

How to move a PST Email file

This guide tells you how to move an Outlook Data File (PST) from one computer to another.

This is useful if you need to move a PST file from a University machine to your own personal computer.

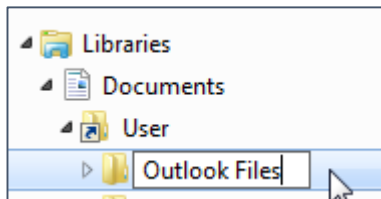
This is highly recommended, to reduce unnecessary storage space on University drives.

These instructions and screenshots show you how to do this in Outlook 2013, but the Outlook 2010 menu structure is very similar.

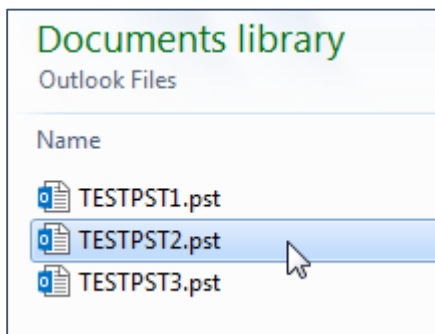
Steps

1. Close Outlook.
2. In **Windows Explorer**, navigate to the folder **Outlook Files** in your University U: drive, which also presented as Documents

The full server address is \\isad.isadroot.ex.ac.uk\UOE\User\Outlook Files



3. Highlight the PST file(s) that you want to move

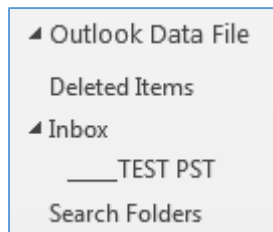


4. Move the PST file(s) to the new location where you want to store them. You may need to use an external drive or a USB memory stick to do this.
5. Open Outlook.

6. You then have a choice:

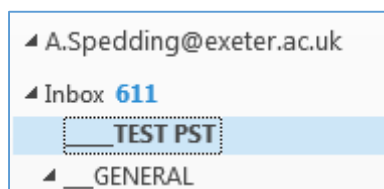
you can either open the PST file, which will create a new separate empty Inbox at the bottom of your Outlook folders, and which contains the folders and messages in the PST file. Any additions or changes you make to these folders will be synchronised in the PST file, so please note it stays active and you cannot delete it.

If you want this option, continue at step 7 below



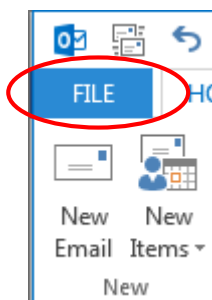
Or you can import the PST file, which is a one-time step to copy the folders and messages in the PST file under your normal Inbox. You can then delete the PST file, after closing Outlook first.

*If you want this option, please see the separate Guide on **How to Import a PST file***

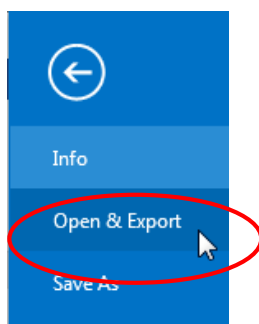


Open a PST file in Outlook

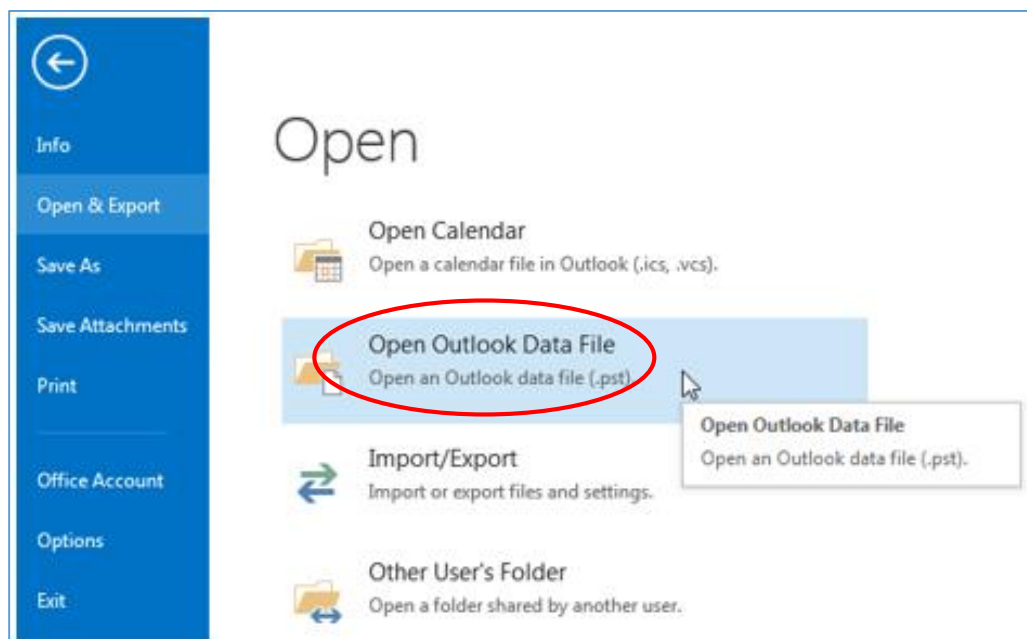
7. Click the **File** tab at top left of the screen



