Re-Attaching Archives in Outlook

To open a .pst file:

1. On the **File** tab, click **Open**.
2. Click **Open Outlook Data File (.pst)**.
3. Choose the PST file and click **OK**.
4. The folders from the PST file will now appear in the folder sidebar.

To move individual items from a .pst file into their original folder or a new one

1. On the **File** tab, click **Open**.
2. Click **Open Outlook Data File (.pst)**.
3. Choose the PST file and click **OK**.
4. The folders from the PST file will now appear in the folder sidebar.
5. Click the folder containing the items you want to move.
6. Select the items you want to move, and then drag them into their original folders in the **Folder List**.

To copy all archived items from a .pst file back into their original folder:

1. On the **File** tab, click **Open**.
2. Click **Import**.
3. Click **Import from another program or file**. Click **Next.**
4. Click **Outlook Data File (.pst).** Click **Next.**
5. Click **Browse** and choose the file you wish to import.
6. There are three options for importing regarding duplicate files: **Replace duplicates with items imported, Allow duplicates to be created, Do not import duplicates.** This will decide what Outlook does with identical files in the destination folder.
7. Select the folder to import from (if you want to import complete data don't change any settings). Make sure **Include subfolders** is checked. Select **Import items into the same folder in:** and choose the Outlook folder the items were originally stored in. Click **Finish.**

To copy all archived items from a .pst file back into a new folder:

1. In Outlook, create a new folder to copy the archived items to.
2. On the **File** tab, click **Open**.
3. Click **Import**.
4. Click **Import from another program or file**. Click **Next.**
5. Click **Outlook Data File (.pst).** Click **Next.**
6. Click **Browse** and choose the file you wish to import.
7. There are three options for importing regarding duplicate files: **Replace duplicates with items imported, Allow duplicates to be created, Do not import duplicates.** This will decide what Outlook does with identical files in the destination folder.

8. Select the folder to import from (if you want to import complete data don't change any settings). Make sure **Include subfolders** is checked. Select **Import items into the current folder**. Click **Finish.**