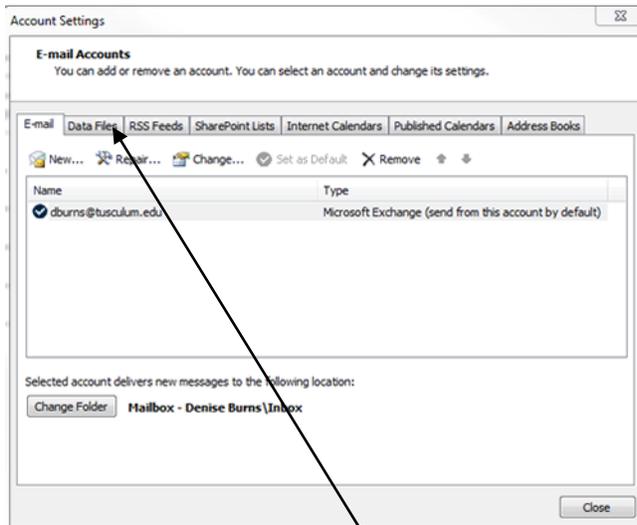
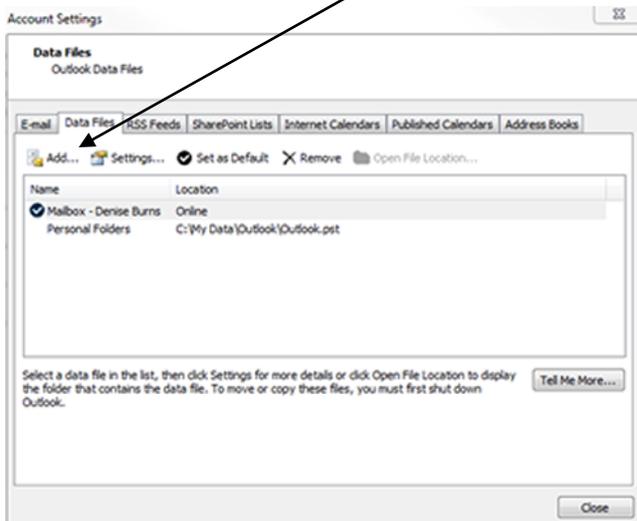


Steps to Add a Data File to Outlook Profile

With Outlook open; Click on Tools, Account Settings to view the email account settings.



Click on the Data Files tab and click Add to select the data file.



Browse to the folder where the .pst file is stored and select the file name (ex. C:\outlook.pst) and click OK.

The new .pst file will show in the list of Data Files

Account Settings



Data Files

Outlook Data Files

E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

Add... Settings... Set as Default Remove Open File Location...

Name	Location
<input checked="" type="checkbox"/> Mailbox - Denise Burns	Online
Personal Folders	C:\My Data\Outlook\Outlook.pst
Personal Folders	C:\My Data\Outlook\backup121811.pst

If you choose to make your PST file locate on a different drive other than your local hard drive, it may be something like E:/new.past

Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.

Tell Me More...

Close

Click on Close to close out of the Account Settings window. The new personal folder file will show in the folder list under the users' mailbox as shown below: