Steps to Add a Data File to Outlook Profile

You can add or remove an acc	count. You can select an account and change its settings.
Data Files RSS Feeds Sh	harePoint Lists Internet Calendars Published Calendars Address Books
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ame	Туре
dburns@tusculum.edu	Microsoft Exchange (send from this account by default
	\backslash
ected account delivers new mess	lages to the following location:
ected account delivers new mess hange Folder Mailbox - Den	ages to the following location: nise Burns \Infox
ected account delvers new mess hange Folder Mailbox - Der	lages to the following location: nise Burns \Intex

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.

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Add 🚰 Sett	ings Set as Default X Remove In Open Pile Location
ane	Location
Malbox - Denise	Burns Online

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 Feed	ds SharePoint Lists Internet Calendars Pu ♥ Set as Default × Remove ⇔ Open	Iblished Calendars Address Books			
Mailbox - Denise Burns Personal Folders	Online C:\My Data\Outlook\Outlook.pst				
Personal Folders	C: \My Data \Outlook \backup 121811.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.					
		Close			

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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: