Include e-mail backup in Outlook
(Example: Windows 10 – Outlook)

Prerequisite: A successful backup of old mails to a PST file was possible
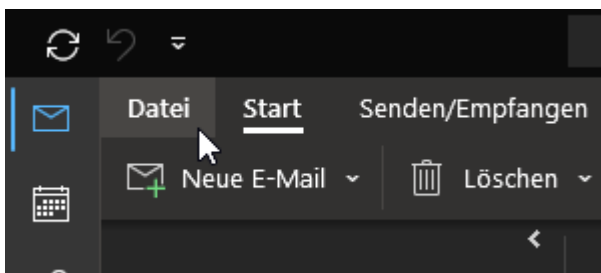see the instructions „Export lokaler Outlook Daten auf Windows Rechnern":
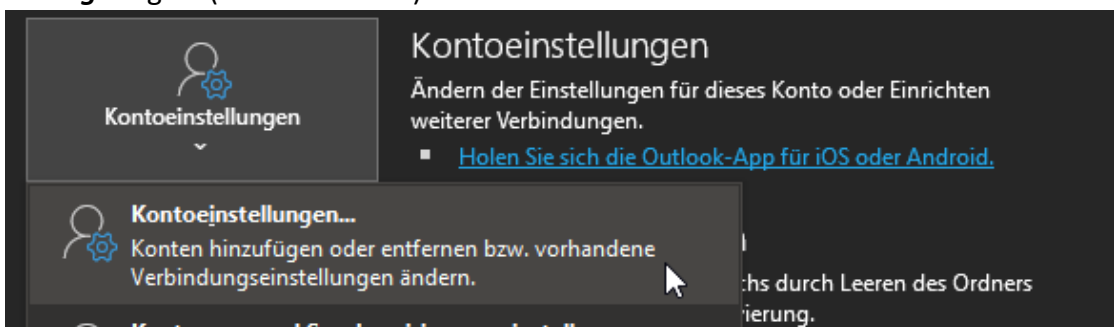https://www.uni-due.org/zim/anleitungen/

https://www.uni-due.org/wp-content/uploads/2022/12/Export-lokaler-Outlook-Daten.pdf

Tip: Save a copy of the created PST file(s) on an external data carrier / cloud storage such as Sciebo or similar before including it in Outlook.

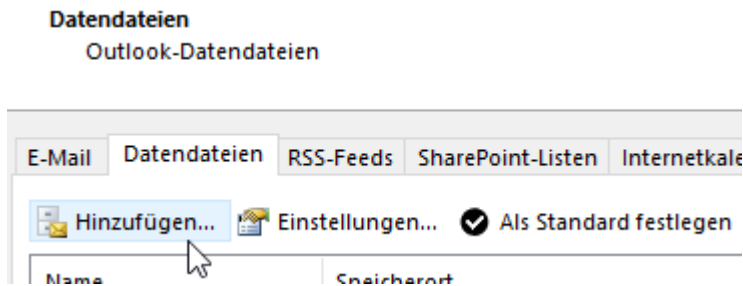1) Open Outlook

2) Click on **_"File"_** in the upper left corner

3) There click on **_"Account settings"_** and in the extended area click on **_"Account settings"_** again (see screenshot):
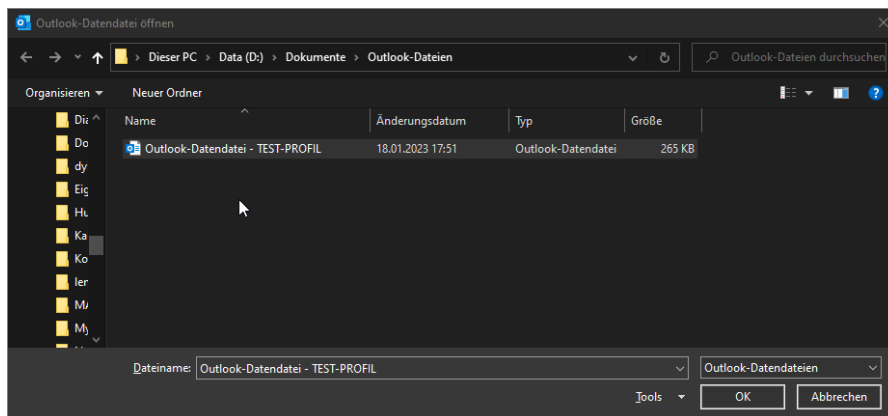

