# Finding and Securing Your Outlook (PST) Files

Before you can perform a backup of any PST (Outlook Data Files), you will need to be able to locate where they are saved on your current computer. The following are steps on how to locate these files and how to back them up to Box.
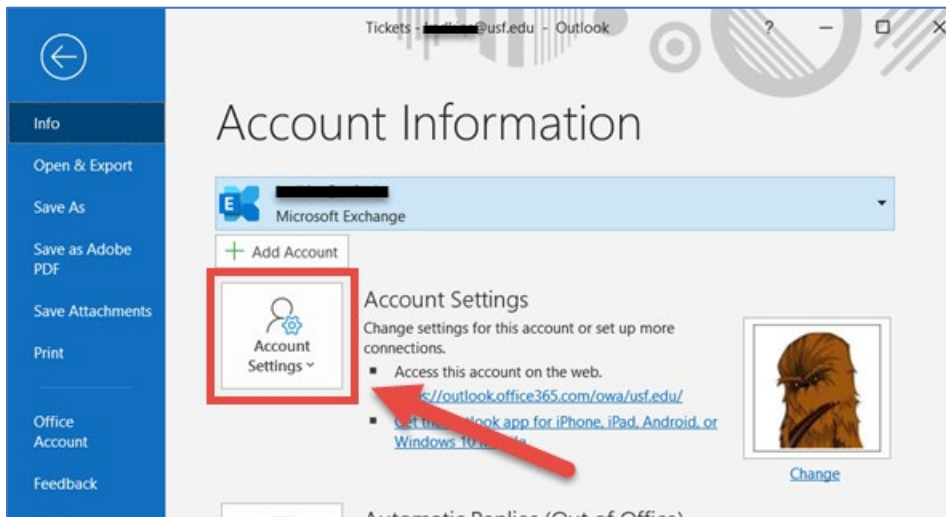
> ⚠️ **USF IT does not support the use of these files. If you wish to upload any PST/Outlook Data File into Outlook, please submit a ticket to help@usf.edu for the Email team to discuess archiving options.**
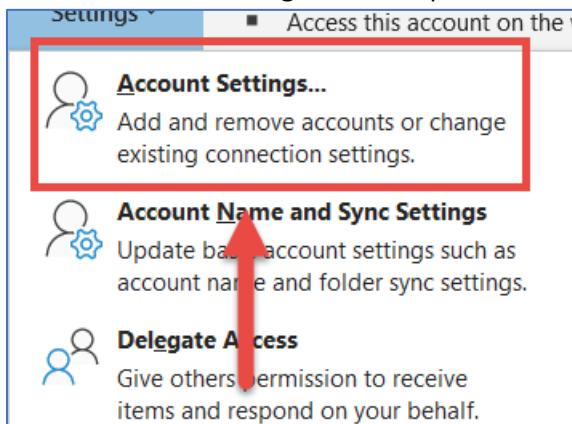
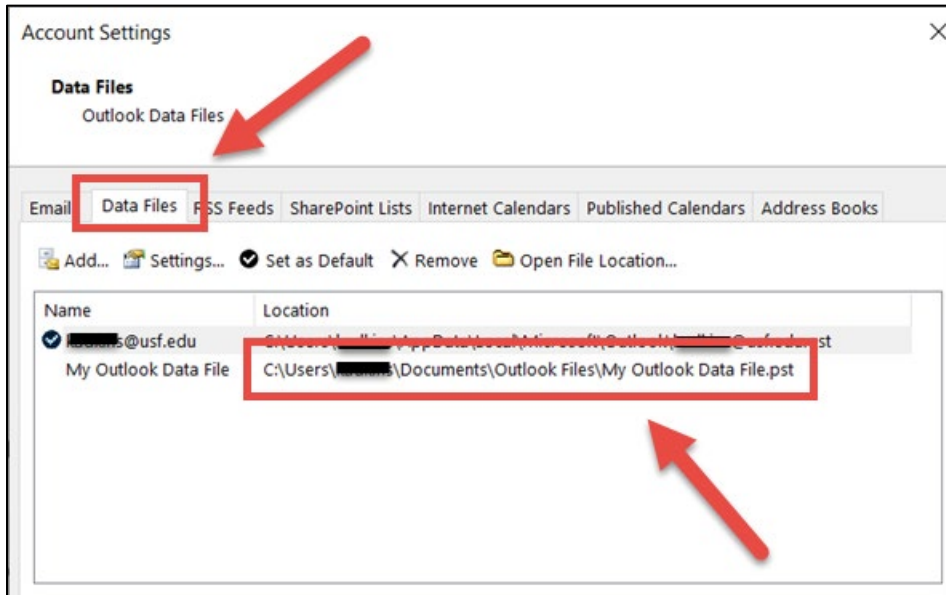1. With Outlook open, click on **File** at the top left of the banner
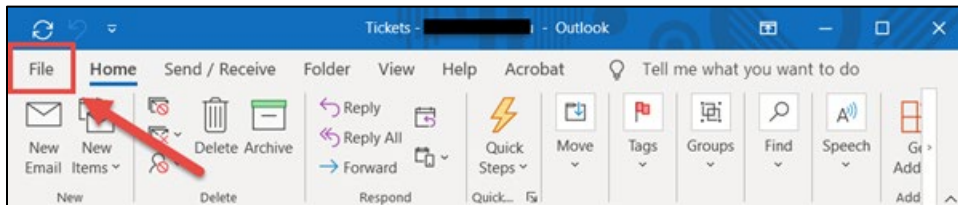
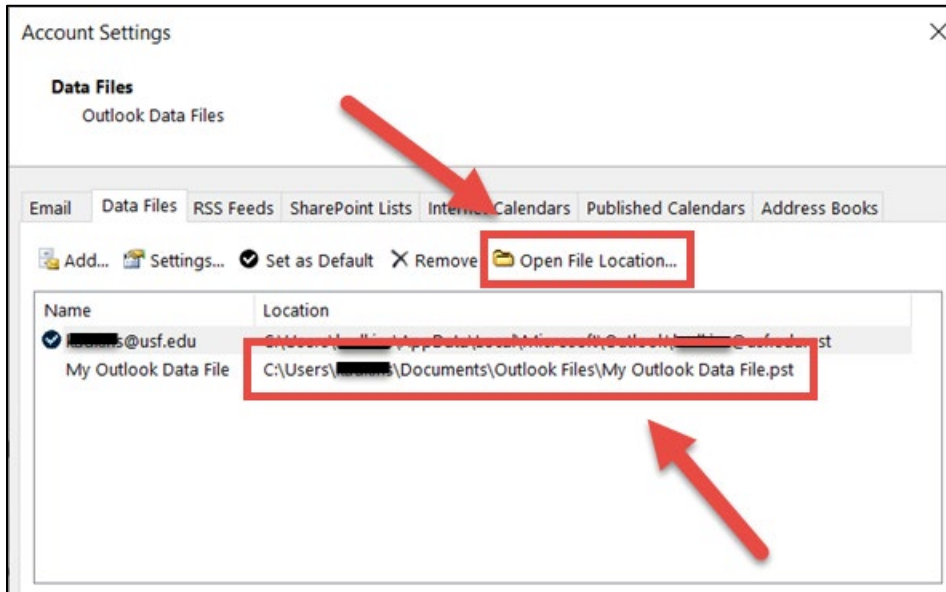2. Click on **Account Setting**

