

How to Create and or Reopen a PST File

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Here are the steps to create a PST file:

1. Open Outlook
2. File
3. Account Settings
4. Account Settings (again)
5. Data Files (tab)
6. Add
7. It should open your File Explorer window. If not select your F-Drive or WorkFolder so it is backed up to the network.
8. Input a name for the file
9. Click Okay
10. You should now see it on the left side.

This is also how you can restore PST files as well. After step 6, navigate to the location where the PST was originally saved.

Note: PST files are not accessible via the DEE OWA Webmail.