



How to identify large mail items and move them to an Outlook Data (PST) File

Objective

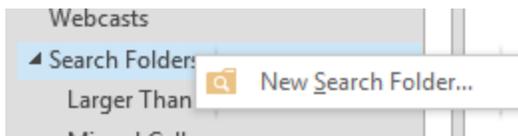
This document provide instructions on how to identify large email items (i.e. those which are over 25MB) in your Outlook mailbox, how to create an Outlook data (PST) file and how to move large mail items to a PST file.

This is important as large emails and contents of PST files will not be migrated to Office 365. Please note the screenshots in this document reference Outlook 2013 but apply equally to Outlook 2007 and Outlook 2010.

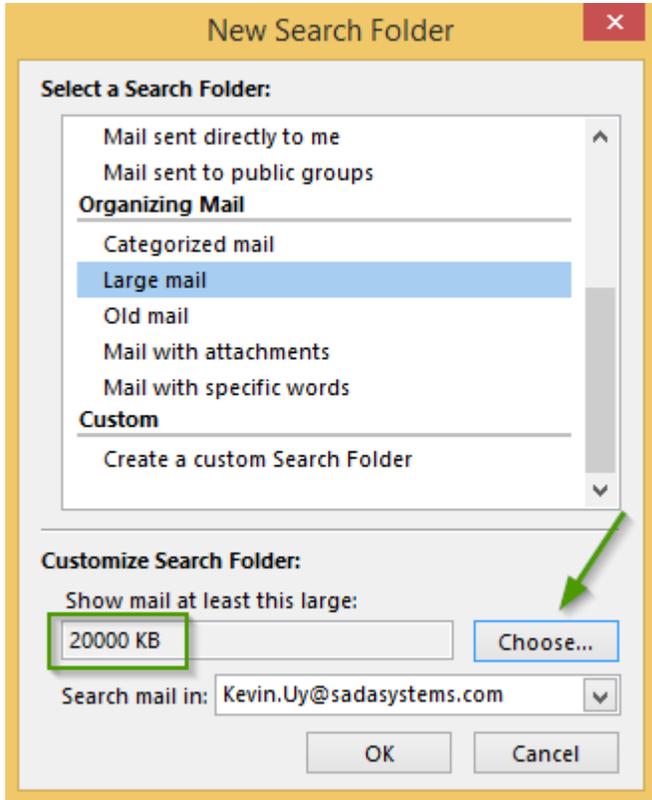
Part 1 – Using a Search Folder to identify large mail items

Search Folders in Outlook can be used to identify large emails in your Outlook mailbox.

1. Open Outlook.
2. In your list of folders, scroll down and right click on **Search Folders**.
3. Click on **New Search Folder**.



4. Then select **Large Mail**.
5. Click the **Choose** button and change the number to **20,000 KB** and click **OK**.

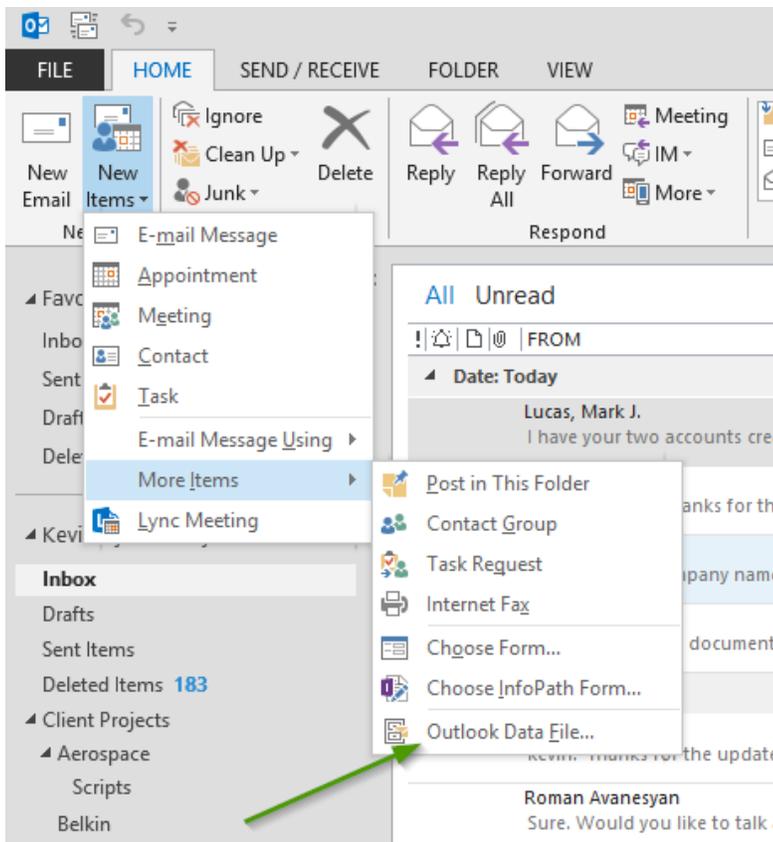


6. Outlook will now search all email items and display a list that has more than 20MB per message.

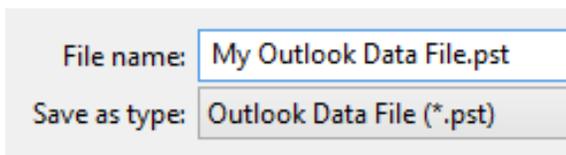
Part 2 – Creating an Outlook data (PST) file to store large mail items

