

## Migrating .pst files to Exchange Online Archive

MITA will be performing an exercise where all the files on the *H:/ Drive (Home) and R:/ Drive (Archive)* will be moved to *OneDrive for Business*. *OneDrive for Business* is a personal cloud storage for work related purposes.

This change will facilitate the process of how Office365 users access their data from any device and anywhere securely, from their *OneDrive for Business*.

Although .pst files will be included in the migration process, they cannot be **linked directly through Outlook**. Why? A pst that is in cloud storage in outlook can result in corrupt data file. Plus, the sync software will try to sync .pst file constantly and can't because its open in outlook.

As an alternative MITA is offering and supporting the service of *Exchange Online Archive*. Archived .pst files can be stored online and be accessible from the Outlook application anytime.

After the migration process of *H:/ Drive (Home) and R:/ Drive (Archive)* to *OneDrive for Business* takes place, it is the end users' responsibility to migrate .pst files to Exchange Online Archive.

The service of *Exchange Online Archive* offered and supported by MITA is **optional** because one can opt storing archived .pst files in another medium or by means of an external backup.

## Instructions on how to backup .pst to Exchange Online Archive.

Migration process;

Download the .pst files you require to migrate and put them in a location that is not synced with OneDrive (you can use the Downloads folder)

1. From Microsoft Outlook, load any .pst files you require to migrate (if not already opened in Outlook).

Below is an example of a .pst file with items from 2015 (Fig.1.)

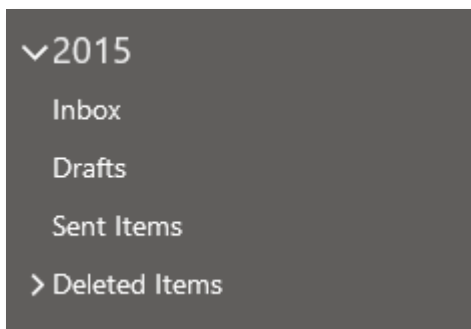


Fig.1.

2. From Microsoft Outlook, under your current mailbox, you will find another mailbox called Online Archive as per below figure (Fig.2.)

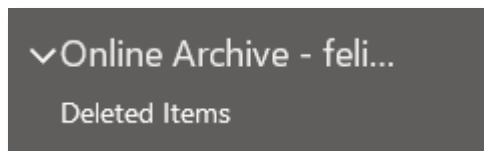
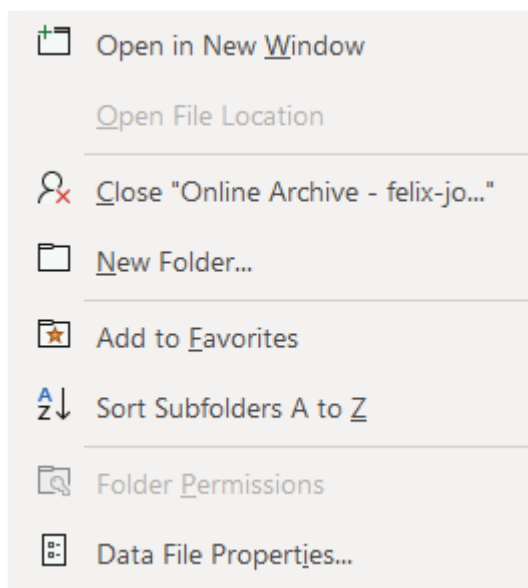


Fig.2.

Note that it will have your name appended to it.

This is the space where you will be migrating your .pst files which are currently residing on the Home and Archive shares.

3. Right click on the mailbox and the below menu will popup



Through it you can create a **New Folder** where you to migrate the .pst file contents

4. Next step is to drag the folders from the current .pst files to the **folder** created in step 3. Important to migrate in batches since it might take some time if the .pst file has a large size.

### Help and Support

If you encounter any issues or would like further guidance kindly contact MITA Service Call Centre on 2599 2777.

**Modification History**

Version	Date	Author	Comments
Version 1.0	22/03/2021	Felix J. Attard	First version for release
Version 2.0	17/02/2022	Janica Spiteri	Second version for release

**Authorisation**

Issuing Authority	
<b>Signature and Date:</b>	
<b>Name:</b>	Felix J. Attard
<b>Position:</b>	Solutions Architect

Approval Authority	
<b>Signature and Date:</b>	
<b>Name:</b>	Mariano Debono
<b>Position:</b>	Manager