

# Outlook

Search PST-file & Import



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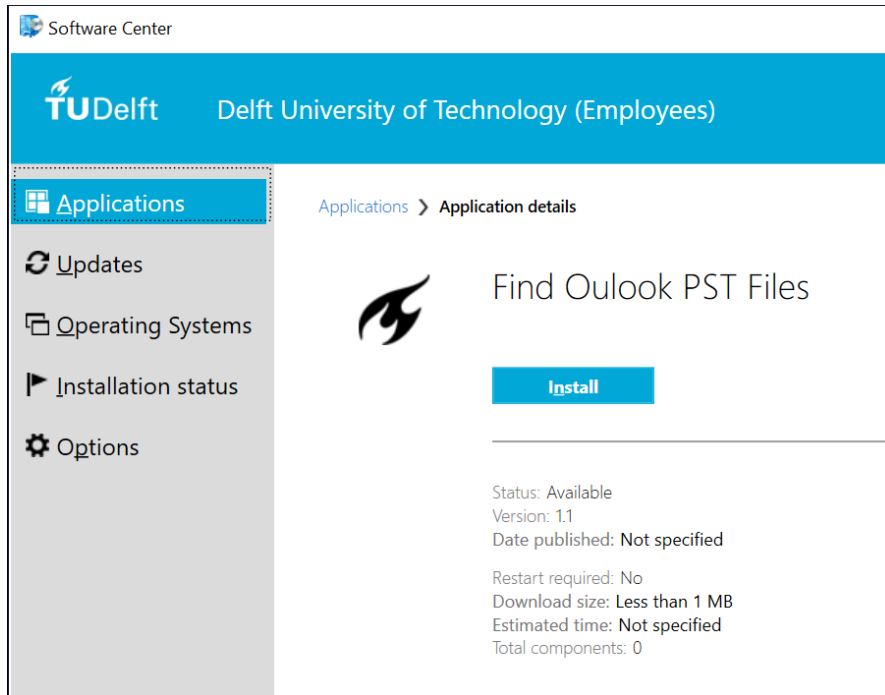
# Table of contents

1	PST script and import.....	4
1.1	Install "Find Outlook PST Files" .....	4
1.2	Import PST into Outlook online mail archive.....	5

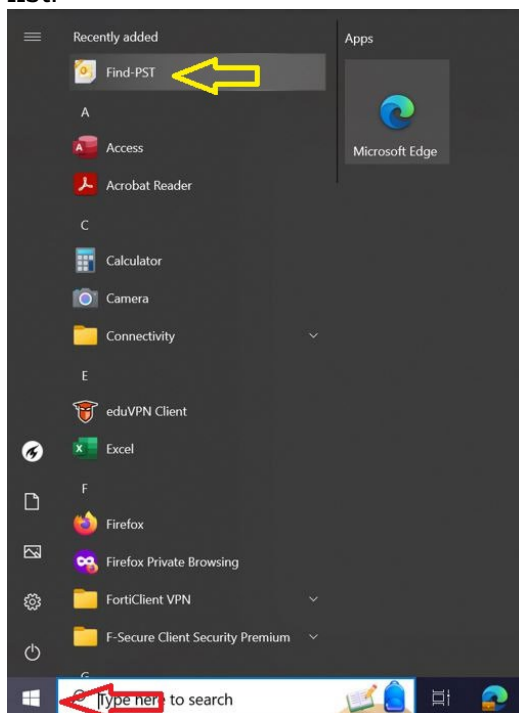
# 1 PST script and import

## 1.1 Install "Find Outlook PST Files"

Via the Software Center you can find and install the application 'Find Outlook PST Files'.

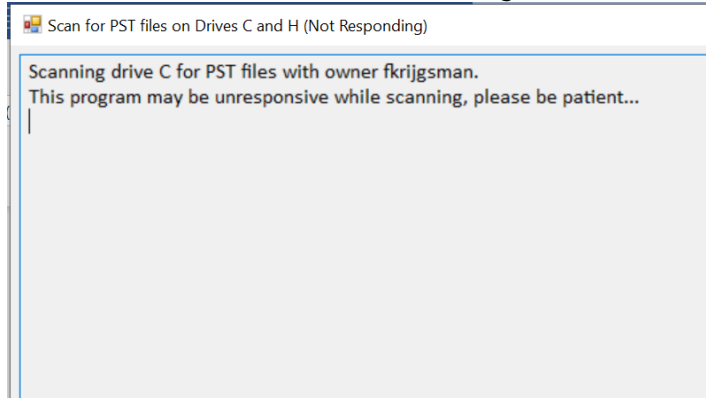


Once the installation is complete, you will see "Find-PST" in the Windows program list.



