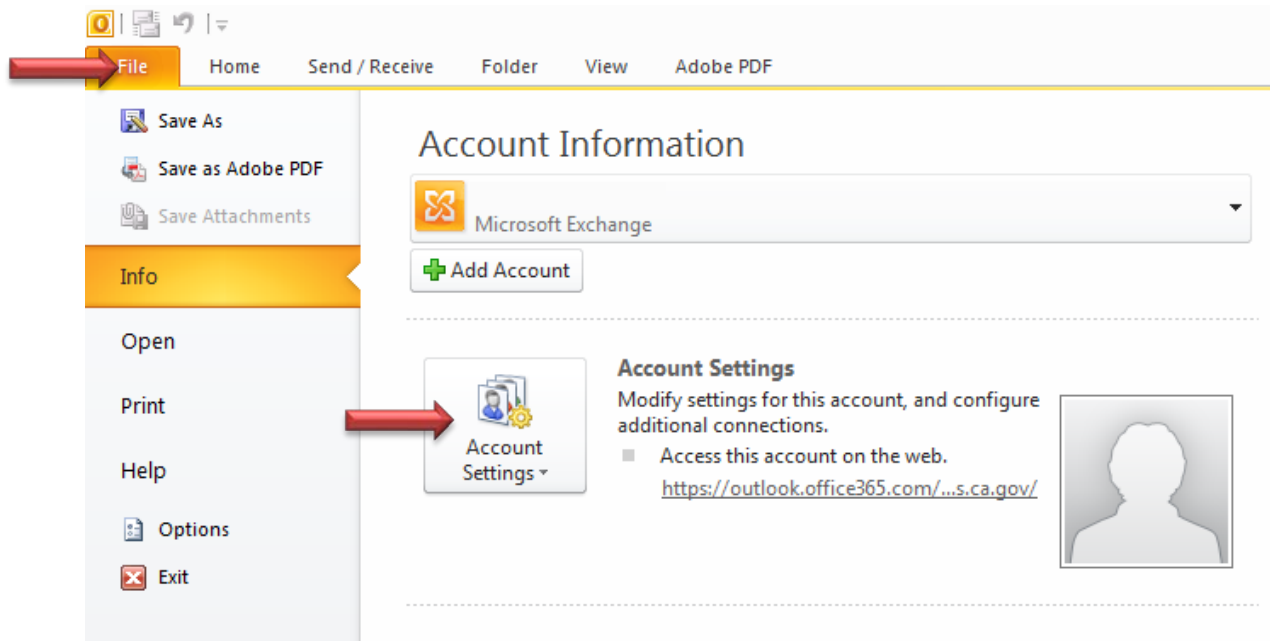


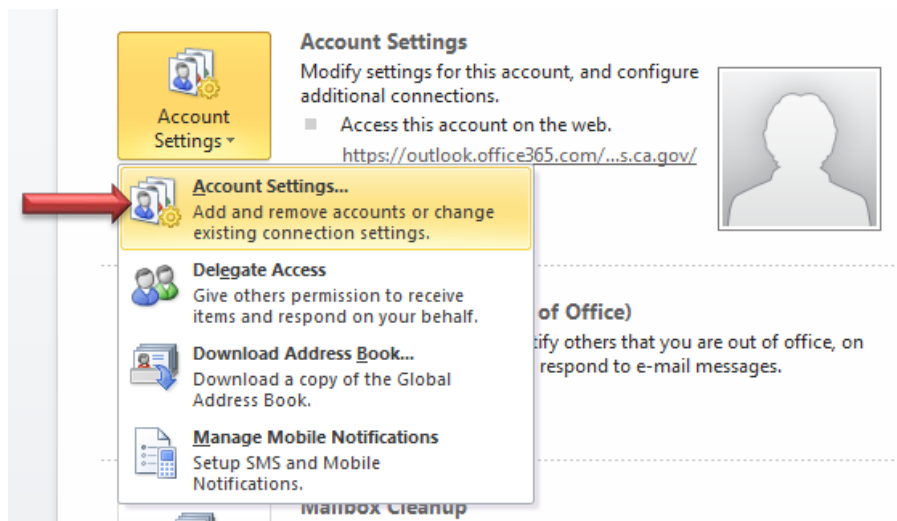
How to Add an Email Data File (.pst) to Outlook:

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.

