

How to Add an Email Data File (.pst) to Outlook:

Please Note: The Department of General Services restricts the permissions of all users to prohibit individuals from adding Email Data Files to their Outlook. The Enterprise Technology Solutions (ETS) Active Directory Team must first update your profile to allow the adding of Data Files within your Outlook profile. If you are adding a *.pst* file as part of a Data Release Request (DRR), your permissions should have already been updated as part of the DGS ISO process for DRRs. Please note that if you are still unable to add the *.pst* file to your Outlook, you may need to restart Outlook, or submit request to the DGS Help Desk to verify your account permissions.

STEP 1: Select File then Account Settings



STEP 2: Select Account Settings





STEP 3: On the *Data Files* tab, click *Add...*

Data Files Outlook Data Files E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Add Image: Settings Set as Default Image: Remove Image: Open File Location Name Location 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 Tell Me		
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Add	Data Files Outlook Data Files	
Add Settings Set as Default Remove Open File Location Name Location 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	-mail Data Files RSS Fe	eds SharePoint Lists Internet Calendars Published Calendars Address Books
Name Location 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 Tell Me	🛃 Add 督 Settings	. 🔗 Set as Default 🛛 🗙 Remove 🛅 Open File Location
Select a data file in the list, then click Settings for more details or click Open File Location to display Tell Me The folder that contains the data file. To move or copy these files, you must first shut down	Name	Location
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STEP 4: Locate the .pst file and click OK

Create or Open Out	look Data File	— ×-
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Organize 🔻 Ne	w folder	■= - (2)
Desktop Downloads	Libraries System Folder	
Computer	Computer System Folder Printer Installer Internet Shortcut 139 bytes DataSubject.pst Outlook Data File 927 MB	
File name: Save as type:	DataSubject.pst Outlook Data File (*.pst) Add Optional Password	
Hide Folders	ок	Cancel



STEP 5: Data Subject of .pst file now shows in the left pane of Outlook:



NOTE: You may need to give Outlook some time to fully load all of the Data Subject's email files. Once you have obtained all of the needed data, you can delete the *.pst* file from your Outlook by using Steps 1 through 3 above, selecting *.pst* file, and by clicking Remove.

Account Settings
Data Files Outlook Data Files
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
🛃 Add 😭 Settings 🛇 Se rection X Remove 🖻 Open File Location
Name Location
DataSubject@Domain C:\Users\Pesktop\PataSubject.pst
the folder that contains the data file. To move or copy these files, you must first shut down
Close