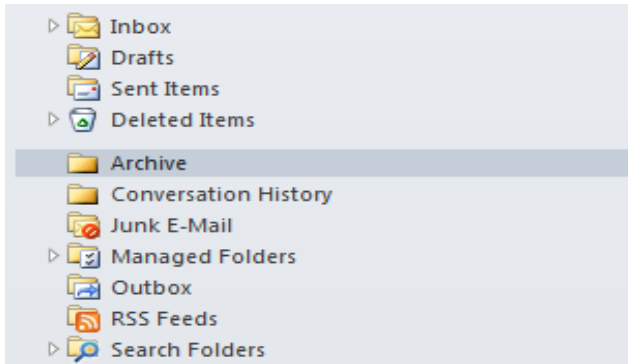


The First step in PST Consolidation is to create, or locate an existing folder in outlook to put PST data into. After a folder is found/created using the instruction in Email Consolidation, there are 3 possible methods to consolidate PST files into this created folder.

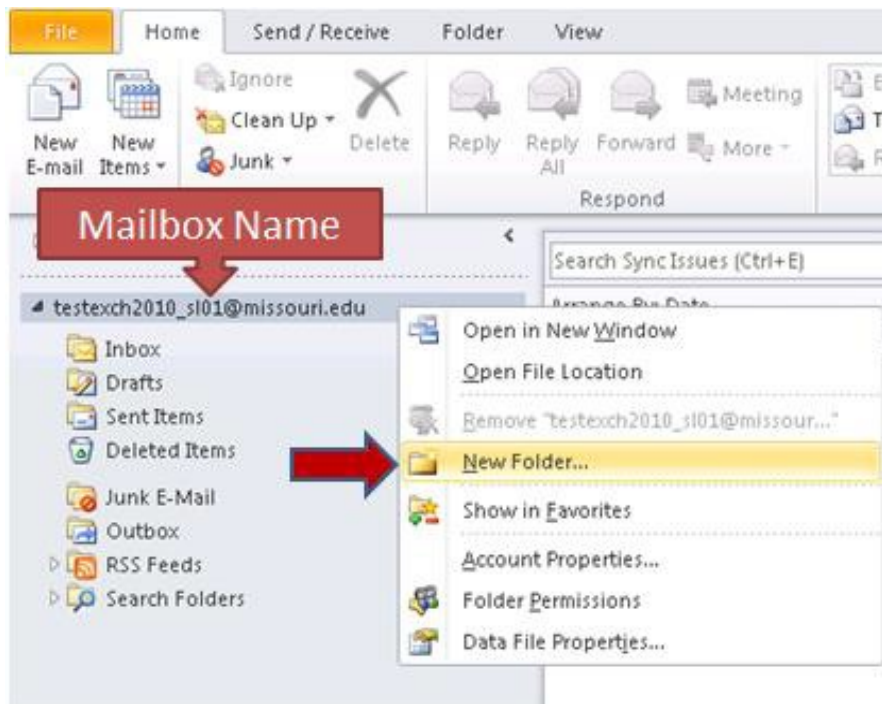
1. Folder move method (Use when moving the entire contents of a small number of PST files)
2. Message move method (Use when moving some, but not all messages from an PST file)
3. Import PST file import method (Use when importing a larger number of PST files)

### Email Consolidation

Open your Outlook email application. In the navigation pane on the left, check whether you have an archive folder in the list:

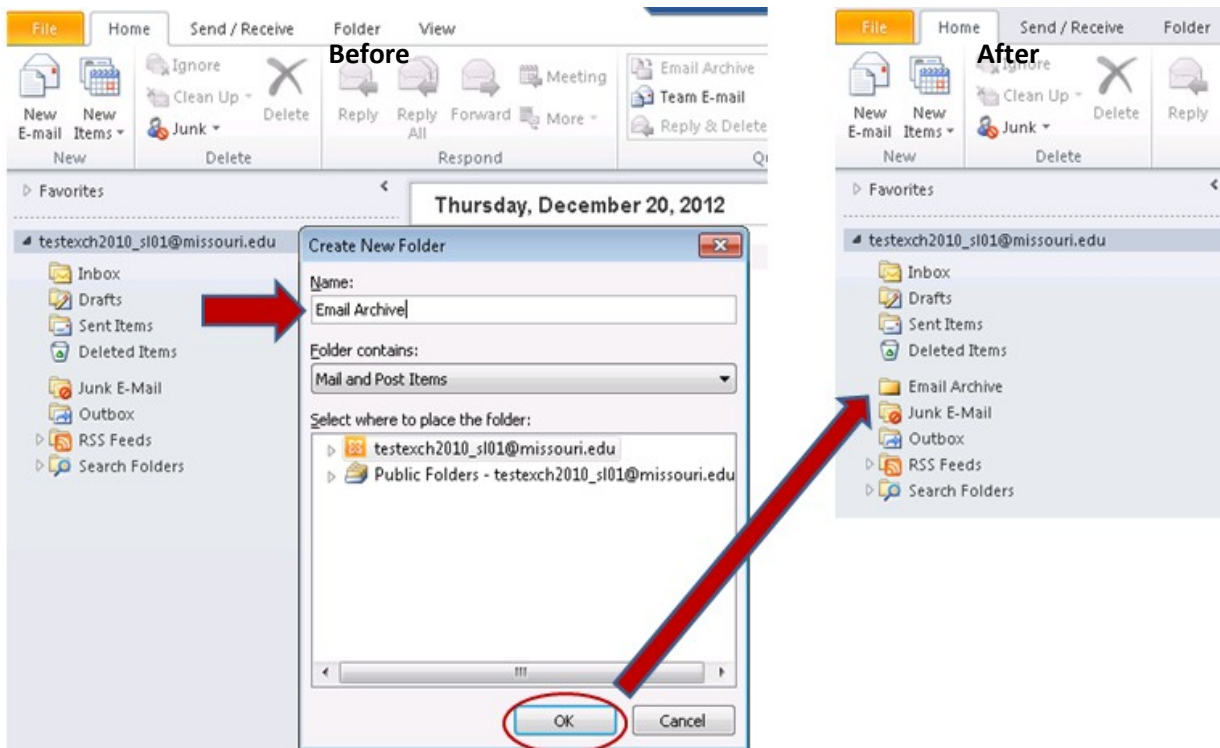


If an archive folder is already present, PST files can be added to this folder. If an archive folder is not already present, you can add a new folder by right clicking the mailbox name and select “New Folder”.

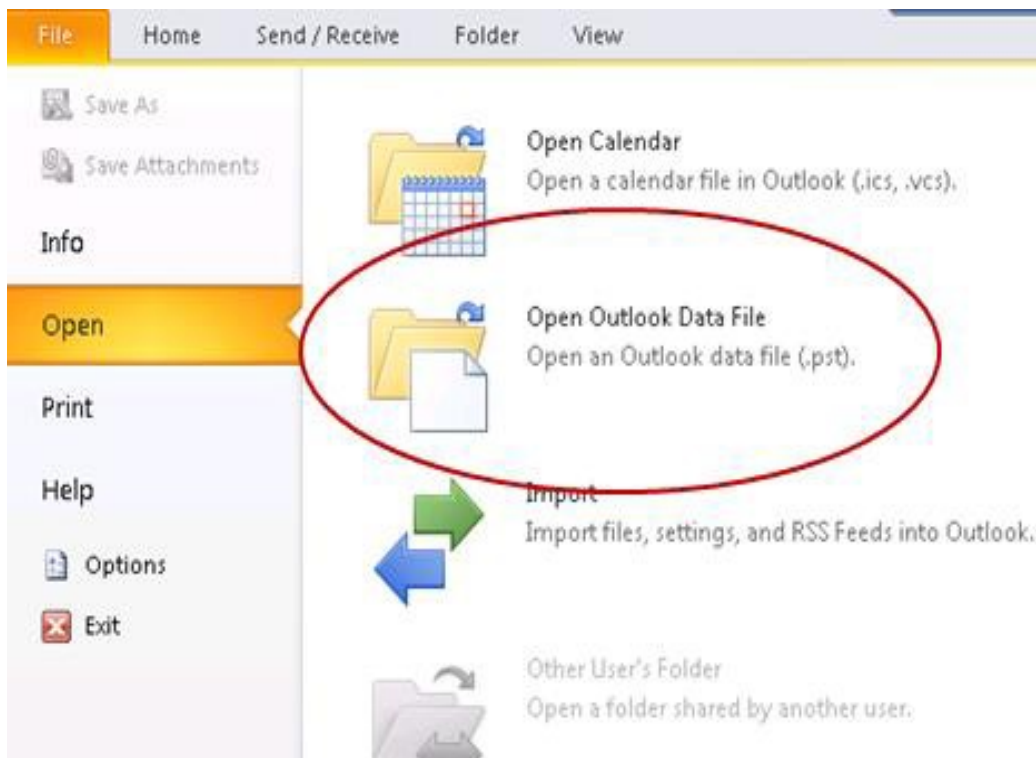


From the Create New Folder dialog box type “Email Archive” in the name field, then click OK to create the new

destination folder for consolidation.



The first two methods of consolidation require an open PST file. If your PST is already open, skip the following step. From within Outlook select the File tab, then Open -> "Open Outlook Data File" to browse and open your file.

