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How to convert a Microsoft Outlook PST file to OST easily

by **Teodor Nechita**
Software Managing Editor

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Nowadays it is pretty much impossible to exist without having an email address, let alone multiple ones.

One such candidate would be Microsoft Outlook, the de facto email client of the Microsoft Office Suite.

The difference between PST and OST files

As you may already know, Outlook stores all of the emails, contacts, calendars, and other such data locally on your PC as well.

This makes it so that the data can also be accessible even if you don't have an Internet connection, or are somehow locked out of your email account.

Outlook stores this data as either PST or an OST file, and the two formats are actually quite differnet.
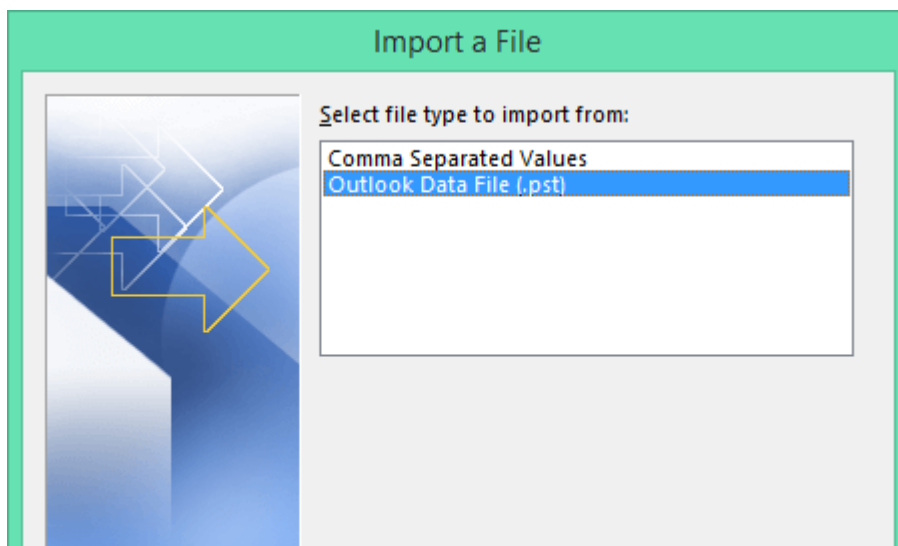
These are the main differences between a PST and an OST file:

- OST files are usable even when your Outlook is in online mode, while PST is a Personal storage table used for locally stored data and files

- OST files enable users the option to read, view, reply and compose emails even in offline mode, while PST files don't

As you can see, having your data stored in an OST format seems to be far more beneficial, and that is why knowing how to convert a PST file into OST could be beneficial.

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How do I convert my Outlook PST files to OST?

1. Open **Microsoft Outlook**

2. Enter **File**

3. Click **Import and Export**

4. Select **Import from another program or file**

5. Click **Next**

6. Choose **Personal Folder File (.pst)**

7. Click **Next**

8. Select the PST file from the system

9. Click **Open**

10. Click **Next**

11. Select the **folder** you want to import

12. Click **Finish**
    - Your PST file will e visible in the left side of the pane

13. Click the left side and create a **new folder**

14. Drag the emails form the PST folder to the newly created data folder

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The emails should now be available in OST format for you to use as you wish.

Do you have any questions as to how you can convert a PST file to an OST file? Leave us your questions and opinions in the comments section below.

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