

## WINDOWS 7 MIGRATION

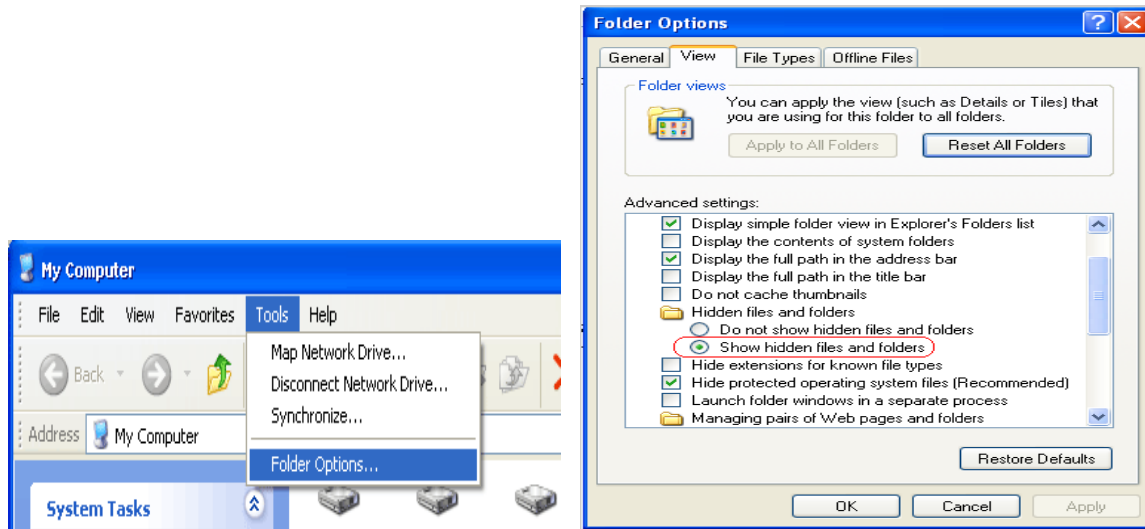
### Instructions for Backing up your .PST/Mail Archive

#### Step 1. Select your emails (.PST/Mail Archive) files

These files are typically located in the following directory **C:\<UserName>\Local Settings\Application data\Microsoft\outlook**

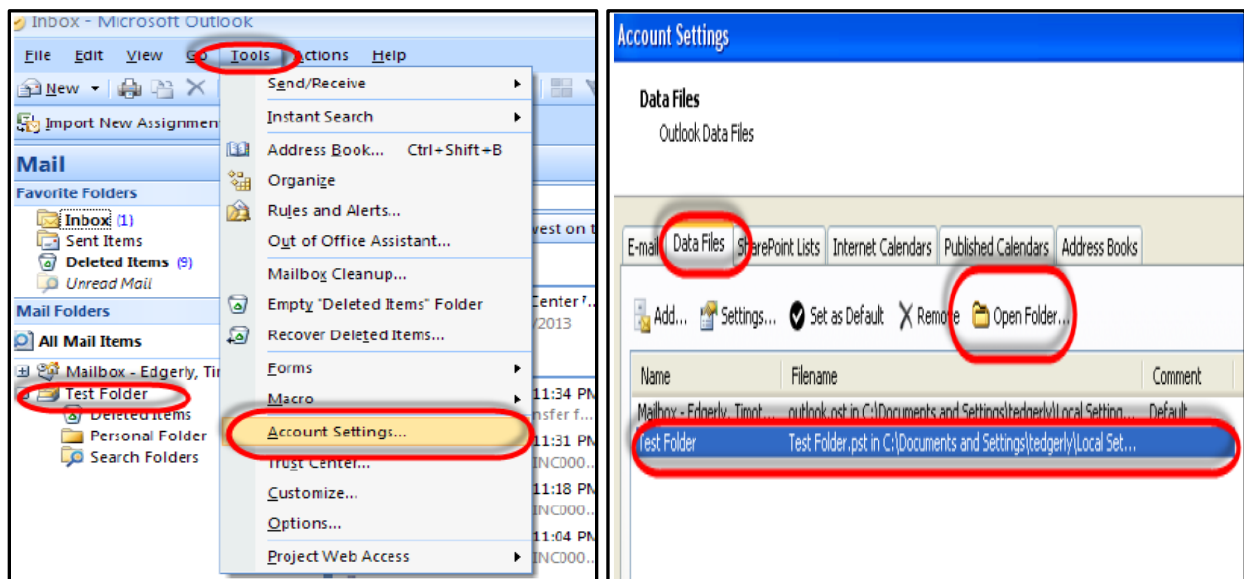
(Note: Hidden Files must be shown)

1. Showing hidden files
  - Select the Start button and Open My Computer
  - From the Tools menu, choose Folder Options....
  - Click on the View tab in the Folder Options window.
  - In the Advanced settings: text area, locate the Hidden files, and folders category.
  - Note: The Hidden files and folders category should be viewable at the bottom of the advanced settings: text area without scrolling down. You'll see two options under the folder.
  - Choose the Show hidden files and folders radio button under the Hidden files and folders category.