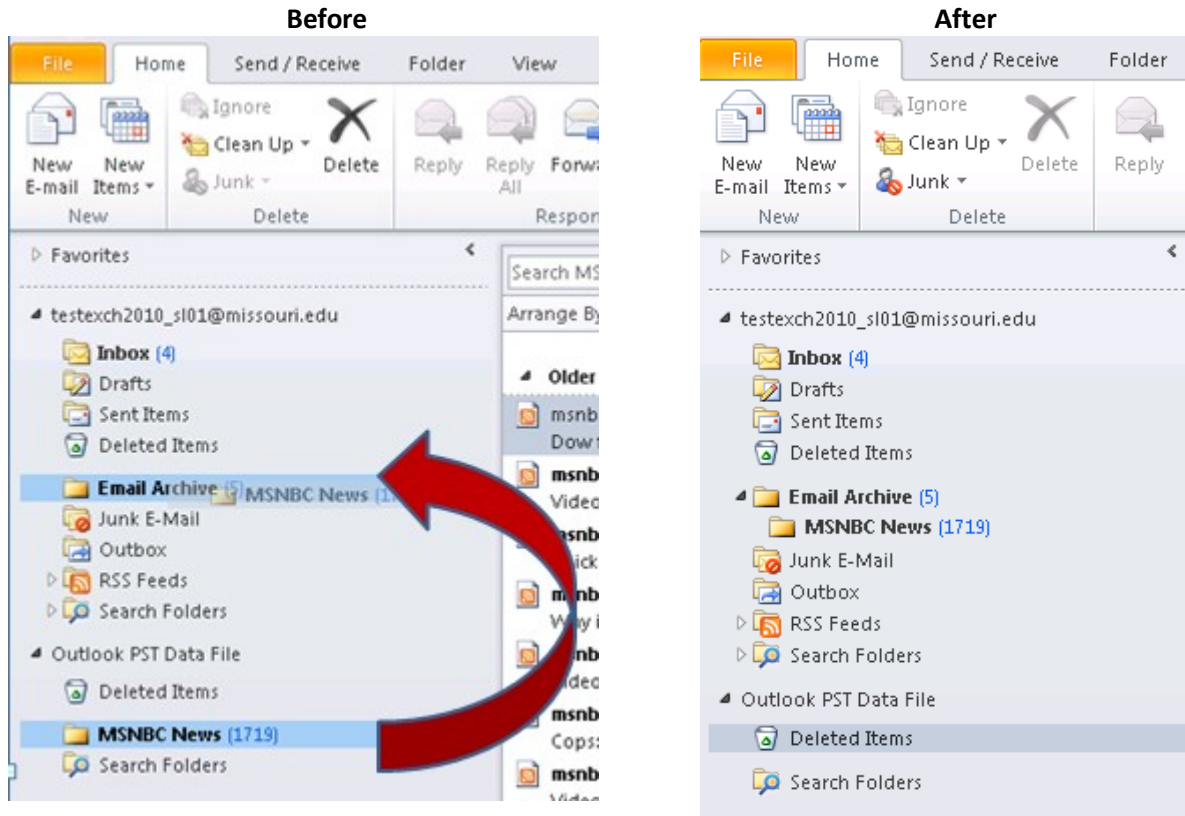


When complete, the PST is accessible in the navigation pane.



## Folder Move (Method #1)

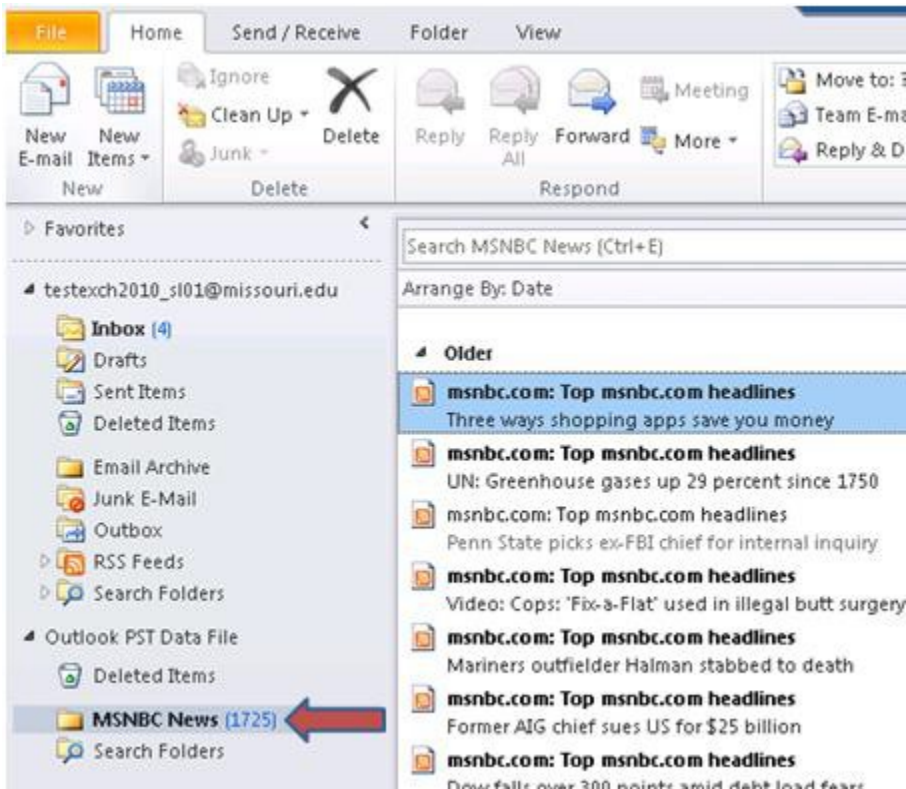
This method allows dragging and dropping an entire folder from your PST file to the mailbox destination. With your PST open in the navigation pane drag and drop a folder from the PST to your mailbox as indicated below. Outlook may be unavailable while the move is taking place. The larger the PST's, the more time it could take for Outlook to become responsive again.



