

Open and find items in an Outlook Data File (.pst)

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► Applies To

Outlook Data Files (.pst), or Personal Storage Tables files, contain Outlook user messages and other Outlook items, such as contacts, appointments, tasks, notes, and journal entries. You might also use an Outlook data file to backup messages or store older items locally on your computer to keep the size of your mailbox small.

We currently provide different levels of support for Outlook Data Files, depending on which version of Outlook you are using. To determine which version of Outlook you're using, look for the word **Outlook** on the top app bar. If you only see the Outlook icon, you're using classic Outlook. If the product name is next to the Outlook icon, you're using new Outlook.

Outlook Data File (.pst) support in new Outlook

You can move, copy, and delete emails and folders in your .pst file. You can also drag and drop emails between your mailbox and .pst files. The latest update now includes the ability to export emails, calendars, contacts, and tasks from a mailbox to a .pst file.

We [plan](#) to release support for bulk importing Mail, Calendar, and Contacts from a PST into a Mailbox. We will also remove the requirement that users need to have classic Outlook installed to use PSTs in new Outlook. After that we have no further investments planned.

For more details see: [Export emails, contacts, and calendar items to Outlook using a .pst file.](#)

Open an Outlook Data File (.pst) in new Outlook

You can open .pst files, read e-mails in .pst files, and search .pst files for emails.

1. To open an Outlook Data File (.pst), go to **Settings > Files > Outlook Data Files**.
2. Select **Add file**.
3. Select a .pst file and then select **Open**.



Requirements

To open .pst files in new Outlook, note the following requirements:

- Opening .pst files in new Outlook requires classic Outlook to also be installed. Both versions need to be the same architecture: 32-bit (x86) or 64-bit (x64).

- [Install classic Outlook for Windows](#)
- [Install 32-bit \(x86\) new Outlook](#)

If you have...	You need...	
64-bit machine	64-bit classic Outlook and 64-bit new Outlook	
32-bit machine	32-bit classic Outlook and 32-bit new Outlook	

Important: Before installing a different version of Outlook – 32-bit (x86) or 64-bit (x64) – make sure you uninstall the previous version. Learn more at [Choose between the 64-bit or 32-bit version of Office](#).

Note: The new Outlook for Windows app updates automatically to the version that matches the machine architecture (64-bit or 32-bit). Learn more at [Manage updates in new Outlook for Windows](#).

- The account you're using in new Outlook must have a Microsoft 365 subscription.
 - If your subscription is from a Microsoft account with a third-party email address, such as Gmail or Yahoo, see [Connecting a subscription purchased with a Microsoft account to Outlook](#).
- Outlook Data Files (.pst) isn't supported with the ARM version of new Outlook.
- New Outlook cannot be in Safe or Recovery modes.

Need more help?

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Source: <https://support.office.com/en-us/article/introduction-to-outlook-data-files-pst-and-ost-222eaf92-a995-45d9-bde2-f331f60e2790>