



Office 365 – PST archive Tips

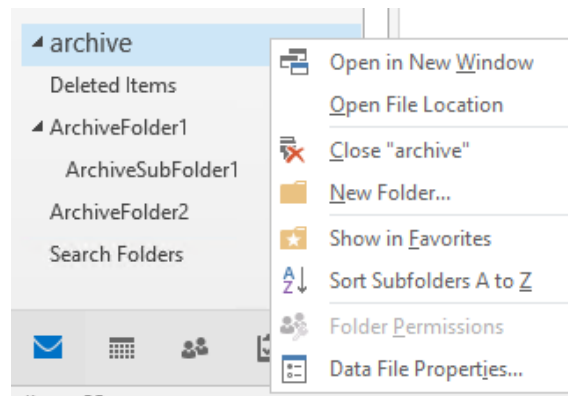
Tips and guidance for moving email archive (.pst) data

With Office 365 Exchange Online mailboxes, users have a 100 Gigabyte (GB) mailbox, which is 200 times larger than the standard mailbox size prior to the migration to Office 365 Exchange Online.

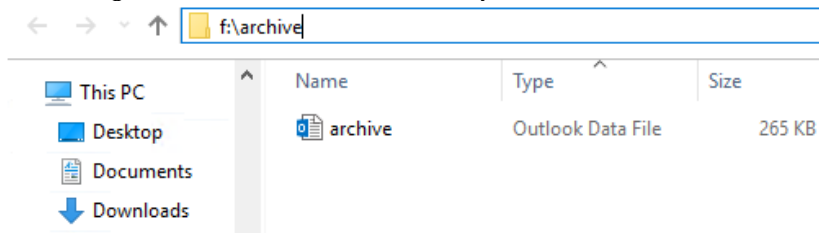
Users that have stored email data in archive (.pst) files can now move email data from archive (.pst) files into their new Exchange Online 100GB mailbox. Benefits to moving email data from email archive (.pst) files to your mailbox include: Outlook searches will include all emails in your mailbox, reduction in network file storage after the archive file or files are deleted, and all emails can be viewed in Outlook Web Access from a web browser.

- **Things to consider before moving email archive (.pst) content into your mailbox**

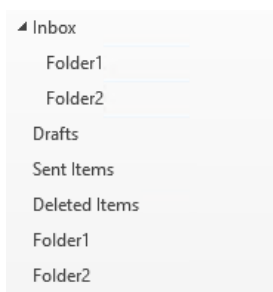
- o Before moving archive email, review the locations where the .pst archive files are stored and note the location(s). You can view the locations of the archive (.pst) file in Outlook by right-clicking the archive and selecting "Open File Location".



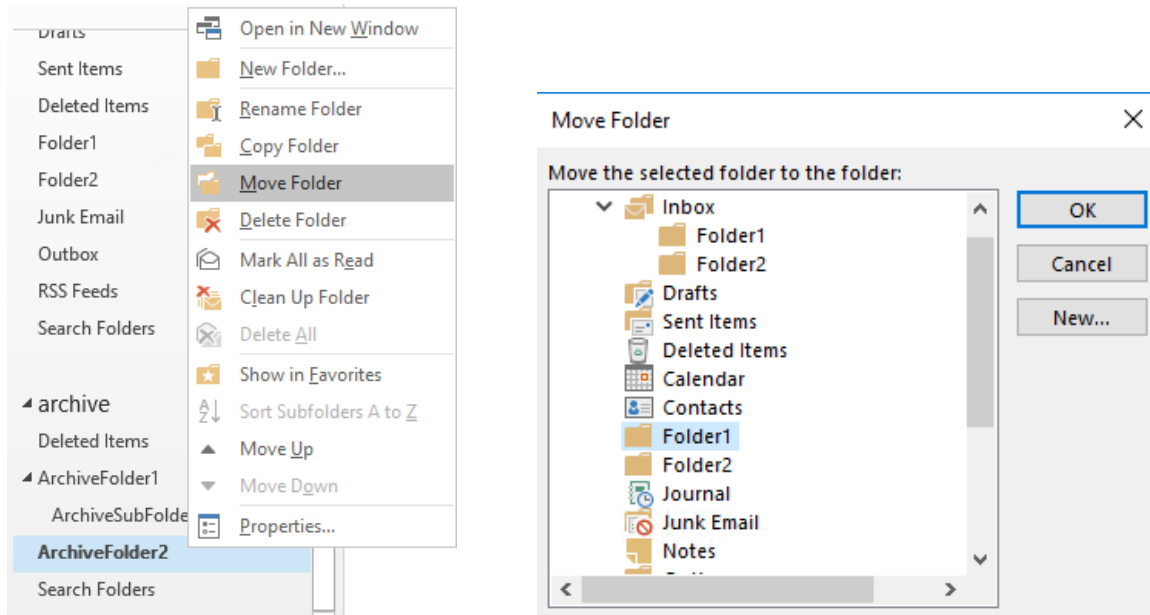
A Windows Explorer window will open. Note this location. After moving email contents out of this file and confirming the items have been successfully moved, this file can be deleted.



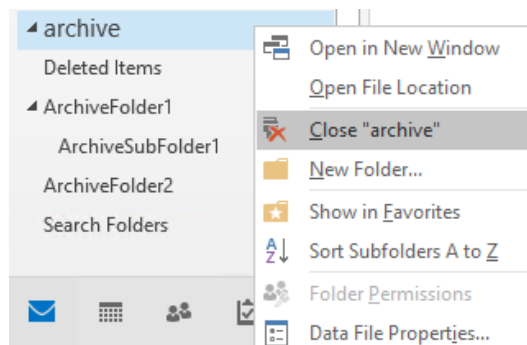
- o Review the current folder structure of your mailbox and archive folders. Determine a plan for how you would like to organize your mailbox folders.



- Moving email archive (.pst) content into your mailbox
 - To move items from your archive (.pst) file, you can “drag-and-drop” individual emails and folders into your mailbox, or you can right-click on a folder and select “Move Folder” and pick the folder location in your mailbox to move the contents to.



- Disconnecting and deleting archive (.pst) file
 - After all emails and folders have been removed from the archive file, you can disconnect and delete the archive (.pst) file. **Important: Before deleting the .pst file, verify that all email contents are located in your mailbox, and there are no emails or folders located in the archive file.**
 - Right-click on the archive file, and select “Close “-----”.



- After the archive file is closed, the .pst file can be deleted. Right-click on the archive and select “Open File Location”. A Window Explorer windows will open and display the location of the .pst file. Select the .pst file and delete the file.