8. Then click **Open & Export** for Outlook 2013, or **Open** for Outlook 2010



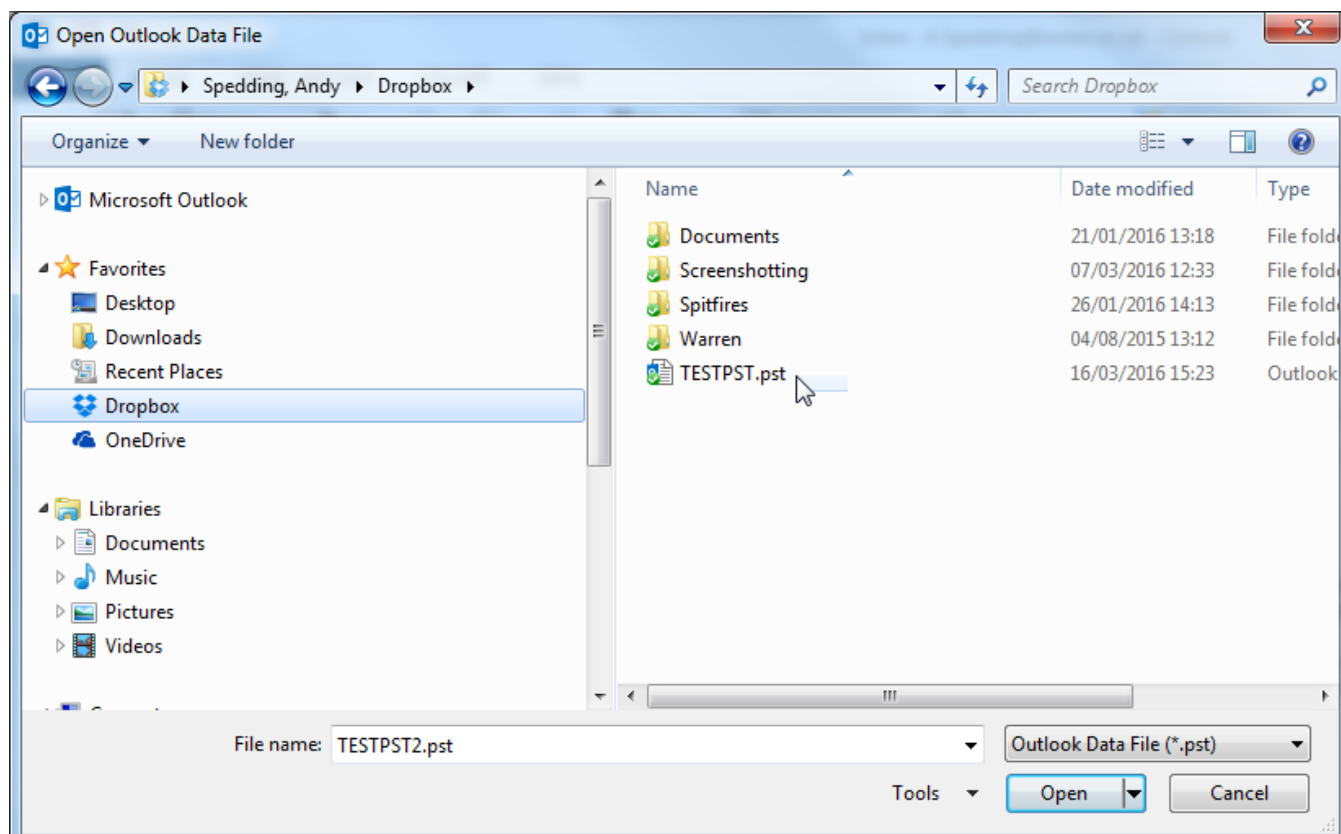
9. Then click **Open Outlook Data File**



10. This will then open your default PST location in your U: drive.

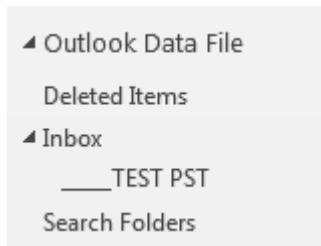
Navigate to your new file location on your own computer, or wherever you have moved your PST file(s) to.

Highlight the PST file you want to include in Outlook and click **OK**



11. This will then create a new folder at the bottom of your Outlook folder menu, called **Outlook Data File** with its own Inbox and standard folders.

You can access the emails from here.



If you add or delete messages to this set of folders under Outlook Data File, they will instantly be synchronised in the PST file.

Please note you cannot delete the PST file for this option, so beware it can grow in size.