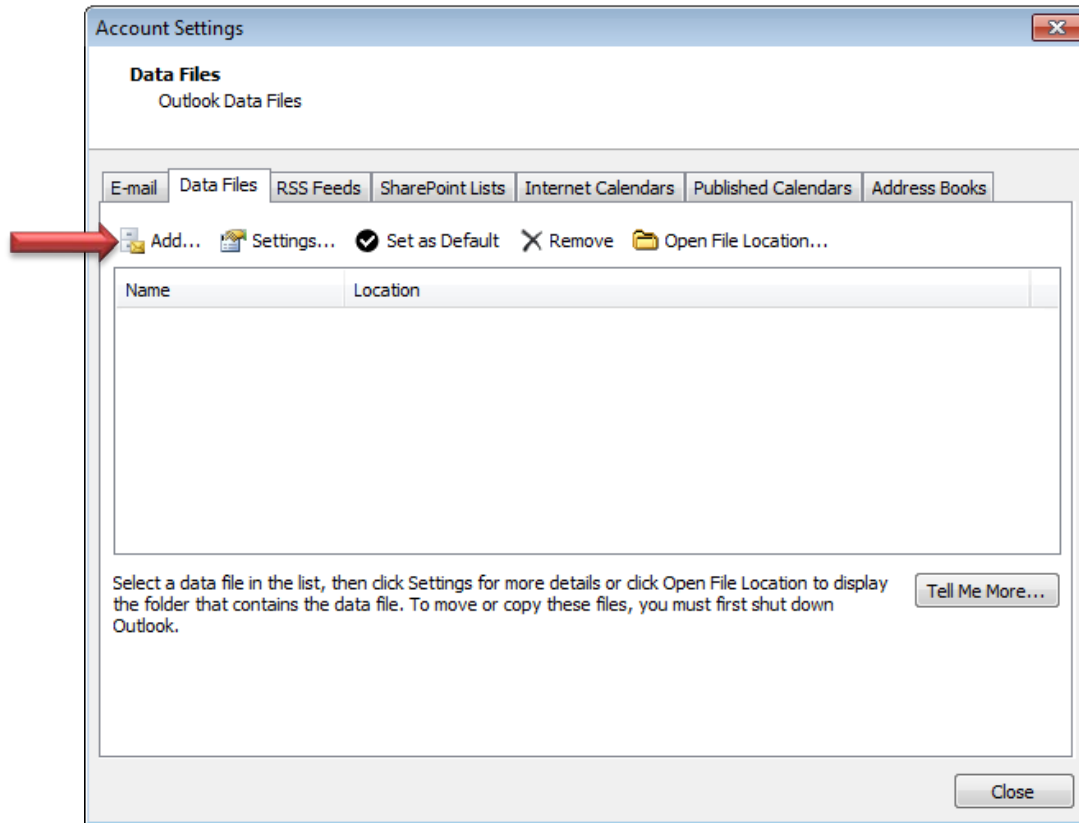
STEP 1: Select **File** then **Account Settings**



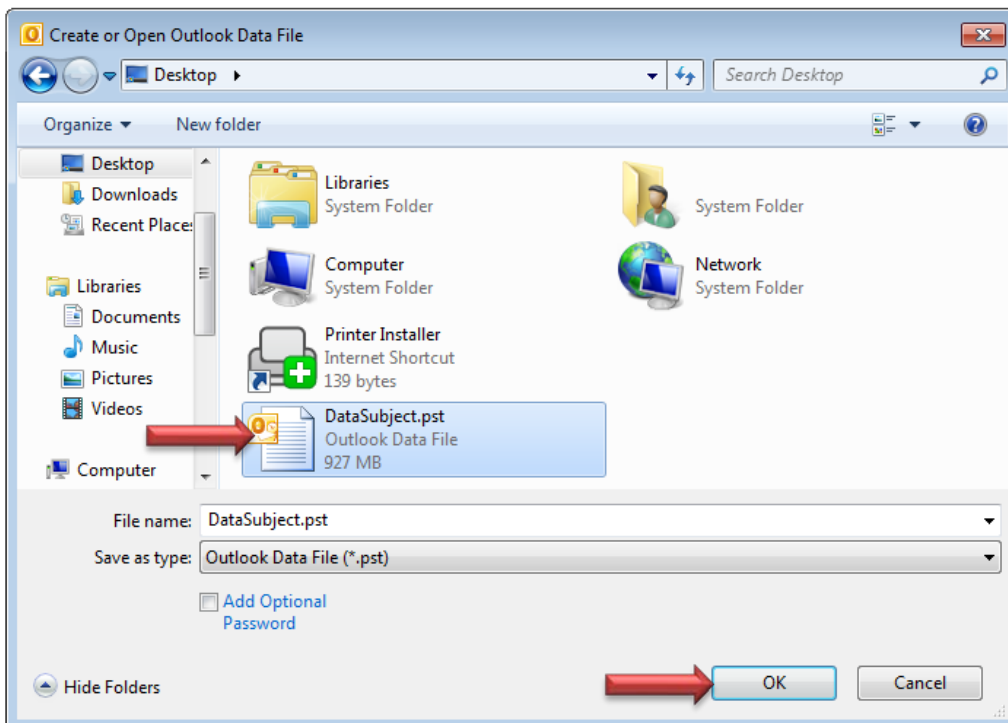
STEP 2: Select **Account Settings**



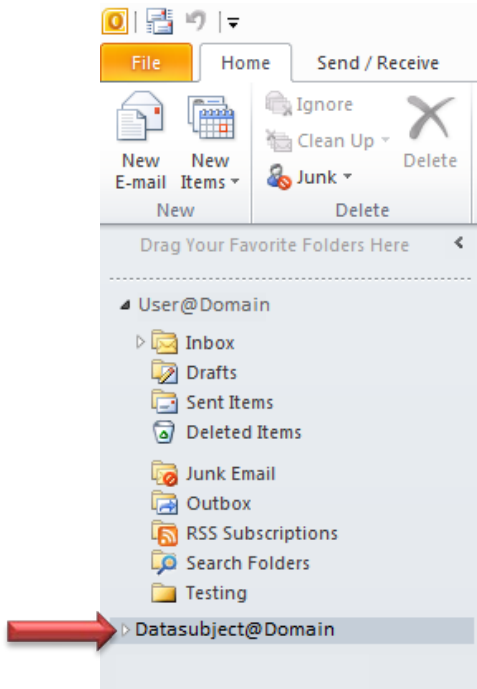
STEP 3: On the *Data Files* tab, click *Add...*



STEP 4: Locate the .pst file and click *OK*



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**.

