

# Import and Export PST Files in Outlook for Windows

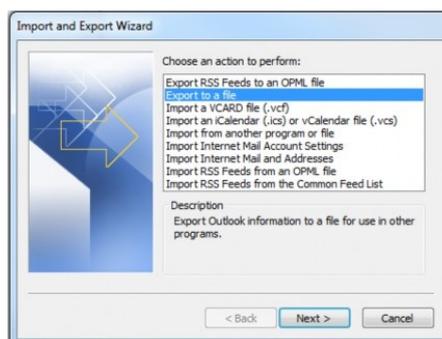
Last Modified on 04/11/2019 10:40 am GMT

At times, you may need the data held in Outlook to be exported to a separate file, commonly either for portability or a backup of email data. The Outlook desktop application allows for its data to be exported to an Outlook Data File (.pst) for this purpose.

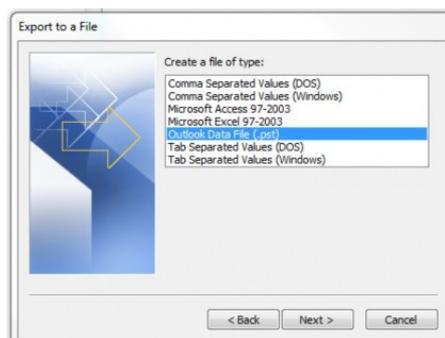
Alternatively, if you have an existing PST file that you want to ingest into Outlook, you choose to import that file into the accounts loading in Outlook.

## Exporting to an Outlook PST File

1. Open Outlook and go to 'File > Open & Export'
2. Select Import/Export.
3. Select Export to a File
4. Select Next



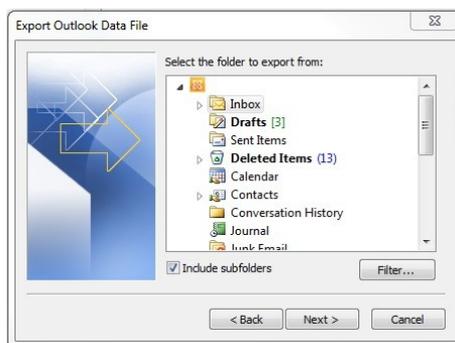
5. Select Outlook Data File (.PST)
6. Select Next



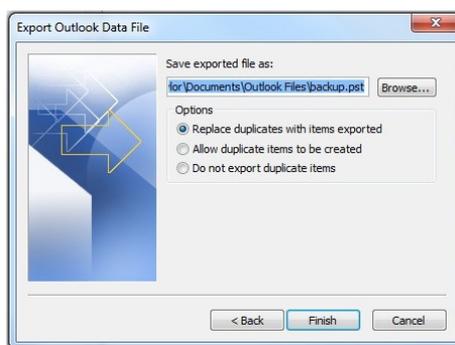
7. Select which part of the mailbox you would like to export  
If you would like to export the

entire mailbox select your email address from the top of the list.

8. Select **Next**



9. Go to **Next** and then go to **Browse** and select the location you would like to export



10. Select **Finish**

11. If you want to set a password, enter the required password - Leave blank for no password



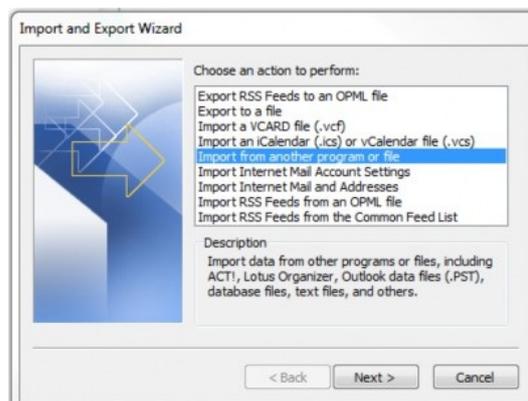
12. Press **OK**

It may take some time for Outlook to process the export if you have a lot of data.

## Importing an Outlook PST File

1. Open Outlook and go to '**File > Open & Export**'

2. Select **Import/Export**

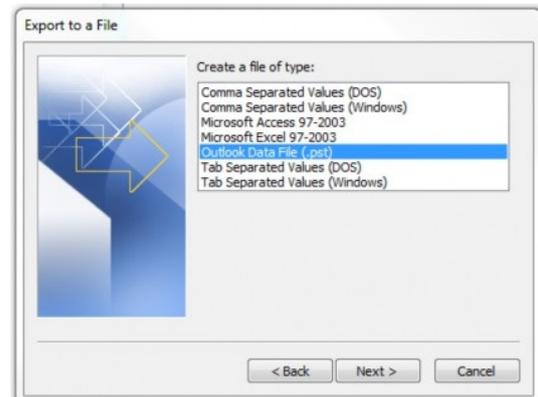


3. Select **Import from another program or file**

4. Select **Next**

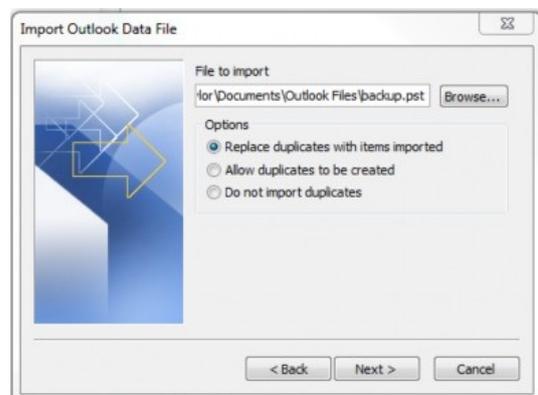
5. Select **Outlook Data File (.pst)**

6. Select **Next**



7. Select **Browse** and navigate to the location of the existing PST

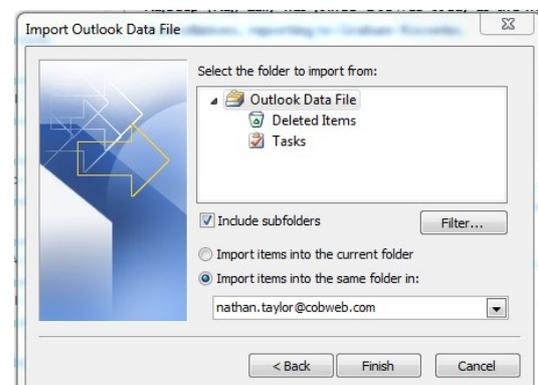
8. Select **Next**



9. Select the folders from the PST file you want to import

10. Select where to import the items to

11. Select **Finish**



12. If a password is set on the PST file, enter the required password

Depending on the volume of data to be imported, it may take some time.

If you import data into an Exchange account, it will attempt to upload to the Exchange server.