How to Create a .PST File in Microsoft Outlook

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Overview for Oakland Schools Employees

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.

Instructions and Tutorial

Instructions on How to Create a .PST File in Outlook

Video Tutorial on How to Create a .PST File in Outlook

Attachments

File	Modified
PDF File JA_how to create a pst file.pdf	Dec 10, 2020 by Ashley Beattie