

---

**Guide Name:**

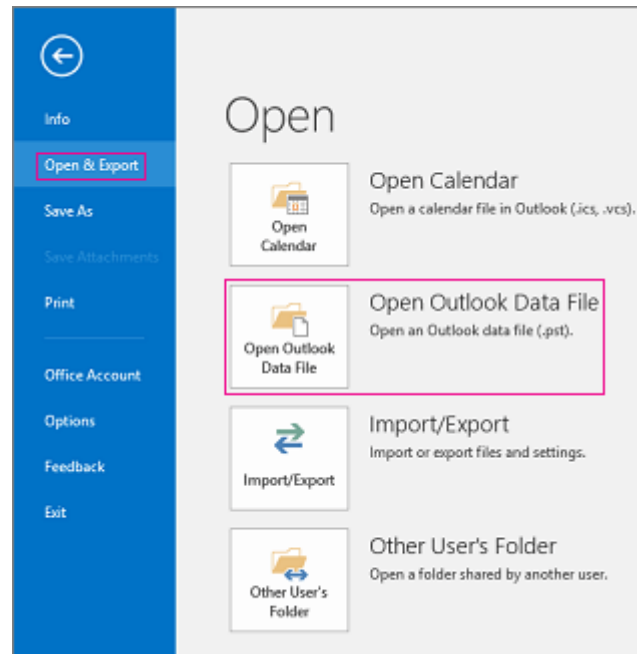
**How to Open and Close Outlook Data Files (.pst)**

---

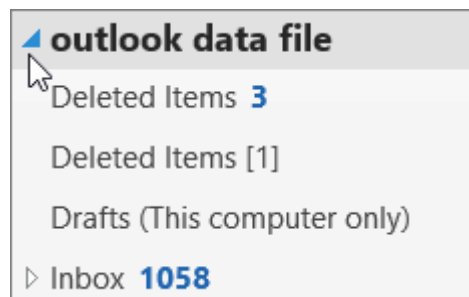
shinJiru

## Open an Outlook Data File (.pst)

1. Select **File > Open & Export > Open Outlook Data File**.



2. Select the Outlook Data File (.pst), and then select **Open**.
3. Once you open the Outlook Data File (.pst), the file will appear in your folder pane. Usually you'll find it at the bottom of the list of folders. The following image is an example. The name of your Outlook Data File (.pst) will likely not be *outlook data file*. Usually, the name is based on the account the file is associated with. For example, an Outlook Data File for the account Cheryl.Parsons64@yahoo.com will likely be named Cheryl Parsons or Cheryl.Parsons64@yahoo.com.



Remove (close) an Outlook Data File (.pst)

You can remove an Outlook data file from the Folder pane by closing the file. This does not, however, remove the file from your computer.

- In the Folder pane, right-click the name of the Outlook Data File, and then choose **Close Outlook Data File**.

shinJiru