

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/>

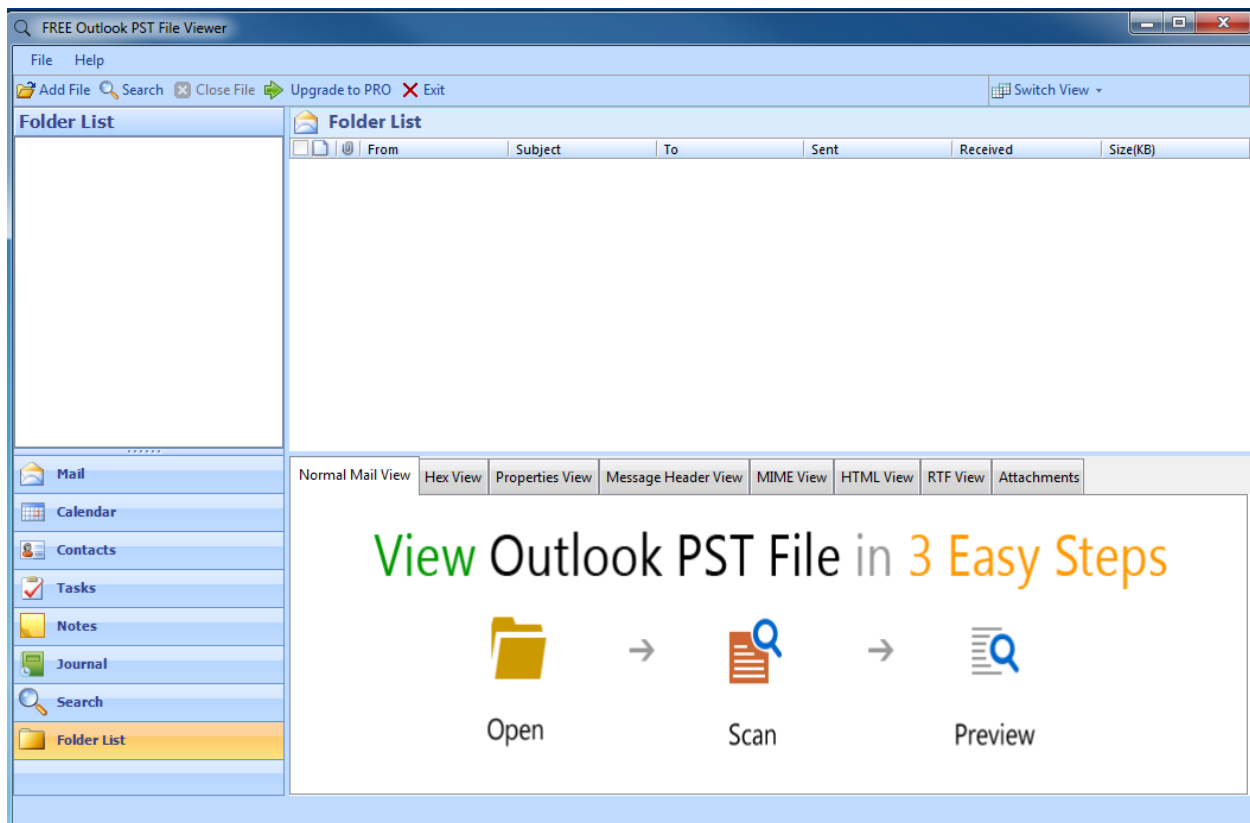
Or you can Google PST Viewer

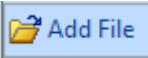
If you do not have Microsoft Outlook, after downloading the Free PST File Viewer follow the instructions provided on page 2 and 3.

