Opening email archiver PST Files

You will need Outlook, or a free PST viewer like PST File Viewer

If you do not have Microsoft Outlook, please download a free PST file viewer. You can try:

http://www.freeviewer.org/pst/

Or you can Google PST Viewer

If you do not have Microsoft Outlook, after downloading the Free PST File Viewer follow the instructions provided on page 2 and 3.

If you have Microsoft Outlook, please follow instructions on page 4-5.

Instructions Using PST File Viewer

1. Open up PST File Viewer

Q FREE Outlook PST File Viewer						
File Help						
🚰 Add File 🔍 Search 🙁 Close File 🖬	Upgrade to PRO 🗙 Exit				🖽 Switch V	iew *
Folder List	🚖 Folder List					
	D 0 From	Subject	То	Sent	Received	Size(KB)
Mail	Normal Mail View Hex Vi	ew Properties View N	Aessage Header Viev	v MIME View HTML V	iew RTF View Attachmen	ts
Calendar						
Search Contacts	View	/ Outlo	ok PS	T File in	3 Fasy S	Steps
Tasks		Catlo				reps
Notes				0	=	
Journal			→			
C Search						
Folder List		Open	S	Scan	Preview	
-						
	- 21					
a Click on Add	File 🚰 Add Fil	e				
b Browse to the	Path were the	file is locat	ed			
		The is locat	cu			
Select Pat	n					
Select File :	D:\PRR_Sample_J	USTFOIA.pst			Brow	wse
Scan Mode :	Ouick		dvance			
	Une determine the state	- Clarka - Clarka				
	Use this option if th	ie nie nas minim	um corruption			
				Add	File Can	cel

2. You will see a list of folders



- a. Go to the Unfiled Folder 📁 Unfiled
- b. A list of emails will be displayed, select the message you wish to read

Folder List	📄 Uni	filed						
🖃 🚞 Top of Outlook data 🔺		From	Subject	То	Sent	Received	Size(KB)	•
🔊 Deleted Items	🖂 🔿	JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo <rca< td=""><td>3/19/2015 7:01:45 AM</td><td>3/19/2015 7:01:47 AM</td><td></td><td></td></rca<>	3/19/2015 7:01:45 AM	3/19/2015 7:01:47 AM		
inbox		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo <rca< td=""><td>3/20/2015 7:00:37 AM</td><td>3/20/2015 7:00:40 AM</td><td>38</td><td></td></rca<>	3/20/2015 7:00:37 AM	3/20/2015 7:00:40 AM	38	
Outbox		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo <rca< td=""><td>3/21/2015 7:00:42 AM</td><td>3/21/2015 7:00:44 AM</td><td>50</td><td></td></rca<>	3/21/2015 7:00:42 AM	3/21/2015 7:00:44 AM	50	
Contacts		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/22/2015 7:00:49 AM	3/22/2015 7:00:52 AM	50	- =
Calendar		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/23/2015 7:00:43 AM	3/23/2015 7:00:44 AM	50	
Notes =		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo <rca< td=""><td>3/24/2015 7:00:39 AM</td><td>3/24/2015 7:00:40 AM</td><td>53</td><td></td></rca<>	3/24/2015 7:00:39 AM	3/24/2015 7:00:40 AM	53	
Tasks		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo <rca< td=""><td>3/25/2015 7:00:42 AM</td><td>3/25/2015 7:00:44 AM</td><td>55</td><td></td></rca<>	3/25/2015 7:00:42 AM	3/25/2015 7:00:44 AM	55	
Unfiled (process)		JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/26/2015 7:00:39 AM	3/26/2015 7:00:41 AM	58	
IPM_VIEWS	🔲 🖂	JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/27/2015 7:00:40 AM	3/27/2015 7:00:40 AM	58	
IPM_COMMON_VIE	🔲 🖂	JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/28/2015 7:00:45 AM	3/28/2015 7:00:47 AM	60	
4 11	🔲 🖻	JustFOIA Digest Rep	JustFOIA Daily Diges	Ricardo Castillo < rca	3/29/2015 7:00:47 AM	3/29/2015 7:00:49 AM	60	- -

c. You will see a preview of the message once selected.

