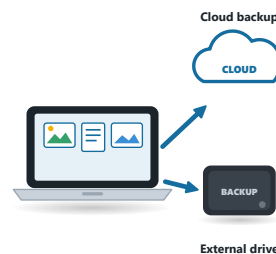


# Open & Close a PST File in Microsoft Outlook

Open an old Outlook Data File (.pst) in classic Outlook, find your email, then close it safely.



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I.T.  
Happen!™*

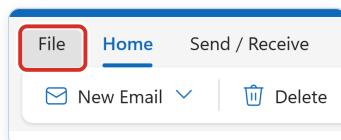
## 1 Use Classic Outlook

Open **Outlook (classic)**. If the **New Outlook** switch at the top right is on, turn it off.



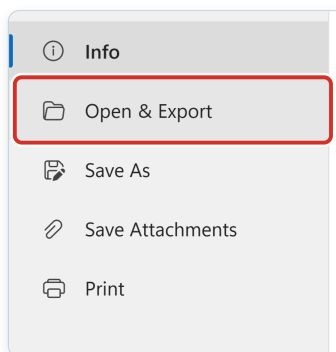
## 2 Click File

Click **File** in the upper-left corner of Outlook.



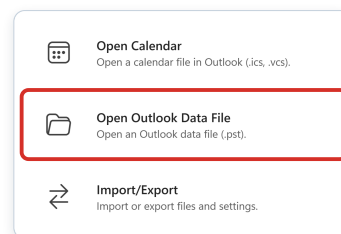
## 3 Open & Export

In the File menu, click **Open & Export**.



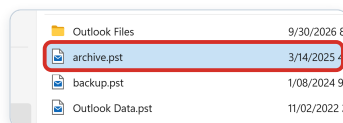
## 4 Open Outlook Data File

Click **Open Outlook Data File** (Open an Outlook data file (.pst)).



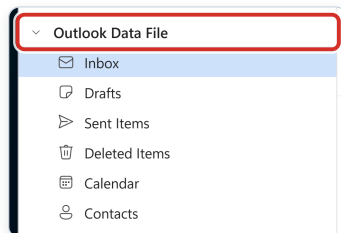
## 5 Browse & Select

Browse to where the PST is saved, select the **.pst** file, then click **Open**.



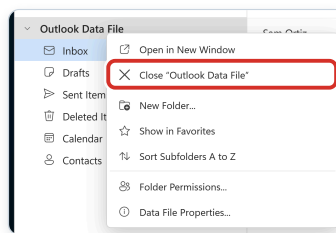
## 6 Find Your Emails

Expand **Outlook Data File** in the folder list to see its Inbox, Sent Items, Calendar and more.



## 7 Close It When Done

Right-click the PST's name → **Close "Outlook Data File"**. Your main mailbox is unchanged.



## 8 Keep a Backup!

Changes inside an open PST (deleting, moving, editing) are saved **straight to the file**.



Copy the PST somewhere safe first, with Outlook closed.



### Good to Know

- Opening a PST **doesn't overwrite** your existing email. It stays **separate** from your main mailbox.
- Don't move or delete** the PST while Outlook is using it. No folders? **View** → **Folder Pane** → **Normal**.
- PST won't open, or emails missing after a migration? Call **239-513-1960**.



### Need Help?

Contact Naples Computers  
**239-513-1960**  
**We Make I.T. Happen!™**