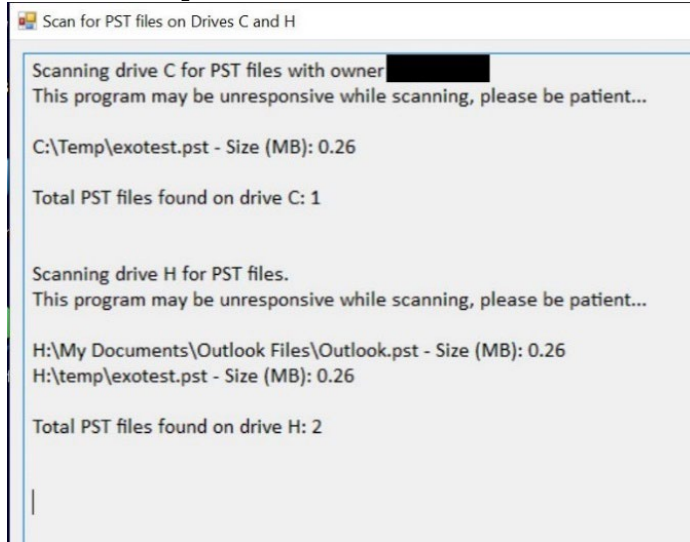


## Start "Find-PST" via Windows - Program List.



The local disk (C drive) and the personal network share (H disk) are searched. This may take some time before it shows where the PST files are located.

In this example, PST files are found on both drives:



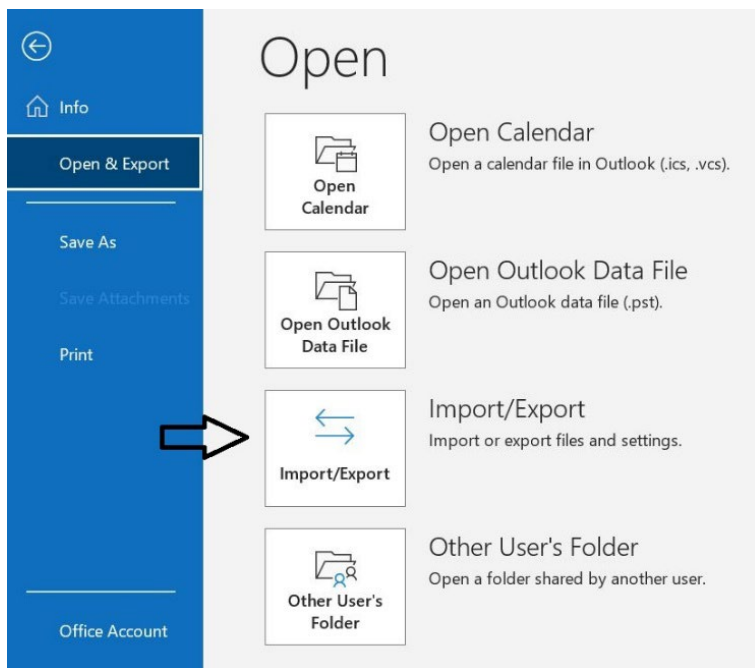
Now it is known where the PST files are located and you can import them through Outlook.

### 1.2 Import PST into Outlook online mail archive

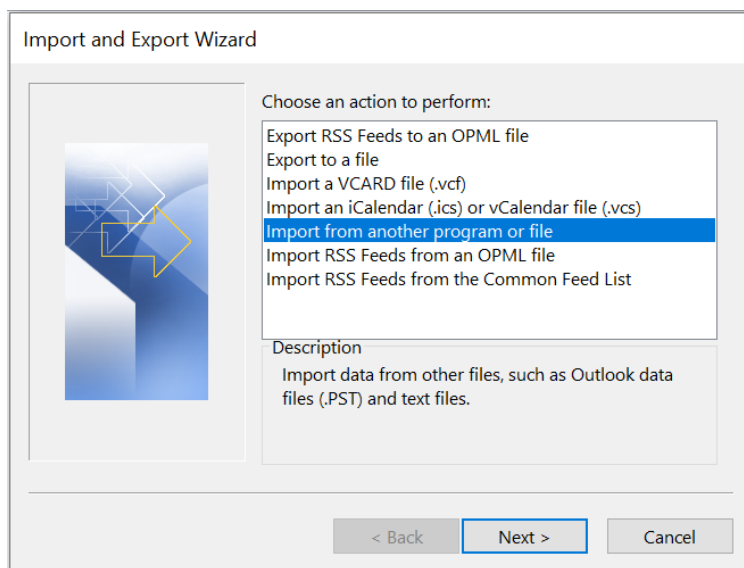
In the current Outlook version it is still possible to open a PST file separately, but that will change in the new Outlook. Reading the PST file into an online mail archive is a better option, so that the information is always available.

