

## Adding a Personal Folders File (.pst)

If you have old personal folder files, called a .pst, then you are able to access your old email with the new Outlook 2003.

These brief instructions will help how to add the .pst to Outlook.

Have Outlook opened.

- 1) Click [File](#).
- 2) Select [Data File Management](#).
- 3) Click [Add](#).
- 4) Select [Office Outlook Personal Folders File \(.pst\)](#).
- 5) Click [OK](#).
- 6) Locate your .pst by clicking on the arrow down button near the top of the current window where you can navigate the hard drive, cd, or lan.
- 7) Double click on the .pst file name.
- 8) Click [OK](#).