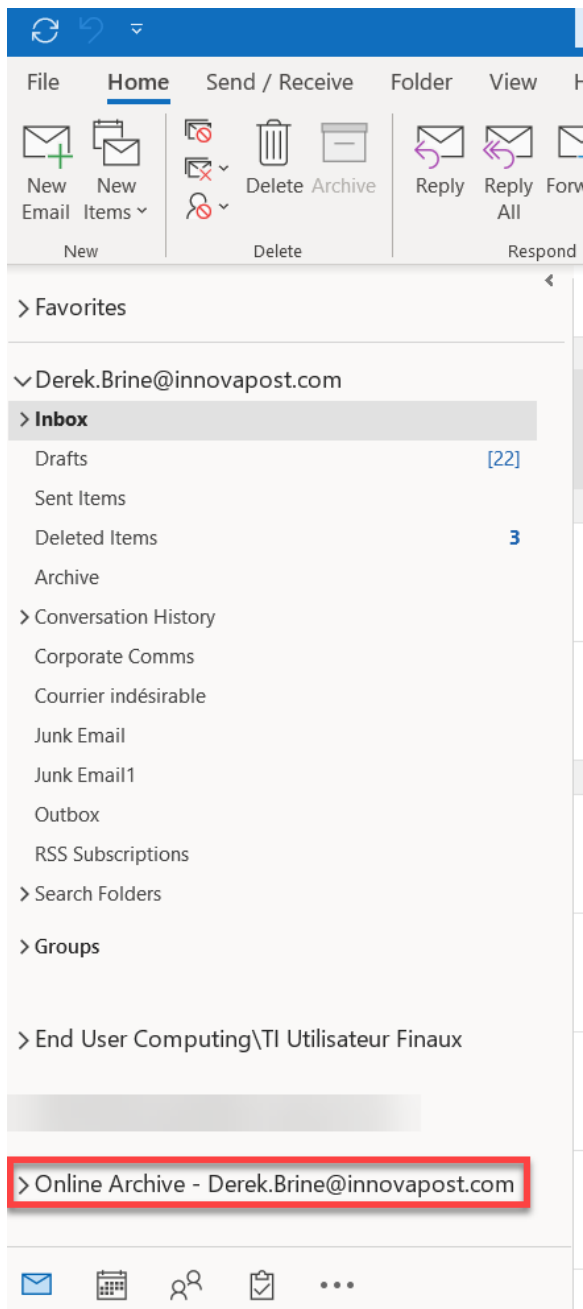


HOW TO TRANSFER PST FILES TO YOUR NEW COMPUTER

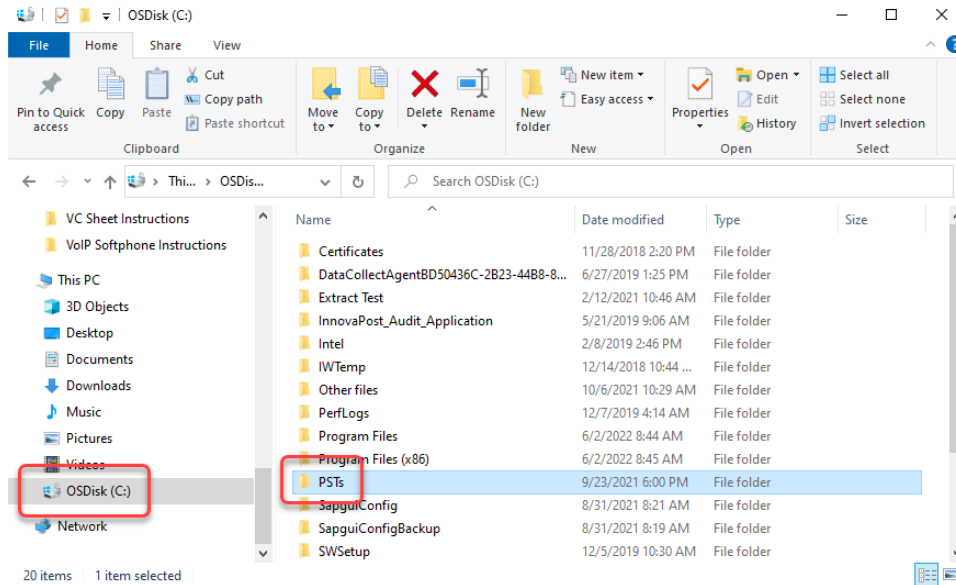
If you do not have a USB Key or External Drive: PST files (archived email messages) can be copied directly into your Outlook Inbox or Online Archive folder.

Your online archive is located near the bottom of your Outlook Folder Menu. It is named “Online Archive” followed by your corporate email address, as shown below.



To move your PST content to your Online Archive: In Outlook, select the content in your PST files that you want to keep, and “drag and drop” the content directly into the Online Archive folder (**To drag and drop:** Select your files, left click and hold the left mouse or touchpad button, move the pointer to the new folder location and release the left mouse button).

How to check if you have PST files: PST files are located in the C:\PSTs folder, which you can access using File Explorer on your workstation.



If you have PST files, but they do not appear in Outlook: PSTs must be mapped to Outlook before they can be copied to another location. Follow these instructions to [open a PST file in Outlook](#).

IMPORTANT: We recommend you transfer your required PST content into the Online Archive. This will help eliminate risk as PST files can become corrupted as they increase in size and the data is often unrecoverable.

- All employees are assigned a 100GB Online Archive and 100GB Outlook mailbox for email messages as part of Microsoft 365.

NOTE: If you live in a rural area or have a slow internet connection, and have multiple PST files to transfer content from, we recommend going to a corporate office location to complete this activity.