

How to find and transfer Outlook data files (.pst) from one computer to another

How to identify the name and location of your personal folders file

Microsoft Outlook 2010

1. In Outlook 2010, click the File tab in the Ribbon, and then click the Info tab on the menu.
2. Click **Account Settings**, and then click **Account Settings**.
3. Click **DataFiles**.
4. Note the path and file name of your .pst file. For example, C:\Exchange\Mailbox.pst indicates a .pst file that is named Mailbox.pst and is located in the Exchange folder on your drive C.

Outlook Data Files (.pst) created by using Outlook 2010 are saved on your computer in the **Documents\Outlook Files** folder. If you are using Windows XP, these files are created in the **My Documents\Outlook Files** folder.

If you upgraded to Outlook 2010 on a computer that already had data files created in previous versions of Outlook, these files are saved in a different location in a hidden folder.

Windows 7 drive:\Users\user\AppData\Local\Microsoft\Outlook

Windows XP drive:\Documents and Settings\user\Local Settings\Application Data\Microsoft\Outlook

Microsoft Office Outlook 2007

1. Start Outlook.
2. On the **Tools** menu, click **Options**.
3. On the **Mail Setup** tab, click the **Data Files** button.
4. Note the path and file name of your .pst file. For example, C:\Exchange\Mailbox.pst indicates a .pst file that is named Mailbox.pst located in the Exchange folder on your drive C.
5. Click **Close**, click **OK**, and then click **Exit and Log Off** on the **File** menu to quit Outlook.

How to copy your personal folders file

1. On the Start menu, point to Programs, and then click Windows Explorer.
2. Browse through the files to the location of your .pst file.
3. Copy your .pst file to the location that you want.

If transferring files between computers, copy your .pst file to a removable media (CD-ROM or DVD-ROM) drive.

For more information about how to copy a file or folder, follow these steps:

1. Click the Start button, and then click Help.
2. Click the Search tab, and then type copy.

3. In the **Select Topic to display** box, click **Copy or move a file or folder**.

How to point Outlook to your new personal folders file

Microsoft Outlook 2010

1. Open Outlook 2010.
2. Click the **File** tab on the Ribbon, and then click the **Info** tab on the menu.
3. Click the **Accounts Settings** tab, and then click **Account Settings** again.
4. On the **Data Files** tab, click **Add**.
5. Under **Save as type**, select **Outlook Data File (*.pst)**.
6. Find the new location for your .pst file, and then click **OK**.

If transferring files between computers, copy your .pst file from the removable media (CD-ROM or DVD-ROM) drive to a location on the local drive. To access and write to the .pst file the read-only attribute in the file properties must be unchecked.

1. Right-click on the file and select **Properties**.
2. **Uncheck** the box for **Read-only** and click **OK**.
3. If the Read-only attribute is removed, the .pst file should now be editable.

Outlook opens your new .pst file, and you can now delete the .pst file from its old location.

Microsoft Office Outlook 2007

1. Open Outlook.
2. On the **Tools** menu, click **Options**.
3. On the **Mail Setup** tab, click the **E-mail accounts** button, even if you do not have an email account specified.
4. On the **Data Files** tab, click **Add**.
5. Click **Office Outlook Personal Folders File (.pst)**, and then click **OK**.
6. Find the new location for your .pst file, and then click **OK** two times.

If transferring files between computers, copy your .pst file from the removable media (CD-ROM or DVD-ROM) drive to a location on the local drive. To access and write to the .pst file the read-only attribute in the file properties must be unchecked.

1. Right-click on the file and select **Properties**.
2. **Uncheck** the box for **Read-only** and click **OK**.
3. If the Read-only attribute is removed, the .pst file should now be editable.

Outlook opens your new .pst file, and you can now delete the .pst file from its old location.