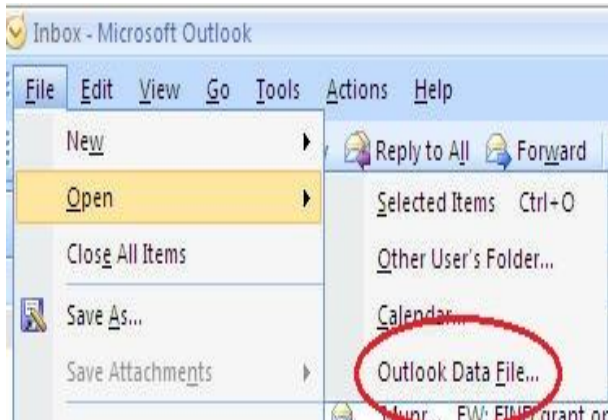


Opening exported Outlook data (versions 2007 & 2010)

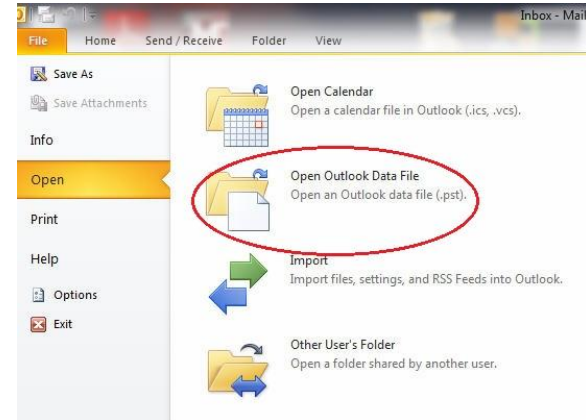
When email is exported from Outlook, it's saved to a file called a .pst file. To view the file, it has to be imported into Outlook. However, you don't want to co-mingle your email with the email on the file. Here's an easy way to import an Outlook .pst file without affecting your current email folders.

- 1) Save the file(s) to a location on your computer. Desktop or a folder are fine. If the file is on cd and you try to just open it, you'll receive permission errors.
- 2) In Outlook, select **File** then **Open** then **Outlook Data File**. (See screenshot)

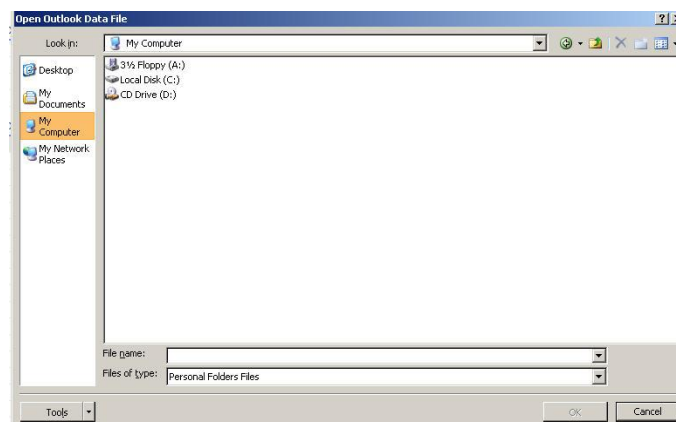
Outlook 2007



Outlook 2010



At the next window, find the file that you copied to your pc. & select OK.



Below your normal mailbox folders, you will see the folder that was imported. You can browse, save, and print the emails as normal.

To remove the .pst file, right click on the file name and select **Close**.