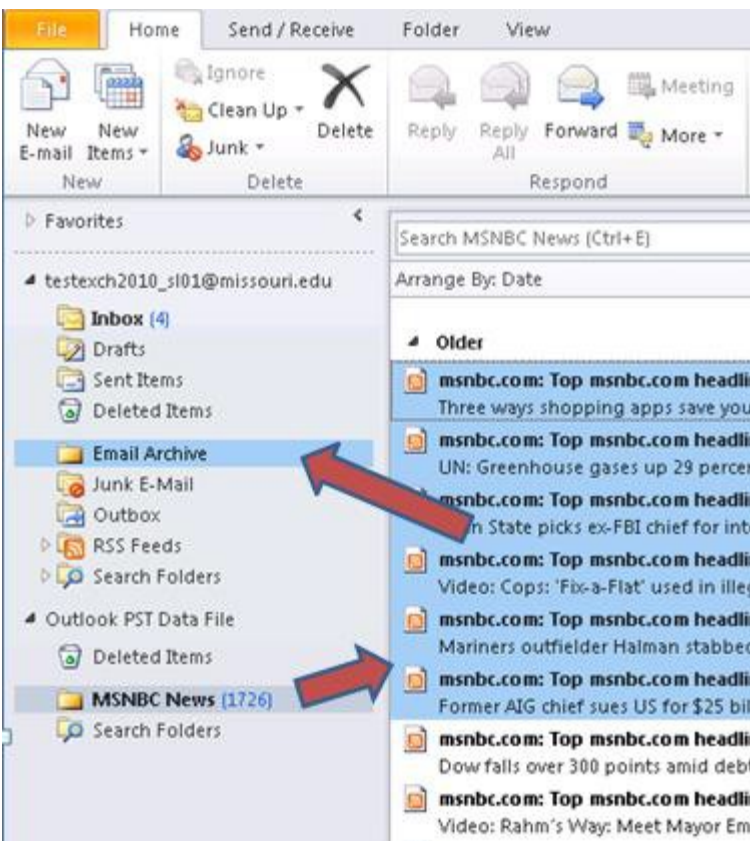
After checking Email Archive contents, the PST is no longer needed, and is closed by right clicking the PST name and selecting "Close". After completing this step, the PST link to Outlook is removed. The final task is to delete the file from your system.

## Message Move (Method #2)

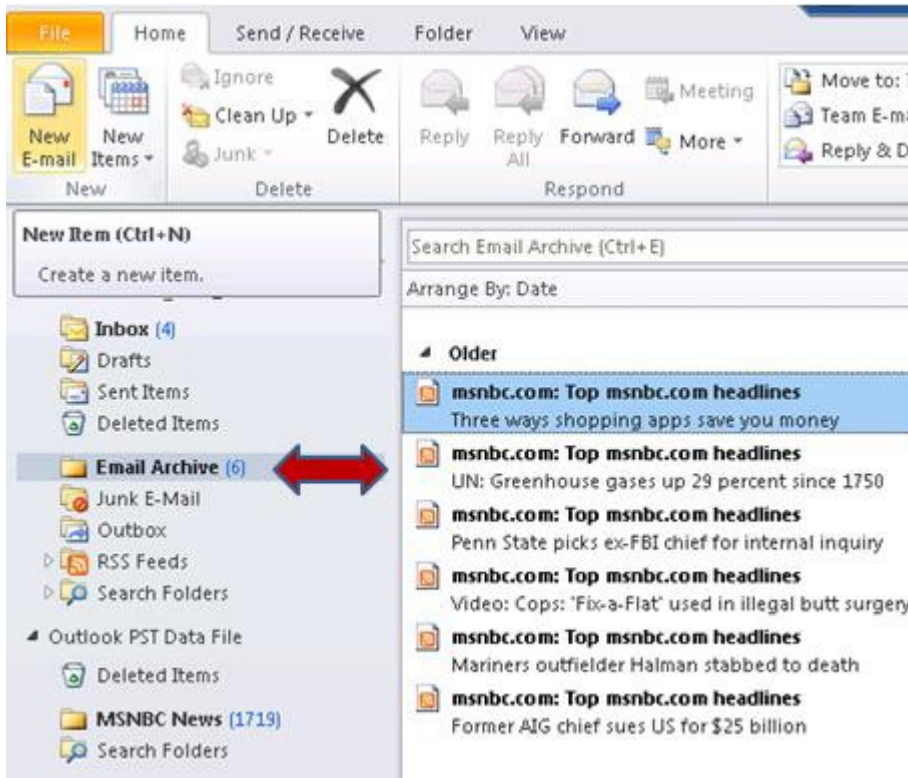
Select a PST folder to view/review content. In this example, the “MSNBC News” folder is selected.