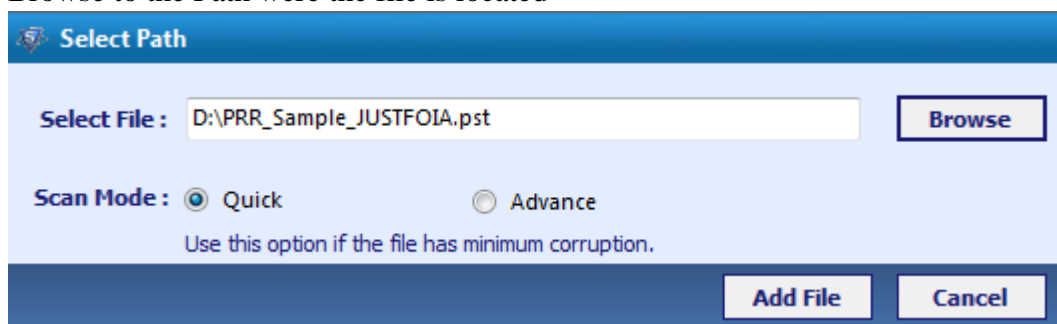
If you have Microsoft Outlook, please follow instructions on page 4-5.

Instructions Using PST File Viewer

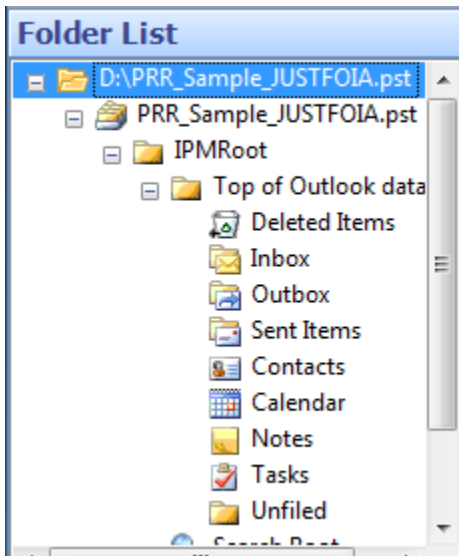
1. Open up PST File Viewer




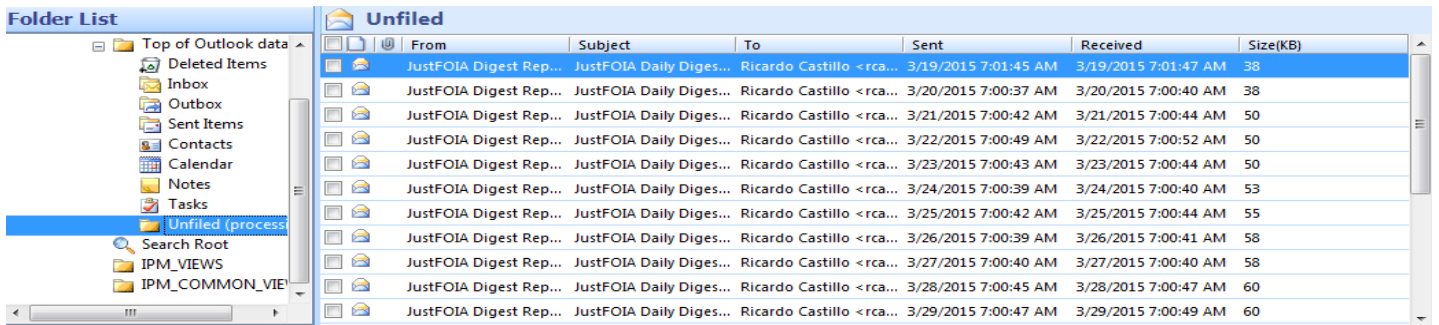
- a. Click on Add File 
- b. Browse to the Path were the file is located



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



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

Normal Mail View | Hex View | Properties View | Message Header View | MIME View | HTML View | RTF View | Attachments

From : JustFOIA Digest Report <donotreply@JustFOIA.com> **Date Time** : 3/20/2015 7:00:37 AM
To : Ricardo Castillo <rcastillo@northmiamifl.gov>
Cc :
Bcc :
Subject : JustFOIA Daily Digest - Clerk
Attachments :

