# Outlook Search PST-file & Import



(This page was intentionally left blank.)

## 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".

Import and Export Wizard							
	Choose an action to perform:						
	Export RSS Feeds to an OPML file Export to a file						
	Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)						
	Import from another program or file						
	Import RSS Feeds from the Common Feed List						
	Description Import data from other files, such as Outlook data files (.PST) and text files.						
	< Back Next > Cancel						

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

Import a File	
	Select file type to import from: Comma Separated Values Outlook Data File (.pst)
	< Back Next > Cancel

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".

Import Outlook Data File	$\times$
File to import         man\Documents\Outlook Files\backup.pst       Browse         Options <ul> <li>Replace duplicates with items imported</li> <li>Allow duplicates to be created</li> <li>Do not import duplicates</li> </ul>	
< Back Next > Cancel	

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: <u>Online Mail Archiving - Self-Service Portal (topdesk.net)</u>

Import Outlook Data F	ile	×
	Select the folder to import from:	
	> 🔀 Outlook Data File	
	✓ Include subfolders	Filter
	O Import items into the current fo	lder
	Import items into the same fold	er in:
	Online Archive -	otudelft.nl
	< Back Finis	h Cancel

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.

Is the manual incorrect or do you want to give feedback on it? Go to the relevant ICT manuals page and click on "Report it <u>here</u>". You can also report via ict-servicedesk@tudelft.nl.