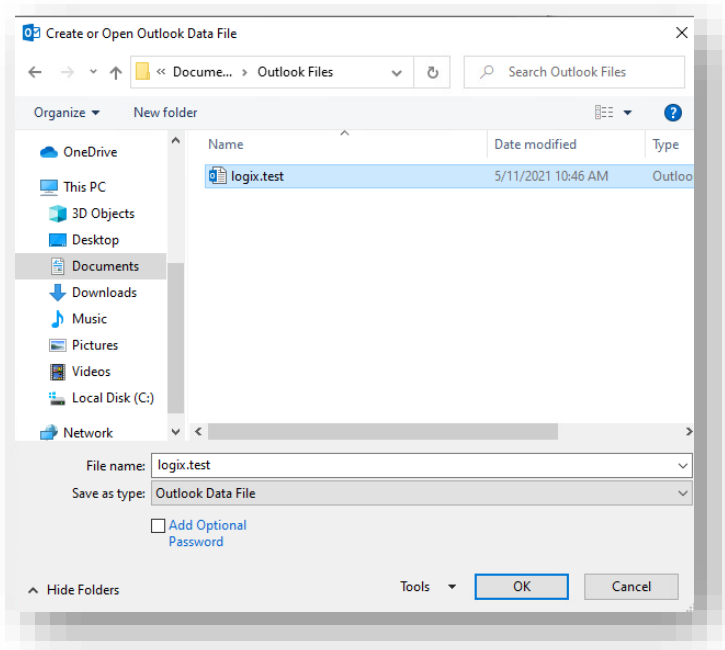1. Open Outlook and click "File".

2. Click on "Account Settings".

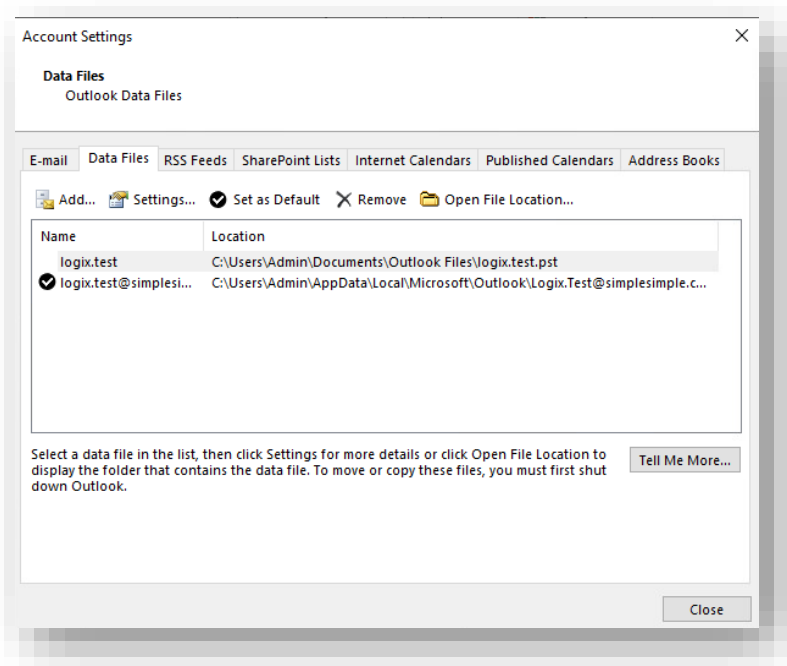3. In the drop down select "Account Settings…"

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

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".

6. 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.

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).