



Transferring Archival Records: How to Export Calendars from Outlook to a .PST File

Purpose: Provide guidance to state and local agencies on how to export elected official or agency head calendars from Outlook for transfer to the Archives.

Step 1

- Log into Outlook as the user whose calendar you wish to export and *click* on the **File tab**.
- *Click* on the **Account Settings** button and *choose* **Account Settings** from the sub-menu.
- *Click* on the **Data Files** tab, then *click* **Add**.

Step 2

- *Navigate* to the location where you intend to store the PST file. This location will be someplace outside of email (such as SharePoint or a shared network folder).
- *Name* the file (e.g. [LastName], [FirstName] Calendar [InclusiveYears].pst) and *click* **OK** then **Close**.
- You've now created a new, empty PST file and it should appear near the bottom of Outlook's folder list.

Step 3

- *Hold Ctrl* and *press 6* to switch to Outlook's Folders view, *locate* the Calendar in left window pane folder list, then *right-click* and *choose* **Copy Calendar**.
- In the new window, *select* the newly created **empty PST file**, then *click* **OK**.
- Return to the Outlook window, *scroll* down the folder lists until the name of the empty PST file is found. *Click* on the arrow to the left of the name to expand the contents.
- Note: there should be only three folders: Deleted Items and Search Folders (both empty) and the Calendar folder.

Step 4

- *Right-click* on the PST file and *choose* **Close**. *The PST file should disappear from the folder list.*
- *Hold Ctrl* and *press 1* to return to Outlook's normal Email view.
- *Close* Outlook completely to finish saving the PST file.

**Additional advice regarding the management of public records is available from
Washington State Archives:**