The following is the method to import a PST into an online mail archive:

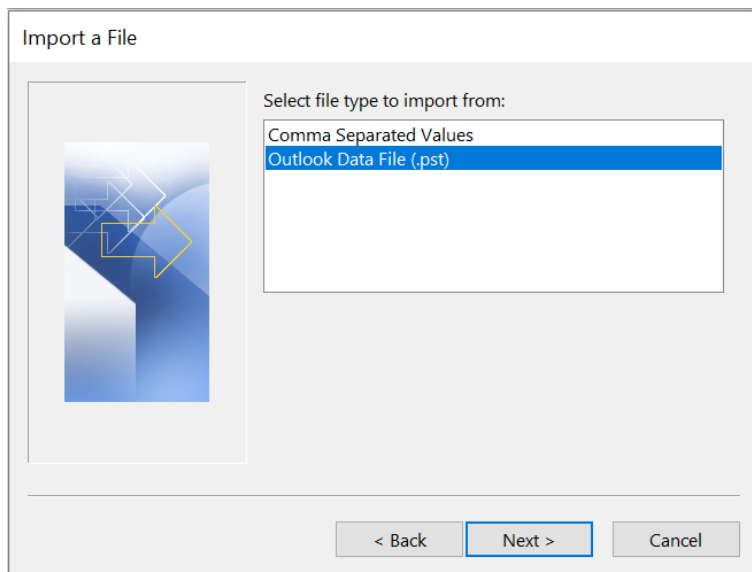
Launch Outlook and go to File – Open & Export – Option Import/Export.



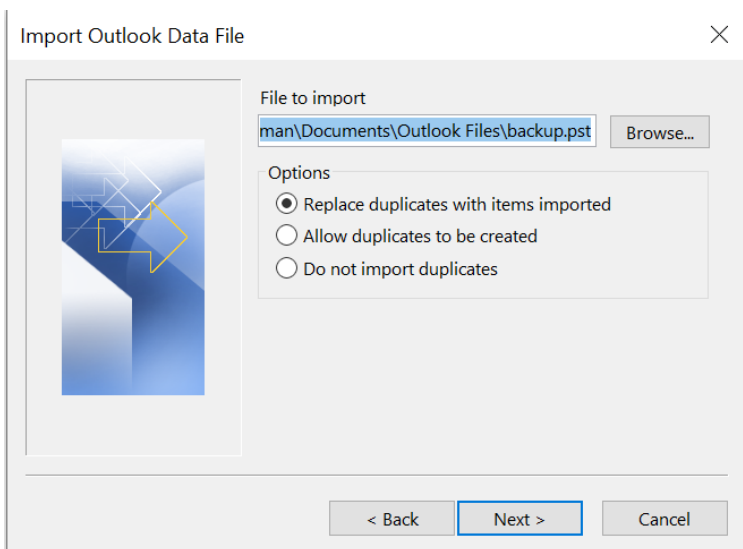
In the next window, choose: "Import from another program or file" and click "next".



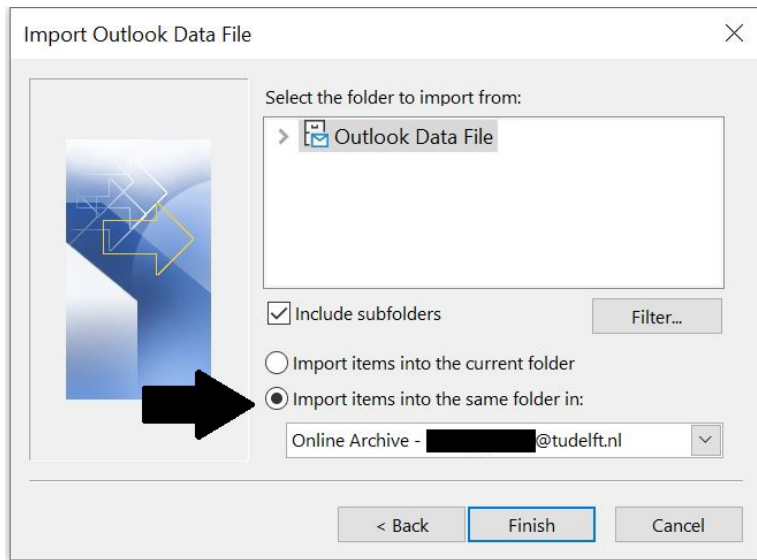
Then choose "Outlook data File(\*.pst)" and click "next".



Then click on "browse" and find the location of the PST file. When it is found in the explorer, click on "open" and confirm with "next".



Then set up the "import Outlook Data File". In the example below, the PST file is added to the user's online mail archive. If you don't have an online mail archive yet, please request one first: [Online Mail Archiving - Self-Service Portal \(topdesk.net\)](http://topdesk.net)



After you have determined the correct setting, click "finish" and the PST will be imported into the online mail archive. If you want to import another PST, repeat the steps above.

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