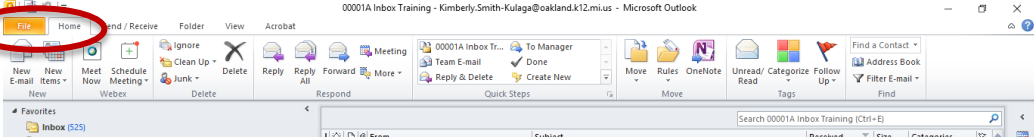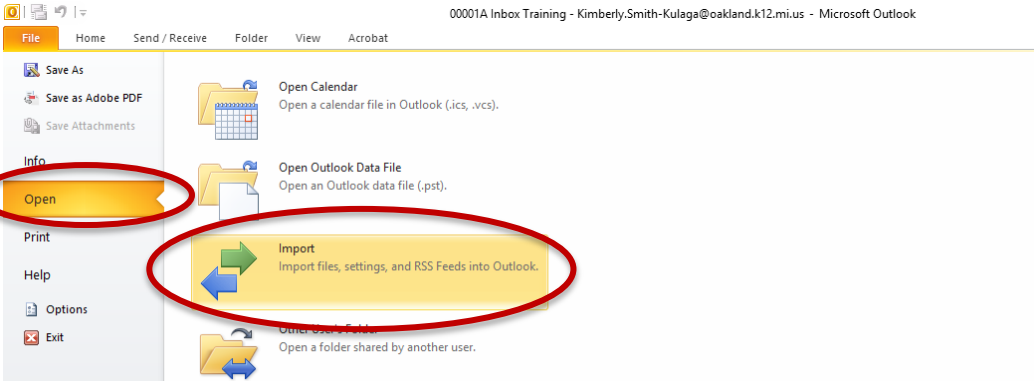# Microsoft Outlook:

How to Create a .PST File

Microsoft Outlook is an email management application that provides users with a reliable way to send, receive and archive email messages, contacts, and calendar items. As a daily email user, it's easy to allow email messages to accumulate. In order to avoid having hundreds and hundreds of email messages pile up, it's important to know how and when to archive messages for later reference.

Technology Services will set a two-year rolling deletion policy on January 1, 2021. This will help users maintain a reasonable amount of searchable email. Once the new retention policy is applied to your mailbox, all messages from 2018 or older will automatically be deleted.

To retain emails over 2 years old, a backup of your mailbox can be made by creating an Outlook .PST file. This will allow emails to be saved to another location indefinitely for access.

Follow the instructions in this document to create a backup of email messages.

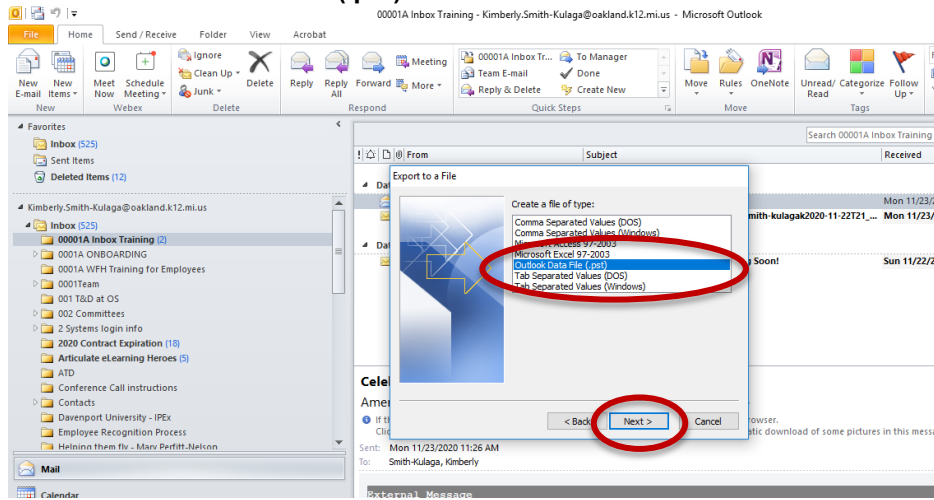|	Create a PST File in Microsoft Outlook
1.	Click on the icon shown below to open the Microsoft Outlook desktop application.
2.	Click on the File tab in the ribbon at the top of the screen.
3.	Click on **Open**, and then click on **Import**. This will launch the **Import and Export Wizard**.