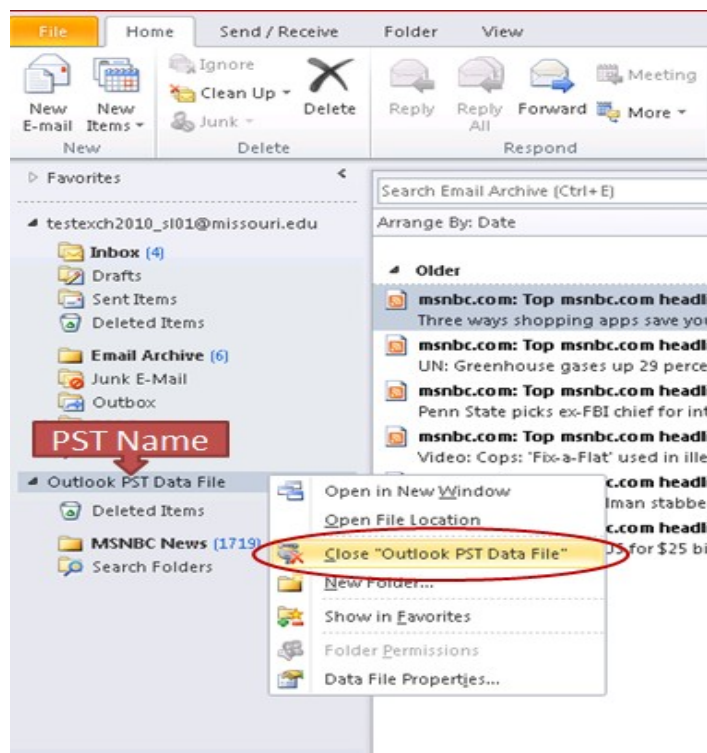
Highlighted messages listed on the right can be moved from the PST file to the Mailbox “Email Archive” folder by dragging and dropping. Selections are expanded by using the “Ctrl” (individual) and “Shift” (group) keys.



Once complete select the destination folder (Email Archive) and verify the contents



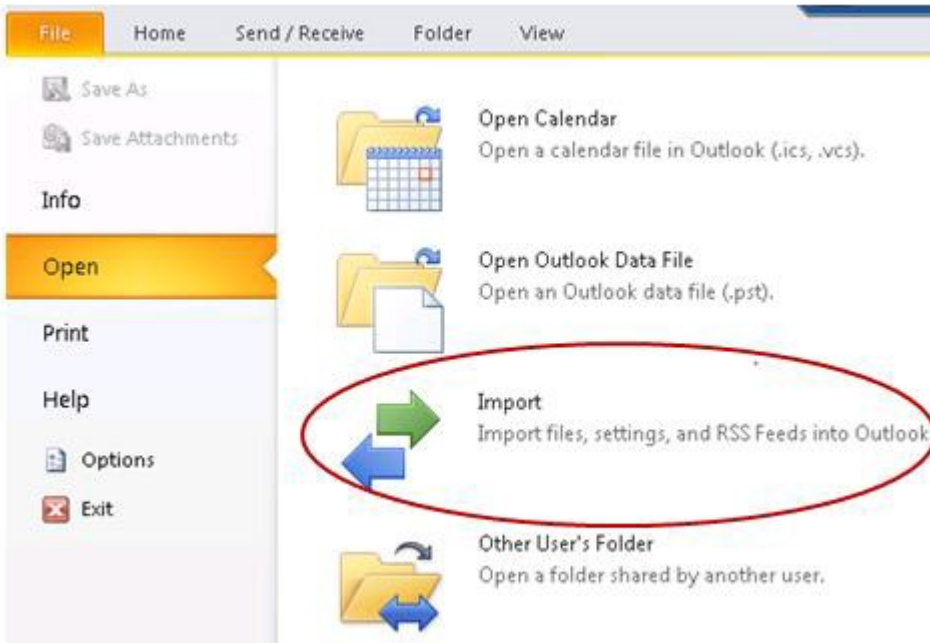
Outlook may be unavailable while the move is taking place. The larger the PST's, the more time it could take for Outlook to become responsive again. After verifying Email Archive folder contents, the PST file is no longer needed. It is closed by right clicking the PSTName and selecting "Close".



