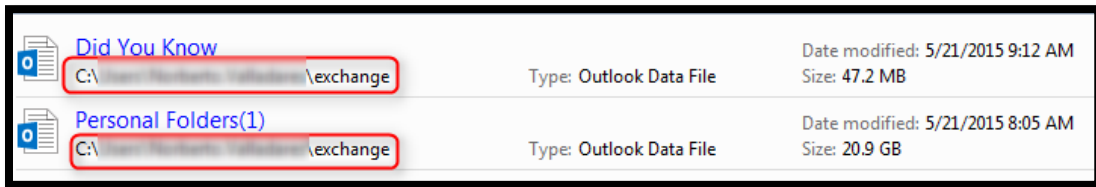


How to Locate and Add a .PST File

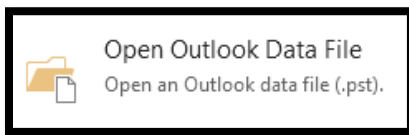
1. To find out where our .PST file is located on your machine, click on the Start button.
2. Type **.pst** in the **Search programs and files** box and press **Enter**.



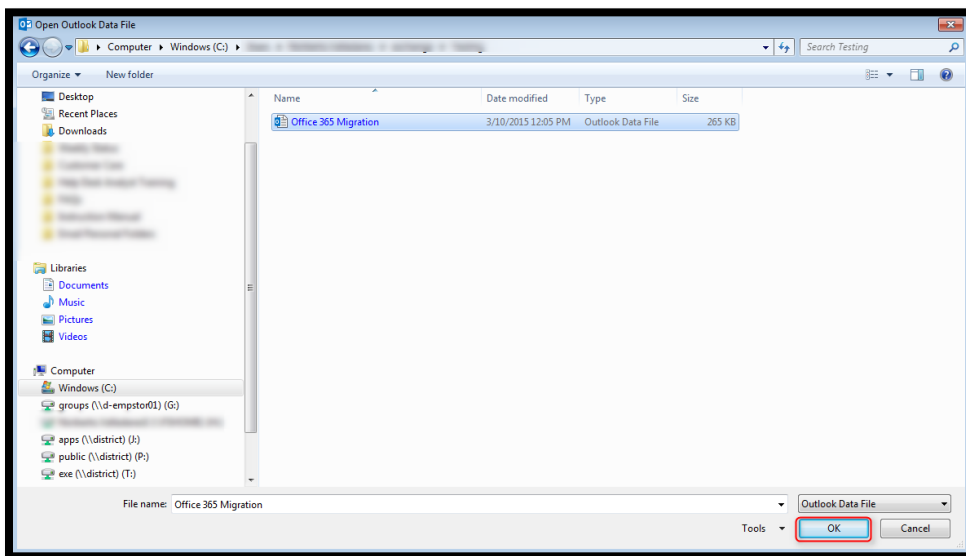
3. Your search results will show where your .pst file(s) are located on your computer.



4. Please make a note of where the .pst file(s) are located as you will need this for future reference.
5. With Outlook open, click **File** in the upper-left corner.
6. Click **Open & Export**.
7. Click **Open Outlook Data File**.



8. Using the **Open Outlook Data File** dialog box browse for your .pst file using the information you obtained earlier from your search results.
9. Once you find the .pst file, click on it, and then click **OK**.



10. Repeat steps 5-9 to add additional .pst files.