Create a PST File in Microsoft Outlook

4.	Click on **Export to a File**, then click **Next.**
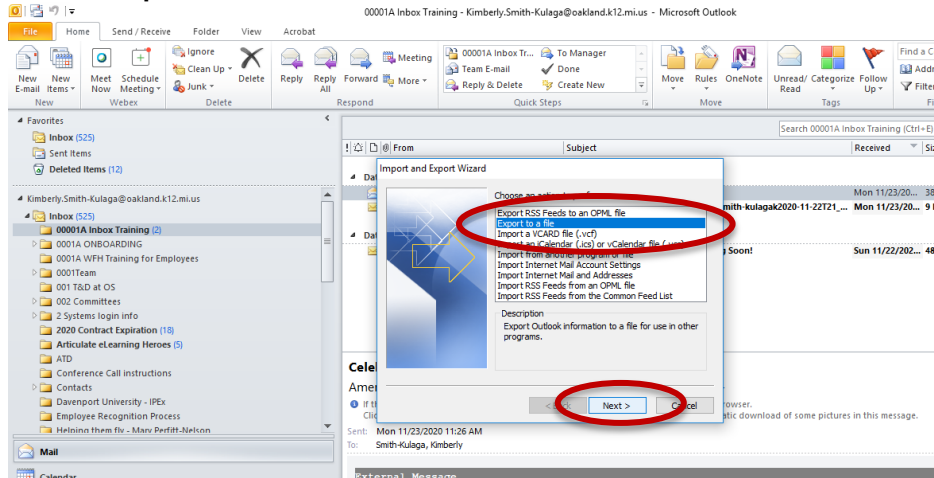
5.	Click on **Outlook Data File (.pst)** and click **Next.**

6.	Click on the folder you wish to back up. Then, click **Next**.
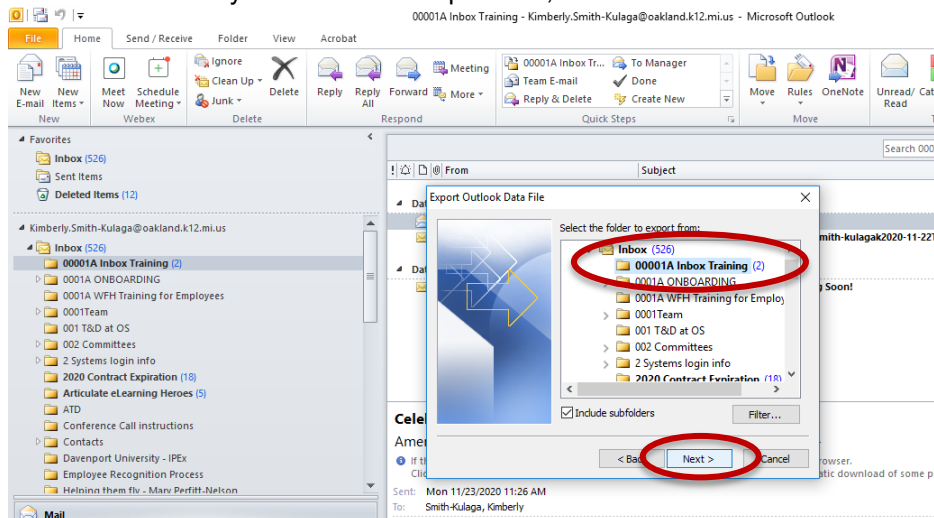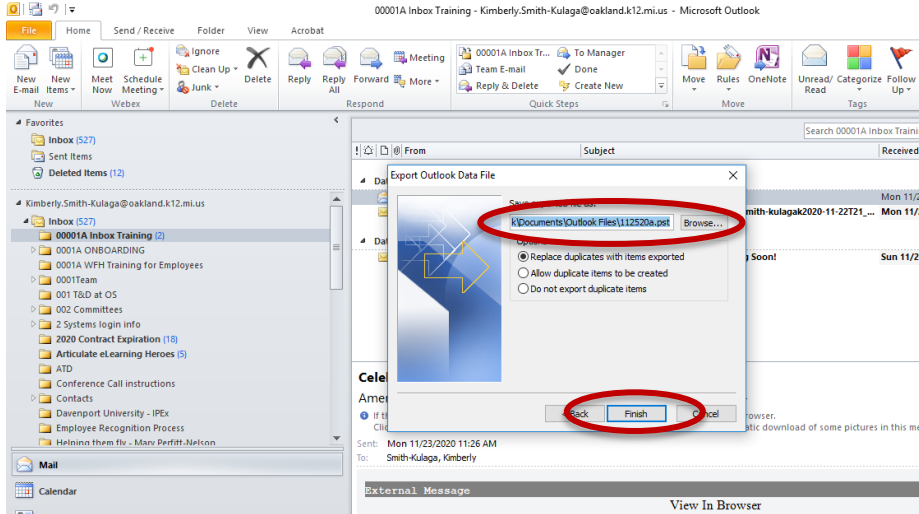
	Create a PST File in Microsoft Outlook
7.	Verify the file path and file name; click on **Browse** to change the file path. Click on the **Finish** button to complete. **Note:** Microsoft Outlook may prompt you for a password. Keep in mind that once you set a password, you must enter it every time that the data file is opened (for example, when Outlook starts or when you open the data file in Outlook.
8.	Once completed, the screen will refresh and you will find the .pst file in the default path (Documents ➔ Outlook Files ➔ File name.pst)