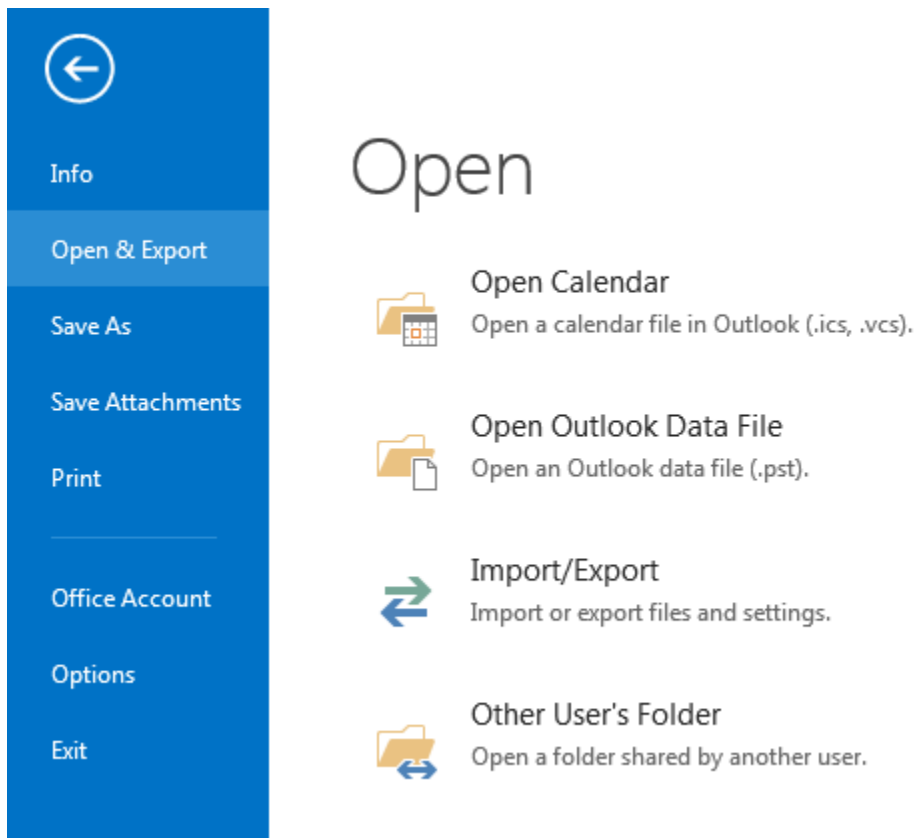
Ricardo Castillo,

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

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

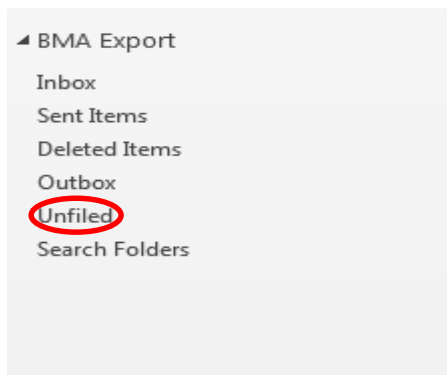
Instructions for those with Microsoft Outlook (we use Outlook 2013 for our screen captures)

- 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.

JustFOIA Digest Report
 JustFOIA Daily Digest - Clerk
 Ricardo Castillo, Below is your JustFOIA daily

To: Ricardo Castillo
 JustFOIA Daily Digest - Clerk

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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
15	Pending Department Response	3/12/2015	Overdue	3/12/2015
16	Pending Department Response	3/12/2015	Overdue	3/12/2015
17	Pending Delivery/Pickup	3/13/2015	Overdue	3/13/2015
18	Pending Final Payment	3/13/2015	Overdue	3/13/2015
19	Pending Final Payment	3/13/2015	Overdue	3/13/2015
21	Pending Final Payment	3/16/2015	Overdue	3/16/2015
28	Pending Delivery/Pickup	3/19/2015	Overdue	3/19/2015
31	Pending Delivery/Pickup	3/20/2015	Overdue	3/20/2015
33	Pending Delivery/Pickup	3/20/2015	Overdue	3/20/2015
38	Pending Final Payment	3/23/2015	Overdue	3/23/2015
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.

BMA Export

- Open in New Window
- Open File Location
- Close "BMA Export"
- New Folder...
- Show in Favorites
- Sort Subfolders A to Z
- Folder Permissions
- Data File Properties...