

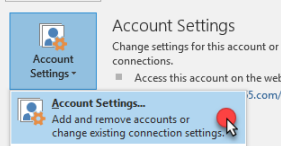
Using .pst files (personal Outlook data files) on your H drive in order to store emails is no longer necessary.

Before Kyrene School District migrated to the cloud, there were servers on site that were limited to the amount of email storage for each employee (around 1 GB per user). This is why some employees opted to store personal Outlook data files on their H drives.

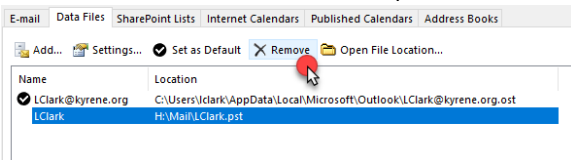
Now that Kyrene School District has migrated to the cloud, each user has around 100 GB of storage. Employees are now asked to use inbox folders to store emails instead of .pst files on the H drive.

Import .pst file into Outlook

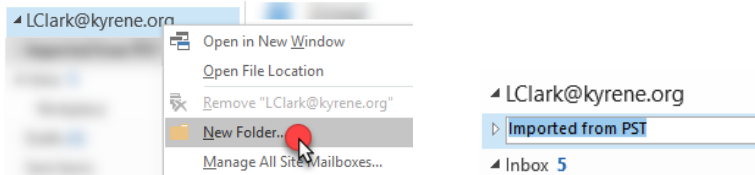
1. Remove the .pst from your Outlook inbox by selecting File, then Account Settings.



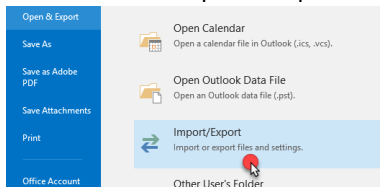
2. Under the Data Files tab, select the .pst below and click the Remove button. Click Close.



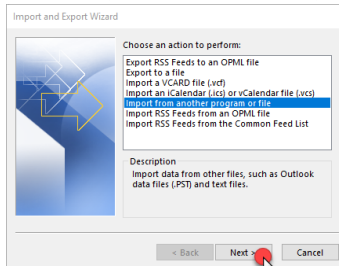
3. On the home tab, create a folder for the data you will be importing into the inbox. Right-click on your mailbox name in the left folder menu and select New Folder. Enter a name for the folder. (Make sure the new folder is selected before moving on to step four.)



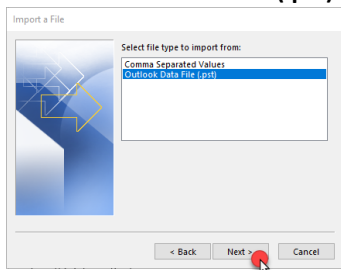
4. Select File. Click Open & Export in the left menu panel. Select Import/Export.



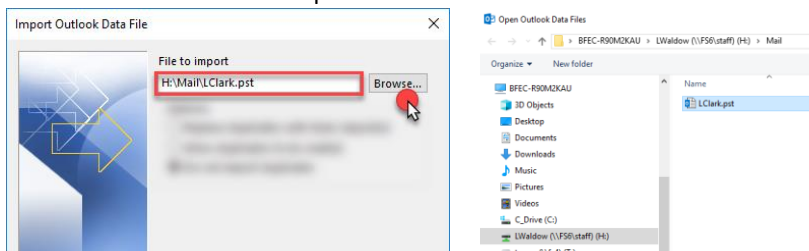
5. Select **Import from another program or file** under "Choose an action to perform". Click Next.



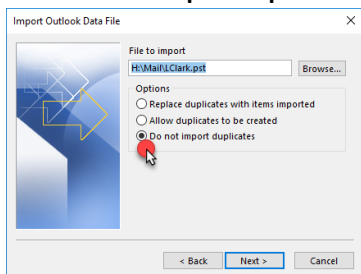
6. Select **Outlook Data File (.pst)** under “Select file type”. Click Next.



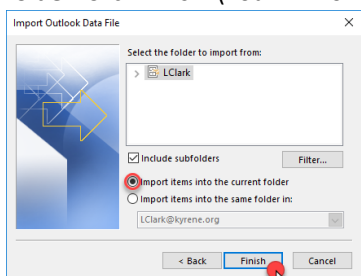
7. Click Browse and select the .pst file on the H drive.



8. Select **Do not import duplicates** under “Options”. Click Next.



9. Select the folder to import, check the “include subfolders” checkbox if you’d like. Select **Import items into the current folder**. Click Finish. (You will now see the .pst file items appear in the newly created folder.)



10. When finished importing the .pst file items, you can delete the .pst file from the H drive by navigating to the H drive in the file explorer, right-click on the file and select Delete.

11. Kyrene School District is required by law to keep a record of all incoming and outgoing email. Kyrene School District uses Barracuda Email Archiver. Users can find any email they deleted in Barracuda.

To do so, navigate to the following link: http://172.20.15.242:8000/cgi-mod/index.cgi?locale=en_US

Enter your Kyrene network username and password. Click Sign In.

Search for past email messages. You have the option to select an email and click the Resend to Me button.

Please submit a [Footprints Work Order](#) if you experience issues following the processes found in this tutorial.