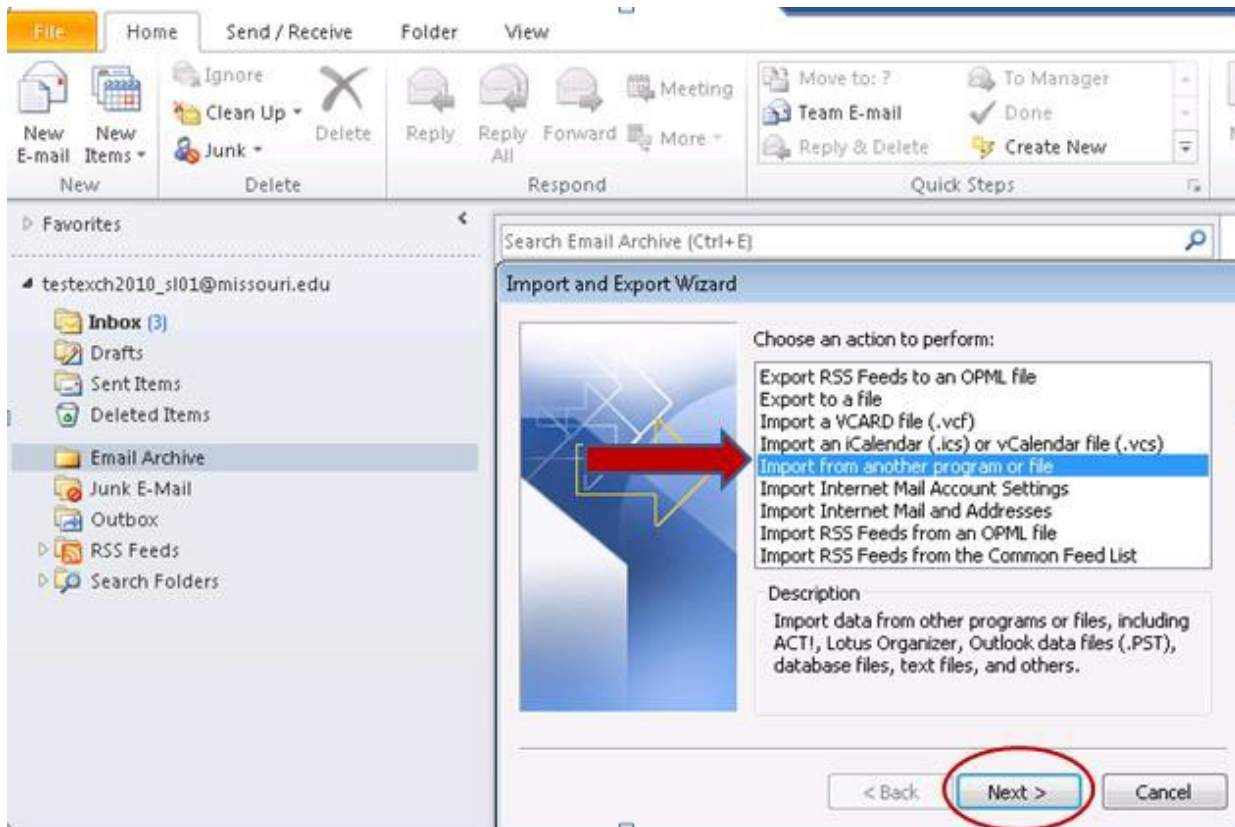
After completing this step, the PST link to Outlook is removed. The final task is to delete the file from your system.

