

# How to Export and Import .pst File Data in Outlook

## How to Export .pst File Data

If you want to back up only a part of your Outlook data, you can create a new backup .pst file of only the data that you want to save. This is also known as exporting .pst file data.

For example, you might want to use this section if you have important information in only some folders and you have other, less important items in much larger folders.

You can export only the important folders or contacts and omit folders such as Sent Mail.

### In Outlook 2010:

Use the following steps to export a specific folder:

1. Select the **File** tab.
2. In the **Outlook Options** window, select **Advanced**.
3. Select **Export**.
4. In the **Import and Export Wizard**, select **Export to a file**, and then select **Next**.
5. Select **Outlook Data File (.pst)**, and then select **Next**.
6. Select the folder to export, and then select **Next**.
7. Select **Browse**, and then select the location where you want the new .pst file to be saved.
8. In the **File Name** box, type the name that you want to use for the new .pst file, and then select **OK**.
9. Select **Finish**.

### In an Earlier Version of Outlook:

1. Open Outlook.
2. On the **File** menu, select **Import And Export**. If the command is not available, move your pointer over the chevrons at the bottom of the menu, and then select **Import and Export**.
3. Select **Export To File**, and then select **Next**.
4. Select **Personal Folder File (.pst)**, and then select **Next**.
5. Select the folder where you want to export the .pst file and then select **Next**.
6. Select **Browse**, and then select the location where you want the new .pst file to be saved.
7. In the **File Name** box, type the name that you want to use for the new .pst file, and then select **OK**.
8. Select **Finish**.

**Note:** Folder design properties include permissions, filters, description, forms, and views. If you export items from one .pst file to another, no folder design properties are maintained

## How to Import .pst File Data into Outlook

You can use the backup copy of your .pst file to restore your Outlook data if the original .pst file is damaged or lost. Everything that is saved in the .pst file is returned to Outlook.

### In Outlook 2010:

Use the following steps to restore or import your data into Outlook:

1. Select the **File** tab.
2. In the **Open** category, select **Import**.
3. In the **Import and Export Wizard**, select **Import from another program or file**, and then select **Next**.
4. Select **Outlook Data File (.pst)**, and then select **Next**.
5. Type the path and the name of the .pst file that you want to import, or select **Browse** to select the file to import.

**Note:** Under **Options**, it is recommended to select **Do not import duplicates**, unless you want the imported information to replace or duplicate items that are already in Outlook.

6. Select **Next**.
7. Select the folder that you want to import. To import everything in the .pst file, select the top of the hierarchy.

**Note:** The top folder (usually **Personal Folders**, **Outlook Data File**, or your email address) is selected automatically. **Include subfolders** is selected by default. All folders under the selected folder will be imported.

8. Select **Finish**.

### In an Earlier Version of Outlook:

Follow these steps to restore or import your data into Outlook:

1. If the .pst file that you want to import is stored on a removable device, such as a floppy disk, a portable hard disk drive, a CD-ROM, a magnetic tape cassette, or any other storage medium, insert or connect the storage device, and then copy the .pst file to the hard disk drive of the computer.

2. When you copy the .pst file, make sure that the **Read-Only** attribute is not selected. If this attribute is selected, you might receive the following error message:

**The specified device, file, or path could not be accessed. It may have been deleted, it may be in use, you may be experiencing network problems, or you may not have sufficient permission to access it. Close any application that uses this file and try again.**

3. If you receive this error message, clear the **Read-Only** attribute, and then copy the file again.
4. Open Outlook.
5. On the **File** menu, select **Import And Export**. If the command is not available, move the pointer over the chevrons at the bottom of the menu, and then select **Import and Export**.
6. Select **Import from another program or file**, and then select **Next**.
7. Select **Personal Folder File (.pst)**, and then select **Next**.
8. Type the path and the name of the .pst file that you want to import, and then select **Next**.
9. Select the folder that you want to import. To import everything in the .pst file, select the top of the hierarchy.
10. Select **Finish**.