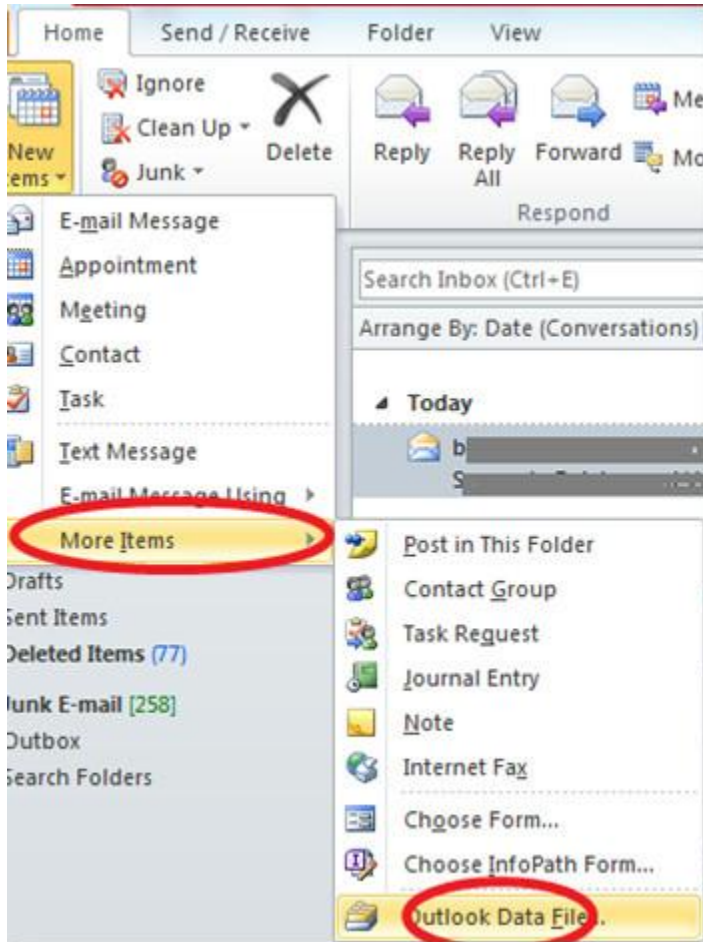
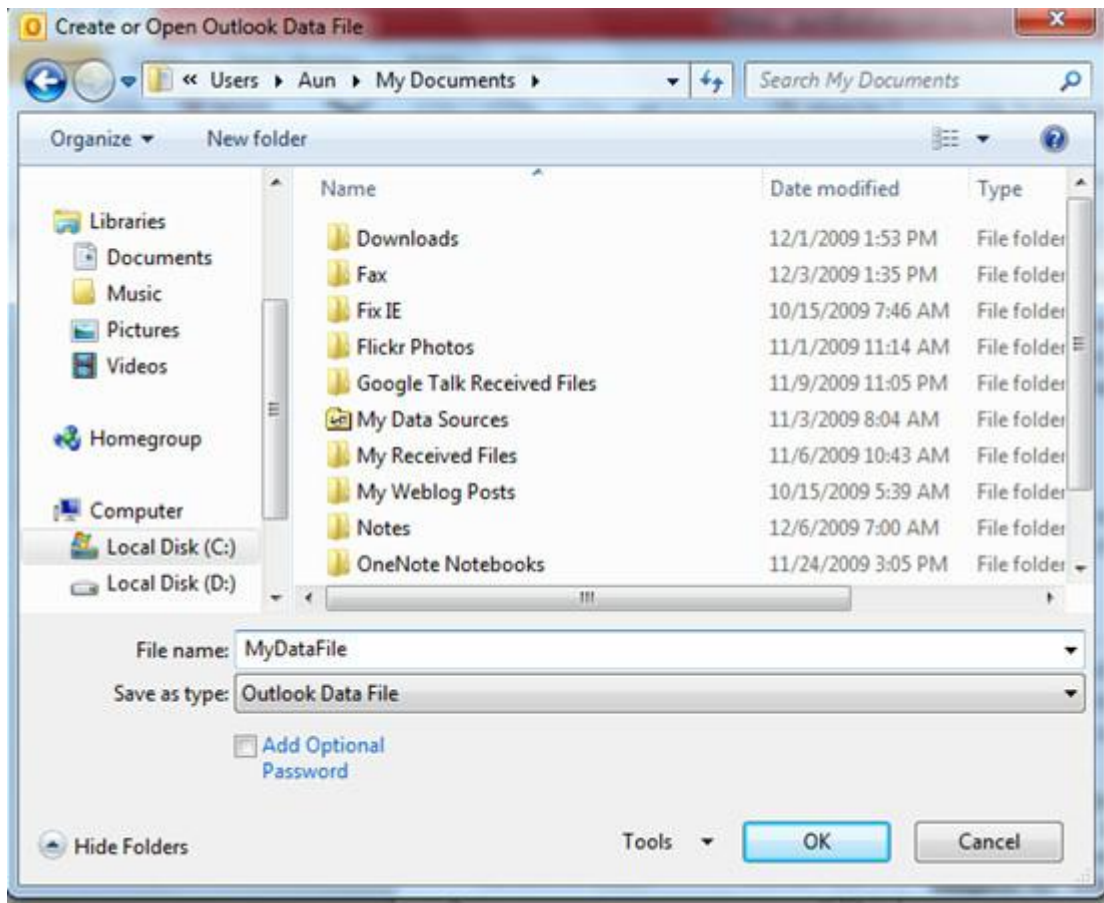


## Creating a PST file in Outlook 2010

Click on the *Home* tab and choose the *New Items > More Items > Outlook Data File* option.



Now browse and choose the location to place the data file and specify the name of the data file here.



Click **OK**

and your outlook data file will now be ready.