### PST File Import (Method #3)

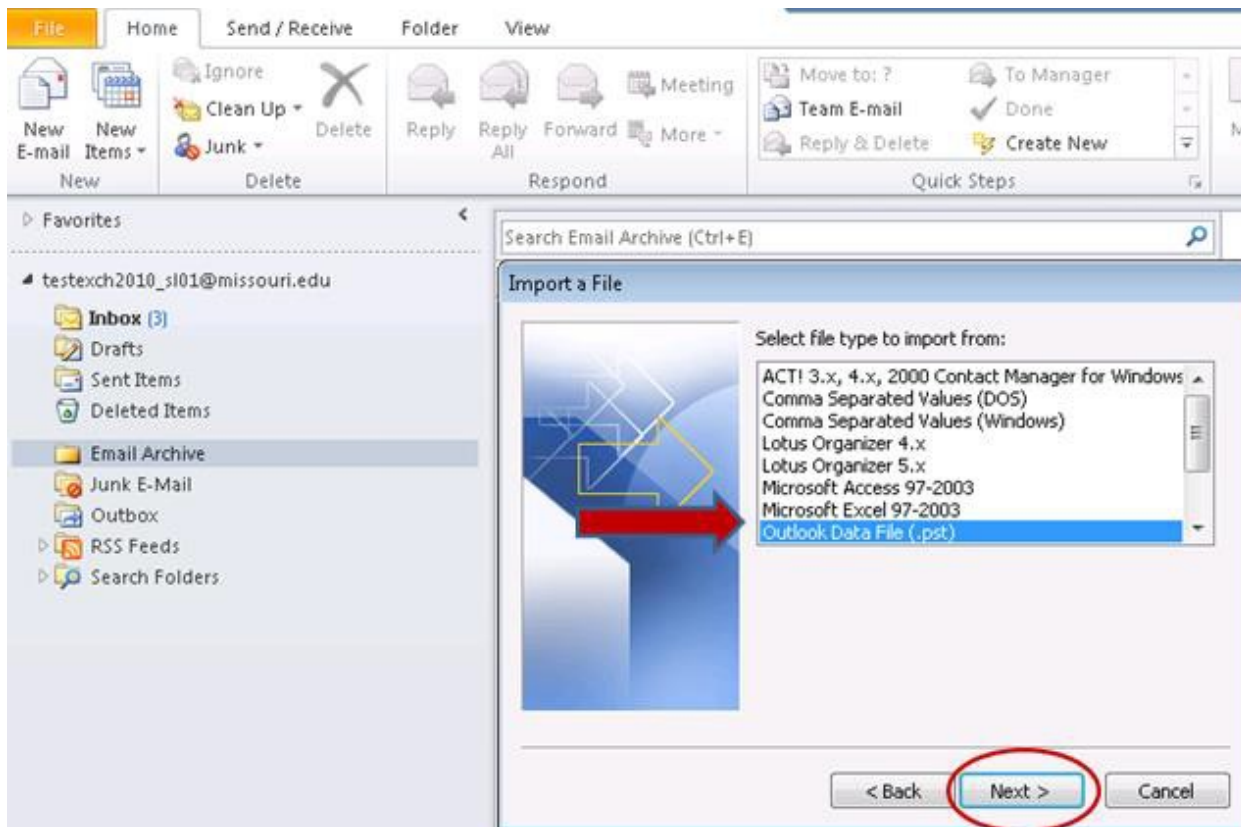
This method offers a variety of consolidation options, which allow partial or full import of PST data. To start the import wizard from Outlook select File (tab) => Open => Import



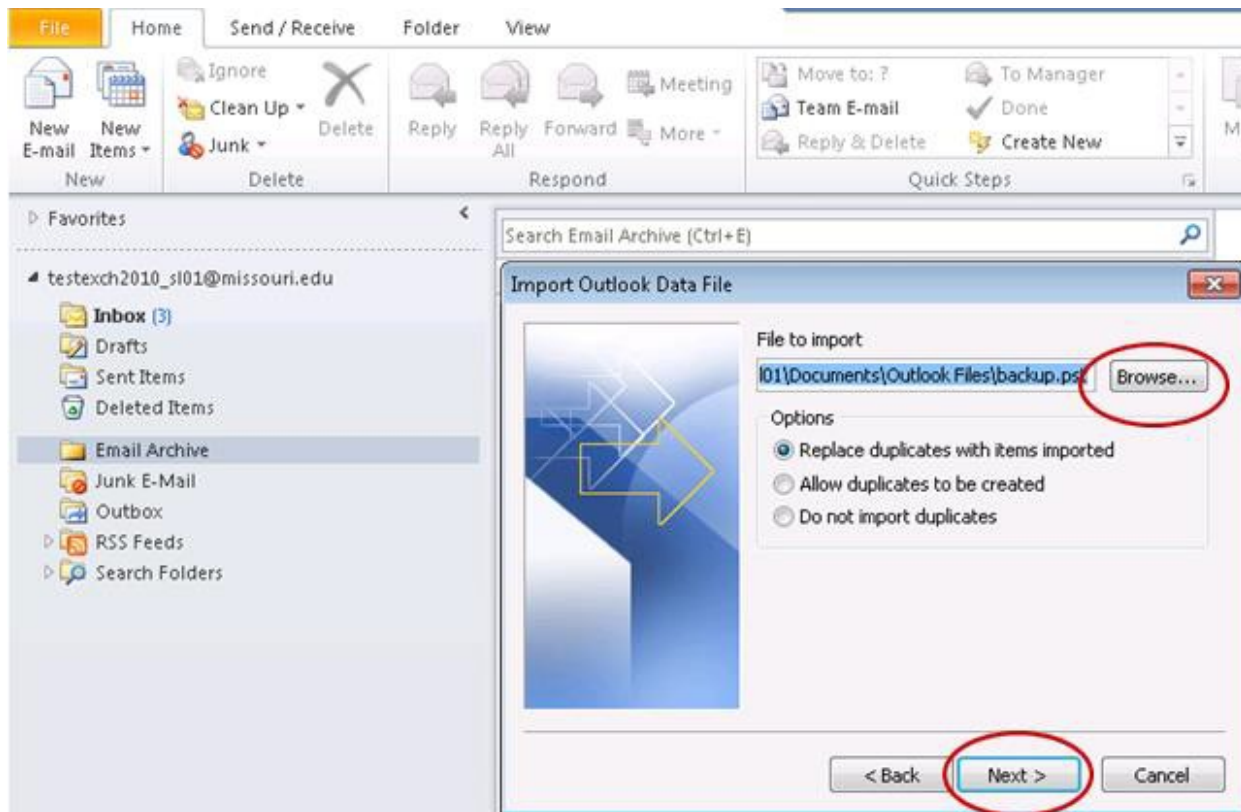
Select "Import from another program or file" and click "Next" to continue.