4) In the new **_"Account settings"_** window, click on the **_"Data file"_** tab:

5) Then press the **_"Add"_** button in the tab.
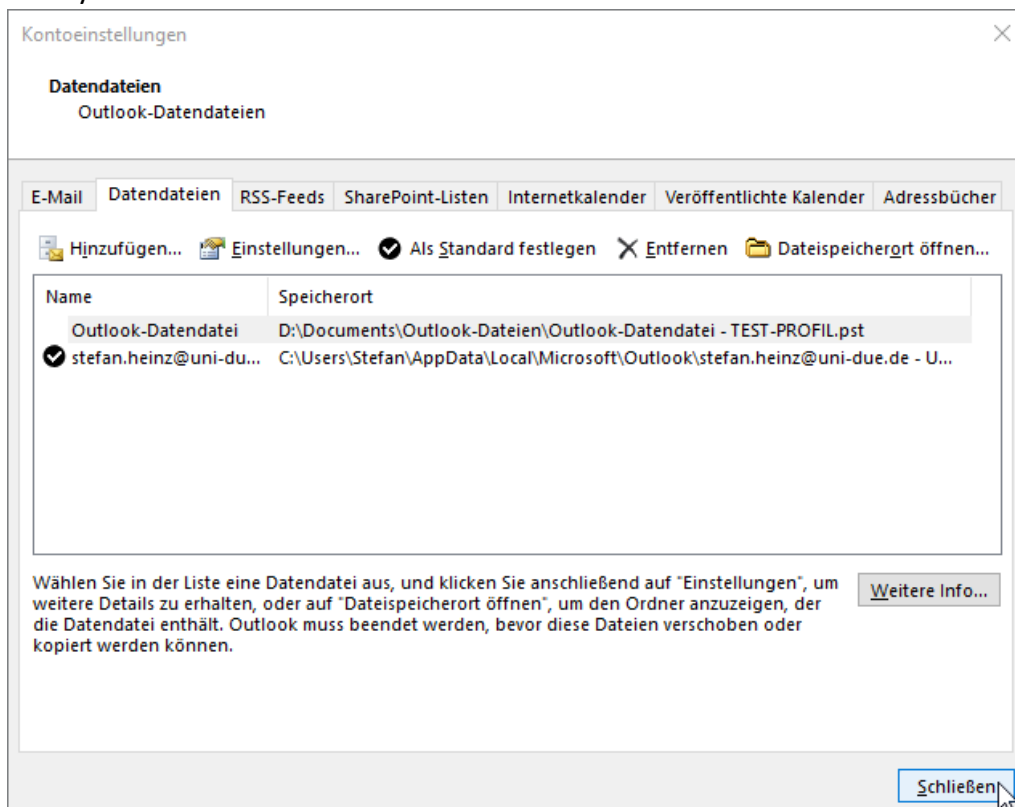
Datendateien
   Outlook-Datendateien

6) Navigate to the location of your PST file from the previous backup: For example, your USB flash drive, external hard drive, etc. and select the corresponding PST file.
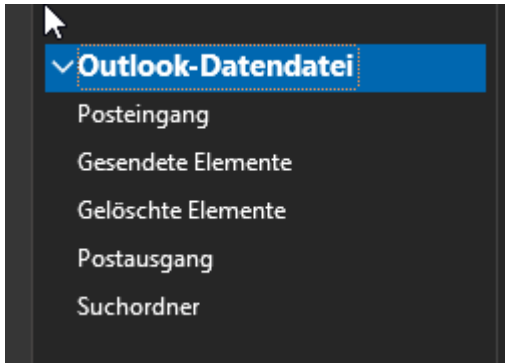

7) Repeat step 6) for all PST files you have and want to include in the current Outlook profile.
   Finally click on **_"Close"_**.

