

Archiving Outlook PST Files Directly

With MailStore Server, PST files can be archived directly. Contrary to archiving emails from Outlook, here you can create and execute archiving tasks independently from users and user computers. The users' individual PST files should be made available centrally, e.g. through a network share.

The computer used for archiving PST files through the MailStore Client must have a version of Outlook installed that is compatible with the PST files selected. For example, to archive an Outlook 2007 PST file, the corresponding version of Outlook needs to be installed.

Setting up archiving processes for PST files is done using archiving profiles. General information about archiving profiles is available in the chapter [Working with Archiving Profiles](#).

Archiving a PST file that contains emails of a single user

If you don't want to archive PST files in your personal user archive only, you'll have to be logged on to MailStore Client as a MailStore Server administrator. Only a MailStore Server administrator can archive emails for other users.

For each PST file, please proceed as follows:

- In MailStore Server, click on *Archive Email*.
- From the *E-mail Files* category in the *Create Profile* section select *Microsoft Outlook PST files*.
- A wizard opens, guiding you through the setup process.
- Select *Single User* and click on *OK*.
- The dialog window *Archive Microsoft Outlook* appears.
- Select *Archive Email Stored in a PST File* as source and specify the PST file to be archived. Click on *Next*.

If you work with an Outlook/Exchange environment, you get better results by first opening the existing PST file in Outlook and then using the *Archive Email Stored in your Local Outlook* option. This way you can ensure that all existing sender and recipient addresses are correctly archived.

- If needed, adjust the settings for the [List of Folders to be Archived](#), the filter and the [Deletion Rules](#).
- If logged on to MailStore Server as a MailStore Server-administrator, the target archive can be specified in the next step of the wizard. Select the archive of the user for whom the selected PST file is to be archived.
- In the final step you can specify a name for the new archiving profile. After clicking on *Finish*, the archiving profile will be listed under *Saved Profiles* and can be run immediately, if desired.

Archiving a PST file that contains emails of multiple users

In order to be able to select this archiving method, you'll have to be logged on to MailStore Client as a MailStore Server administrator. Only a MailStore Server administrator can archive emails for other users.

In addition to archiving PST files that contain emails of a single user, MailStore Server can archive PST files that contain emails of multiple users, e.g. from a multidrop mailbox export.

To archive such emails please proceed as follows:

- In MailStore Server, click on *Archive Email*.
- From the *E-mail Files* category in the *Create Profile* section select *Microsoft Outlook PST files*.
- A wizard opens, guiding you through the setup process.
- Select *Multiple Users* and click on *OK*.
- The dialog window *Archive Multidrop Mailbox (Filesystem)* appears.
- Select the PST file to be archived.
- Adjust any further settings such as how to handle emails with unknown addresses or asking MailStore Server to delete email files after they have been archived.
- Click on *Next*.
- In the final step you can specify a name for the new archiving profile. After clicking on *Finish*, the archiving profile will be listed under *Saved Profiles* and can be run immediately, if desired.

Starting the Archiving Process

Starting the Archiving Process Manually

On the start page of MailStore Client, click on *Archive Email* and from the list under *Saved Profiles*, select the appropriate archiving profile. Click on *Run*. After the archiving process has been executed, a protocol appears. It contains information about the volume of emails that have been archived as well as any errors that may have occurred.

This process can be repeated by the user any number of times. MailStore only archives those emails that are not yet stored in the corresponding user archive. In addition, MailStore detects if emails within the source application (e.g. Microsoft Outlook) were moved to a different folder and repeats such moves in MailStore accordingly.

Automating the Archiving Process

In addition to being executed manually, archiving tasks can also be executed automatically according to a schedule. Simply right-click on an existing profile and select *Schedule....* Additional information about this topic is available in chapter [Automating the Archiving Process](#).

As long as no deletion rules were specified upon creating the archiving profile, MailStore Server will never delete or otherwise modify emails in the source application (e.g. Microsoft Outlook).

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