Select "Outlook Data File" type and click "Next" to continue.

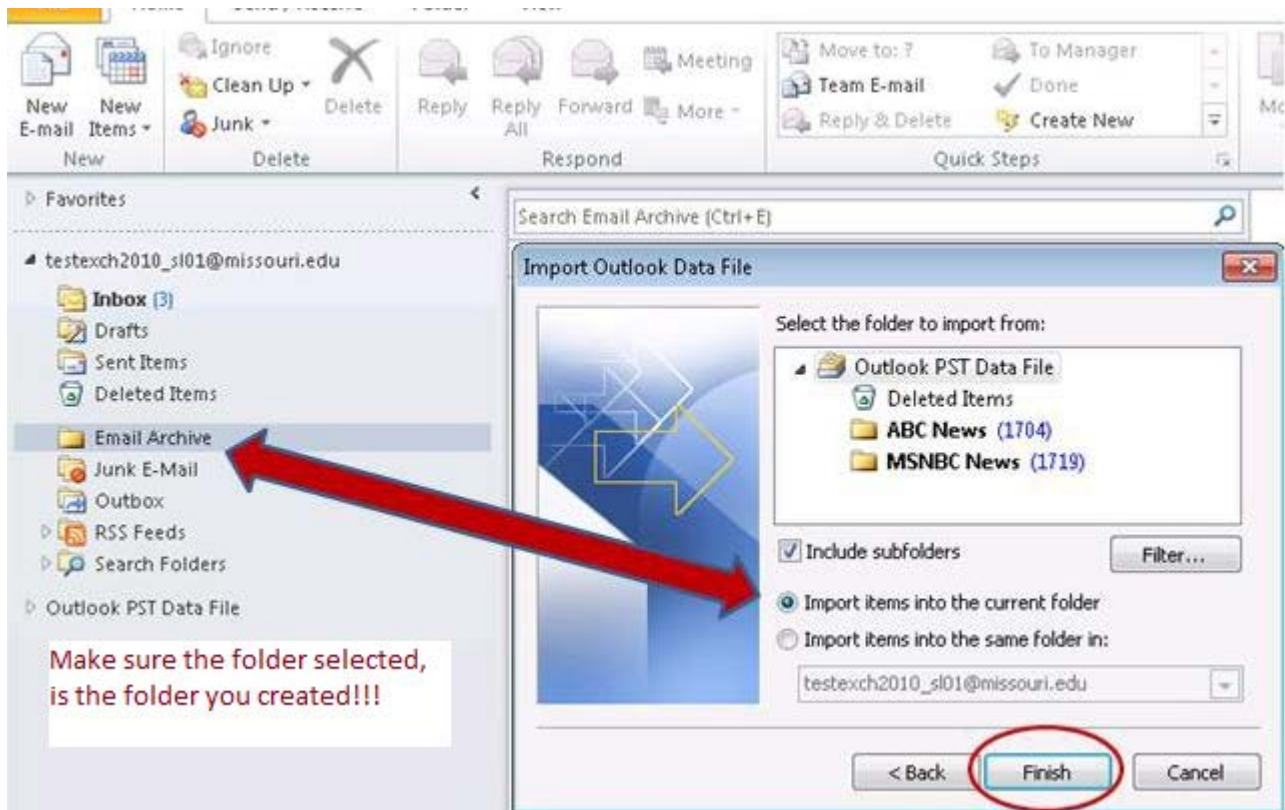


Select Browse to locate your PST file and click "Next" to continue.





Select your import options and click Finish to start the import process.



When the import completes verify the contents of the destination folder (Email Archive in this example).



Once verified the PST file is no longer needed and may be deleted.