

Backup Outlook 2007- The .pst File

What do you need to know about outlook file:

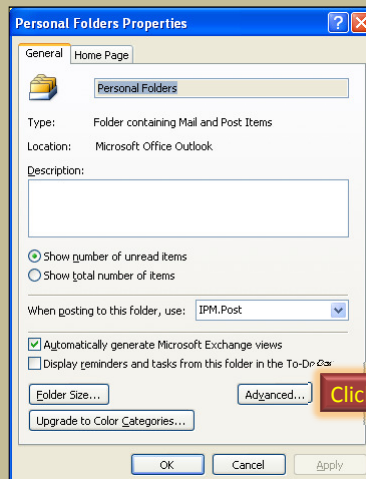
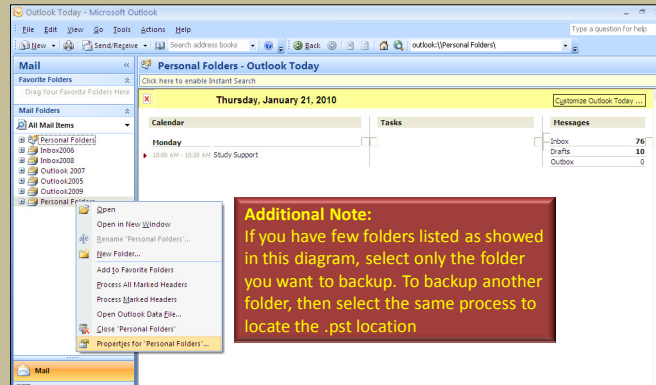
The Personal Folder file (.pst / PST) is the place where Outlook stores its data (when you're using Outlook without Microsoft® Exchange Server).

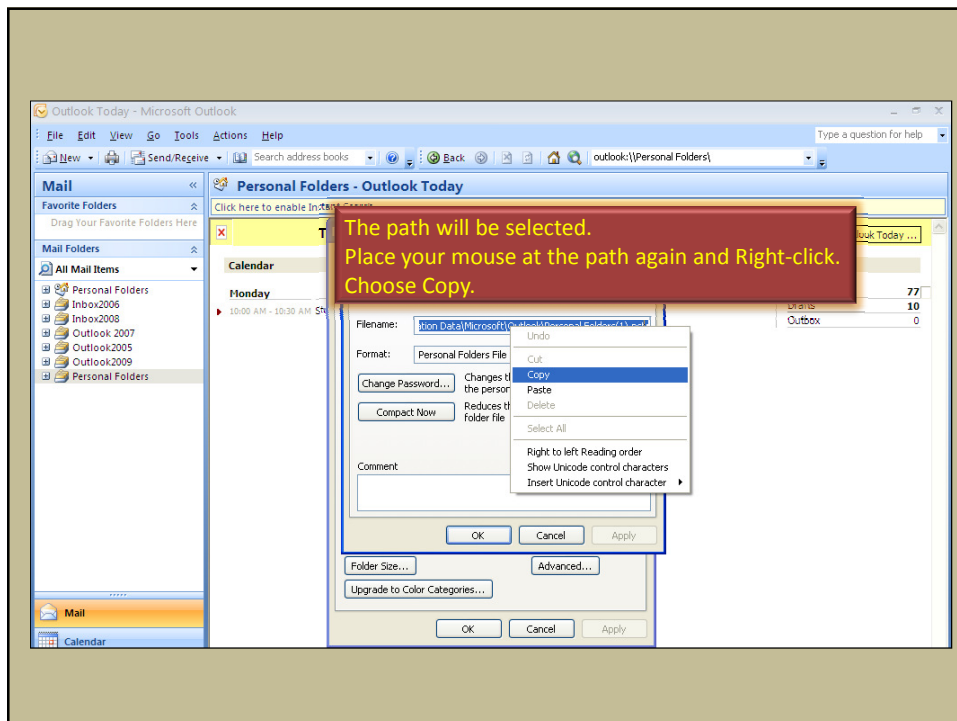
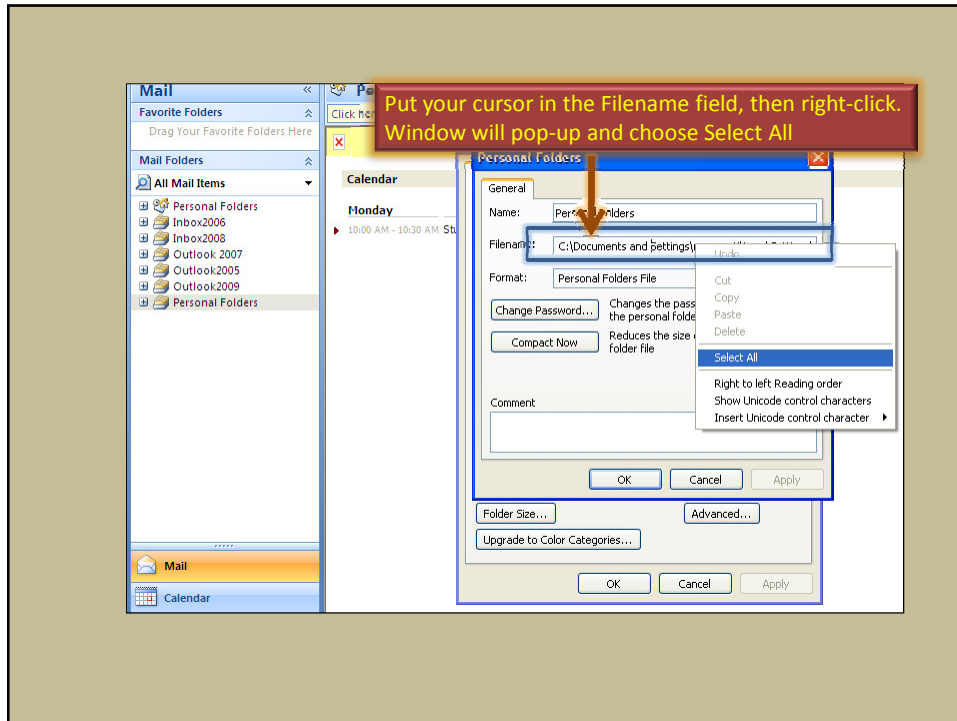
- Each Personal Folder file contains all of your Outlook folders, including the Inbox, Calendar, and Contacts.
- You may have a single .pst file (usually called "Internet Folders" or "Personal Folders" in your Folder List), and you may also have an additional .pst file that you use to archive messages (named "Archive Folders").
- By backing up these PST files you will be backing up all your Outlook Information.

How to locate the .PST file

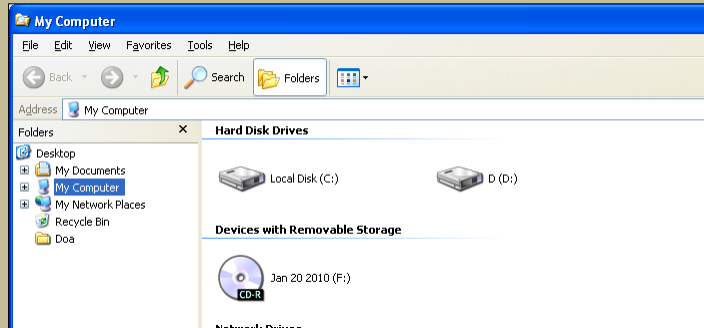
To locate where is the .PST file located in your hard disk

- a. Right-click on the Personal Folders
- b. Select Properties for "Personal Folders"





Open My Computer



Highlight My Computer, then click right-click. Menu Pop-up and choose Paste