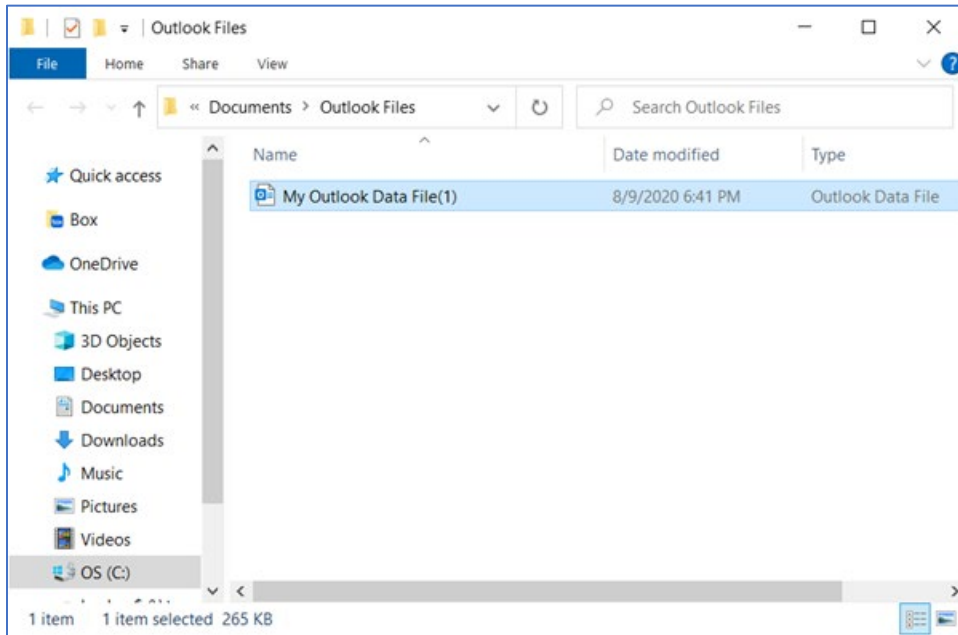3. Click on **Account Settings** in the drop down

4. Click on the **Data Files** tab. If any PST files exist in Outlook, they will be listed here.
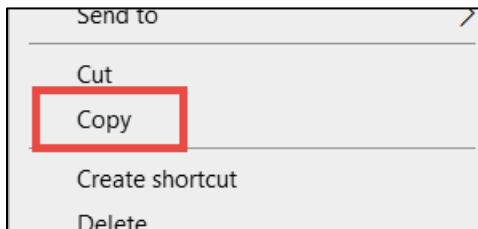

5. Click to highlight the PST file you wish to backup and click on **Open File Location**

6. File Explorer will open to the location the PST is stored on the computer. Files name may vary.

7. Right-click on the PST you wish to save and click on **Copy**

8. Navigate to your Backup folder in Box and Paste the copy of the PST files.