	nfiled									
	From		Subject	То		Sent	Re	ceived	Size	(KB)
	JustFOIA	Digest Rep	o JustFOIA Daily	y Digest Ricardo C	astillo <rcas< th=""><th>3/19/2015 7:01:45</th><th>AM 3/1</th><th>9/2015 7:01:47 4</th><th>AM 38</th><th></th></rcas<>	3/19/2015 7:01:45	AM 3/1	9/2015 7:01:47 4	AM 38	
🔲 🔿	JustFOIA	A Digest Rep	o JustFOIA Daily	y Digest Ricardo C	astillo <rcas< th=""><th>3/20/2015 7:00:37</th><th>AM 3/2</th><th>0/2015 7:00:40 A</th><th>АМ 38</th><th></th></rcas<>	3/20/2015 7:00:37	AM 3/2	0/2015 7:00:40 A	АМ 38	
	JustFOIA	Digest Rep	o JustFOIA Daily	/ Digest Ricardo C	astillo <rcas< th=""><th>3/21/2015 7:00:42</th><th>AM 3/2</th><th>1/2015 7:00:44 4</th><th>AM 50</th><th></th></rcas<>	3/21/2015 7:00:42	AM 3/2	1/2015 7:00:44 4	AM 50	
	JustFOIA	Digest Rep	o JustFOIA Daily	y Digest Ricardo C	astillo <rcas< th=""><th>3/22/2015 7:00:49</th><th>AM 3/2</th><th>2/2015 7:00:52 4</th><th>AM 50</th><th></th></rcas<>	3/22/2015 7:00:49	AM 3/2	2/2015 7:00:52 4	AM 50	
	JustFOIA	Digest Rep	o JustFOIA Daily	y Digest Ricardo C	astillo <rcas< th=""><th>3/23/2015 7:00:43</th><th>AM 3/2</th><th>3/2015 7:00:44 4</th><th>AM 50</th><th></th></rcas<>	3/23/2015 7:00:43	AM 3/2	3/2015 7:00:44 4	AM 50	
	JustFOIA	Digest Rep	o JustFOIA Daily	y Digest Ricardo C	astillo <rcas< th=""><th>3/24/2015 7:00:39</th><th>AM 3/2</th><th>4/2015 7:00:40 4</th><th>AM 53</th><th></th></rcas<>	3/24/2015 7:00:39	AM 3/2	4/2015 7:00:40 4	AM 53	
	IustFOIA	Digest Rep	o JustEOIA Daih	v Digest Ricardo C	astillo < rcas	3/25/2015 7:00:42	AM 3/2	5/2015 7:00:44 4	AM 55	
Normal	Mail View	Hex View	Properties View	Message Header Vi	ew MIME View	w HTML View	RTF View	Attachments		
Normal From	Mail View	Hex View : JustFOIA	Properties View Digest Report < do	Message Header Vi notreply@JustFOIA.	ew MIME View	W HTML View Date Time	RTF View = : 3/2	Attachments 20/2015 7:00:37	AM	
Normal From To	Mail View	Hex View : JustFOIA I : Ricardo C	Properties View Digest Report < do astillo < rcastillo@	Message Header Vi notreply@JustFOIA. northmiamifl.gov>;	ew MIME View	W HTML View Date Time	RTF View e : 3/2	Attachments 20/2015 7:00:37	AM	
Normal From To Cc	Mail View	Hex View : JustFOIA I : Ricardo C	Properties View Digest Report < do astillo < rcastillo@	Message Header Vi notreply@JustFOIA. northmiamifl.gov>;	ew MIME View	W HTML View Date Time	RTF View e : 3/2	Attachments 20/2015 7:00:37 /	AM	
Normal From To Cc Bcc	Mail View	Hex View : JustFOIA I : Ricardo C : :	Properties View Digest Report < do astillo < rcastillo@	Message Header Vi notreply@JustFOIA. northmiamifl.gov>;	ew MIME View	W HTML View Date Time	RTF View e : 3/2	Attachments 20/2015 7:00:37	АМ	
Normal From To Cc Bcc Subject	Mail View	Hex View : JustFOIA (: Ricardo C : : : : JustFOIA (Properties View Digest Report < do astillo < rcastillo@ Daily Digest - Cler	Message Header Vi notreply@JustFOIA. northmiamifl.gov>; k	ew MIME View	W HTML View Date Time	RTF View e : 3/2	Attachments 20/2015 7:00:37 /	AM	

Ricardo Castillo,

Below is your JustFOIA daily digest which includes all pending Clerk open records requests.