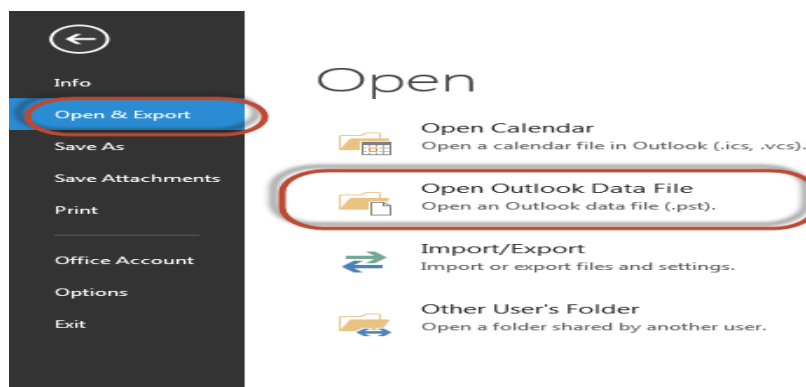
## 2. Finding your Outlook files

- Open Outlook, Select the “Tools” drop down menu and select “Account Settings”
- Select the “Data Files Tab.” Click on the desired PST (Personal Folder) and click on the “Open folder Icon.”
- The folder containing your email files (.PST ) should open. Close your Outlook program in order to complete the next steps.
- At this point close Outlook and go back to the folder that contains your emails and right click on your email files (.PST) and select copy. Once you copy these files place them in you the back-up location.

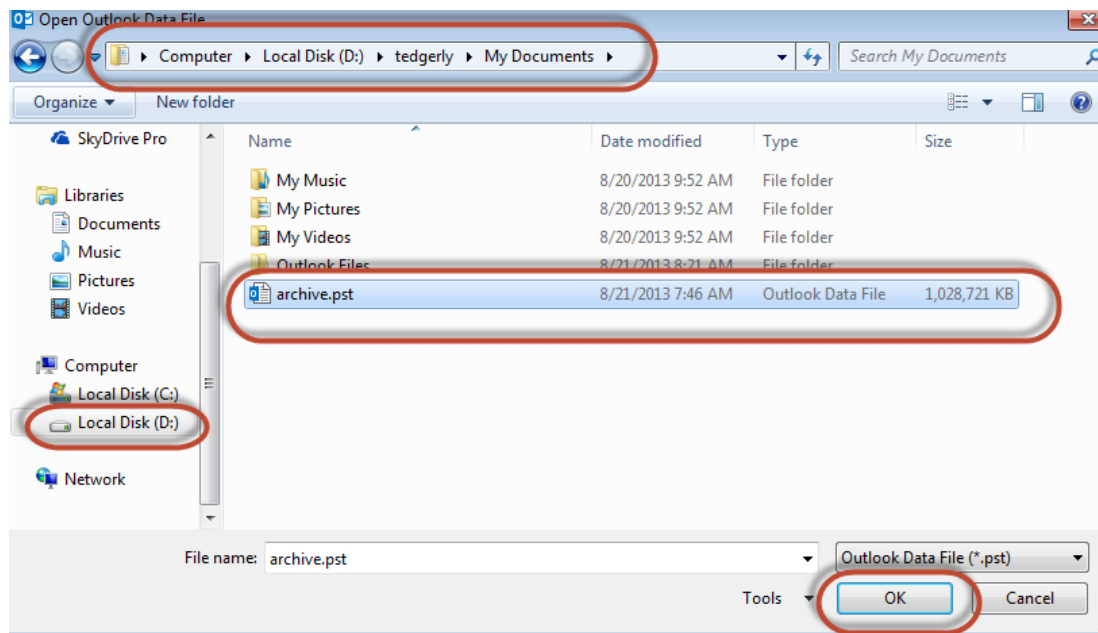


## Step 2. Restore your emails (.PST/Mail Archive) files

1. Move the Outlook “.PST” (personal folders) to the “My documents Folder.”
2. Open Outlook (Ex. Outlook 2013). Click on the file Menu in the top left corner and select “Open Outlook Data File.”



3. Navigate to the “My documents” folder and select the PST file. Click “OK”



4. Personal folders should now be in the Left Column, you are complete.

