Moving Outlook pst Files

Most Outlook data is kept in Personal Folders so we'll show how to move these .pst files first. Similar methods apply to other Outlook storage files.

First you must know that you cannot access the .pst files whilst Outlook is open.
So you must close Outlook, move the file to its new location, reconfigure Outlook then restart.

It is hard to give specific step-by-step instructions because each installation of Outlook is different.
Of course, whenever you do things like this don't take chances. Make a backup of your system first and take care.
If in doubt, leave the settings alone or get help.

These instructions may work for your computer:

1. First Close Outlook
2. Right click on the Outlook desktop icon and choose Properties.
3. Select the personal folder with the most recent date and time (you've probably given it a name when installing Outlook) and choose the Properties button.
4. Note the name and location of the .pst file.
5. Exit out of the Services dialog.
6. In Windows/File Explorer, find that .pst file and move it to your new location.
7. If it hasn't already been given your name, you may want to rename the file from the bland name given by Microsoft to something clearer (like <your name>.pst).
8. Note the new location.
9. Go back to the Personal Folder properties, you'll get an error because the file has moved.
10. Use the browse dialogue to navigate to the .pst file at its new location. Click OK.
11. Repeat this if you have multiple personal folders, make sure you don't overwrite .pst files in the same folder - give each file a unique name.

NB
- If you don't have an Outlook desktop icon, you'll have to change these settings in Outlook (Tools/Services) and close it down while you move the file.

- If you're using a Personal Address Book (instead of the newer Contacts folder) then the .pab file location is set at Services/Personal Address Book.

- You can also rename .ost and .pab files from their default names if you wish.

- In the end you can have all the Outlook files in a single folder with uniform names - this makes it easier to find, backup or transfer to a new computer.

Of course, whenever you do things like this don't take chances. Make a backup of your system first and take care. If in doubt, leave the settings alone or get help.

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