Request Number	Current Status	Date Entered	Days Left	Date Due
<u>10</u>	Pending Department Response	3/10/2015	12	3/28/2015
<u>12</u>	Pending Department Response	3/11/2015	13	3/30/2015
<u>15</u>	Pending Department Response	3/12/2015	14	4/1/2015
<u>16</u>	Pending Department Response	3/12/2015	14	4/1/2015
<u>17</u>	Pending Department Response	3/13/2015	15	4/3/2015
<u>18</u>	Confidential - Legal Review	3/13/2015	15	4/3/2015
<u>19</u>	Confidential - Legal Review	3/13/2015	15	4/3/2015
20	Pending Department Response	3/13/2015	15	4/3/2015

Instructions for those with Microsoft Outlook (we use Outlook 2013 for our screen captures)

- a. Click on the File
- b. The Click on The Open & Export Menu



c. Select Open Outlook Data File and Browse to the Drive that has the file you want to open (If you get an error about file access is denied, copy the file to your desktop folder or another folder on your local hard drive first)

Once you select the file click on Open and you will see a new folder show up on your Menu that's called BMA Export



Click on Unfiled

A list of all the emails contained in the folder will show. Select the message you want to view.

oday		JustFOIA D	igest Report <donotreply@lustfoia.com></donotreply@lustfoia.com>			
lustFOIA Digest Report lustFOIA Daily Digest - Clerk Ricardo Castillo, Below is your JustFOIA daily	7:01 AM	JustFOIA Daily	Digest - Clerk			
resterday		Click here to download pictures.	To help protect your privacy, Outlook prevented automatic download of	come pictures in this message.		
lustFOIA Digest Report ustFOIA Daily Digest - Clerk Ricardo Castillo, Below is your JustFOIA daily	Wed 7:01 AM	Ricardo Castillo,				
uesday		Below is your JustFOIA dail	ly digest which includes all pending Clerk open records requ	ests.		
JustFOIA Digest Report		Request Number	Current Status	Date Entered	Days Left	Date Due
ustFOIA Daily Digest - Clerk icardo Castillo, Below is your JustFOIA daily	Tue 7:01 AM	<u>15</u>	Pending Department Response	3/12/2015	Overdue	3/12/2015
Aonday		<u>16</u>	Pending Department Response	3/12/2015	Overdue	3/12/2015
ustEQIA Digest Report		<u>17</u>	Pending Delivery/Pickup	3/13/2015	Overdue	3/13/2015
ustFOIA Daily Digest - Clerk	Mon 7:01 AM	<u>18</u>	Pending Final Payment	3/13/2015	Overdue	3/13/2015
Ricardo Castillo, Below is your JustFOIA daily		<u>19</u>	Pending Final Payment	3/13/2015	Overdue	3/13/2015
unday		<u>21</u>	Pending Final Payment	3/16/2015	Overdue	3/16/2015
ustFOIA Digest Report	Sun 7:01 AM	<u>28</u>	Pending Delivery/Pickup	3/19/2015	Overdue	3/19/2015
ustFOIA Daily Digest - Clerk icardo Castillo, Below is your JustFOIA daily		<u>31</u>	Pending Delivery/Pickup	3/20/2015	Overdue	3/20/2015
ast Week		<u>33</u>	Pending Delivery/Pickup	3/20/2015	Overdue	3/20/2015
IstEOIA Digest Report		<u>38</u>	Pending Final Payment	3/23/2015	Overdue	3/23/2015
ustFOIA Daily Digest - Clerk	Sat 5/9	42	Pending Final Payment	3/25/2015	Overdue	3/25/2015

When you are done, right click on the words "BMA Export" and select "Close BMA Export" to close the File.