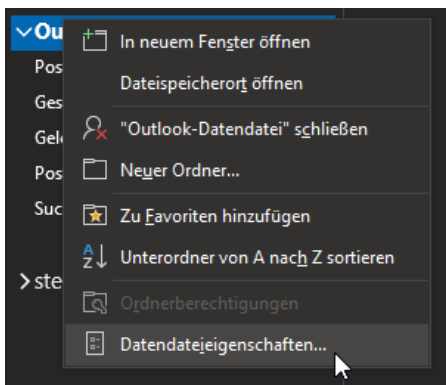8) The PST files are now visible in the so-called *"folder area"* and can then be opened and read there:

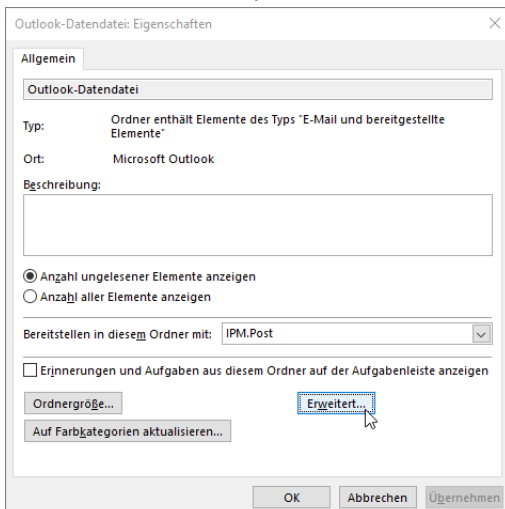*Please make sure not to move any mails from the data file to the current mailbox,*

otherwise you might exceed the storage space of the respective mailbox and then you won't be able to send or receive any further mails!

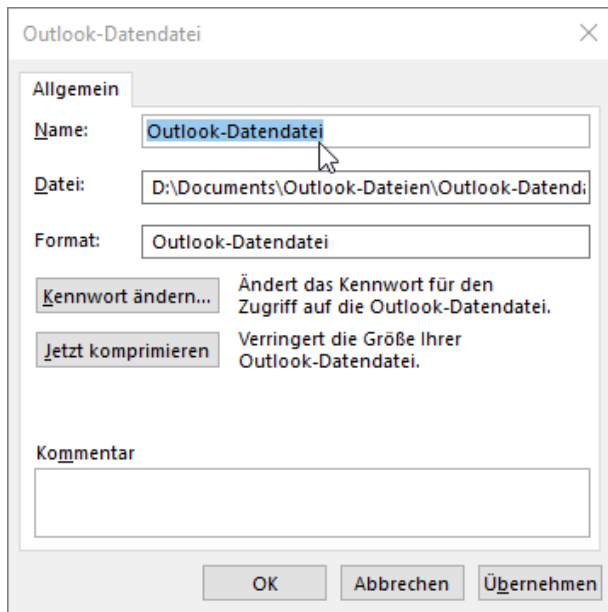**To better distinguish the different PST files, they can be renamed as follows:**

9) Right click on *"Outlook data file"* and then select **"Data file properties"**.

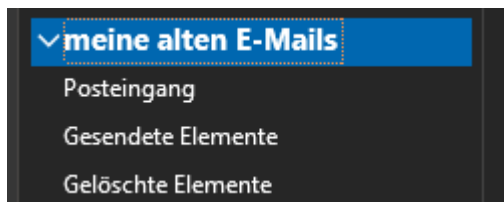10) In the new window, click the **"Advanced"** field at the bottom right.

11) In the **"Name"** field, the displayed name of the data file can be customized.

Then confirm the new name by clicking **"OK"** and click **"OK"** in the previous window.

Now the file has the new name also in the folder area:

12) Repeat steps 9 to 11 for all other data files.