An Outlook data file (also known as PST file) can be created to store large mail items identified in a Search Folder. By default, PST files are located in the **Documents\Outlook Files** folder. In Windows XP, these files are located in **My Documents\Outlook Files** folder.

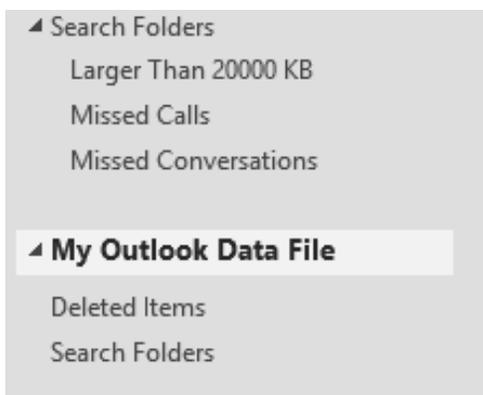
1. Open Outlook.
2. On the **Home** tab, in the **New** group, click **New Items**, point to **More Items**, and then click **Outlook Data File**.



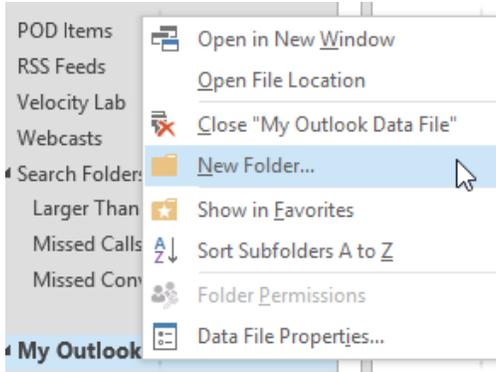
3. In the **Create or Open Outlook Data File** dialog box, in the **File** name box, type the name as you want it to appear in the Outlook Navigation Pane, and then click **OK**.



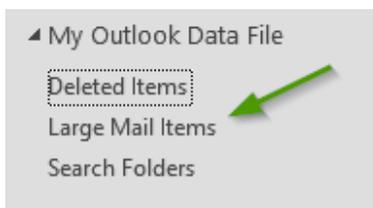
4. In your list of folders, scroll down and identify the newly created Outlook Data File.



5. Right click on **My Outlook Data File** and choose **New Folder**.



6. Name the new folder Large Mail Items.



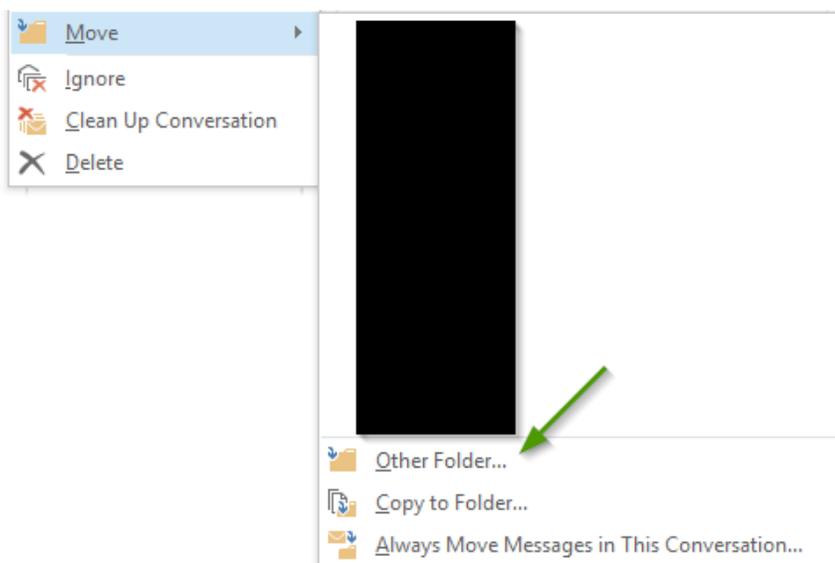
Part 3 - Moving large mail items to an Outlook data (PST) file

Large mail items that are over 25MB should be moved to a PST file as they will NOT be migrated to Office 365.

1. Open Outlook.
2. In your list of folders, scroll down and identify the Search Folder called Larger Than 20000 KB.



3. Select the emails in this folder using the **shift** key, right click and choose **Move → Other Folder**.



4. Scroll down to **My Outlook Data File** and choose **Large Mail Items** folder and click **OK**.

