Opening email archiver PST Files

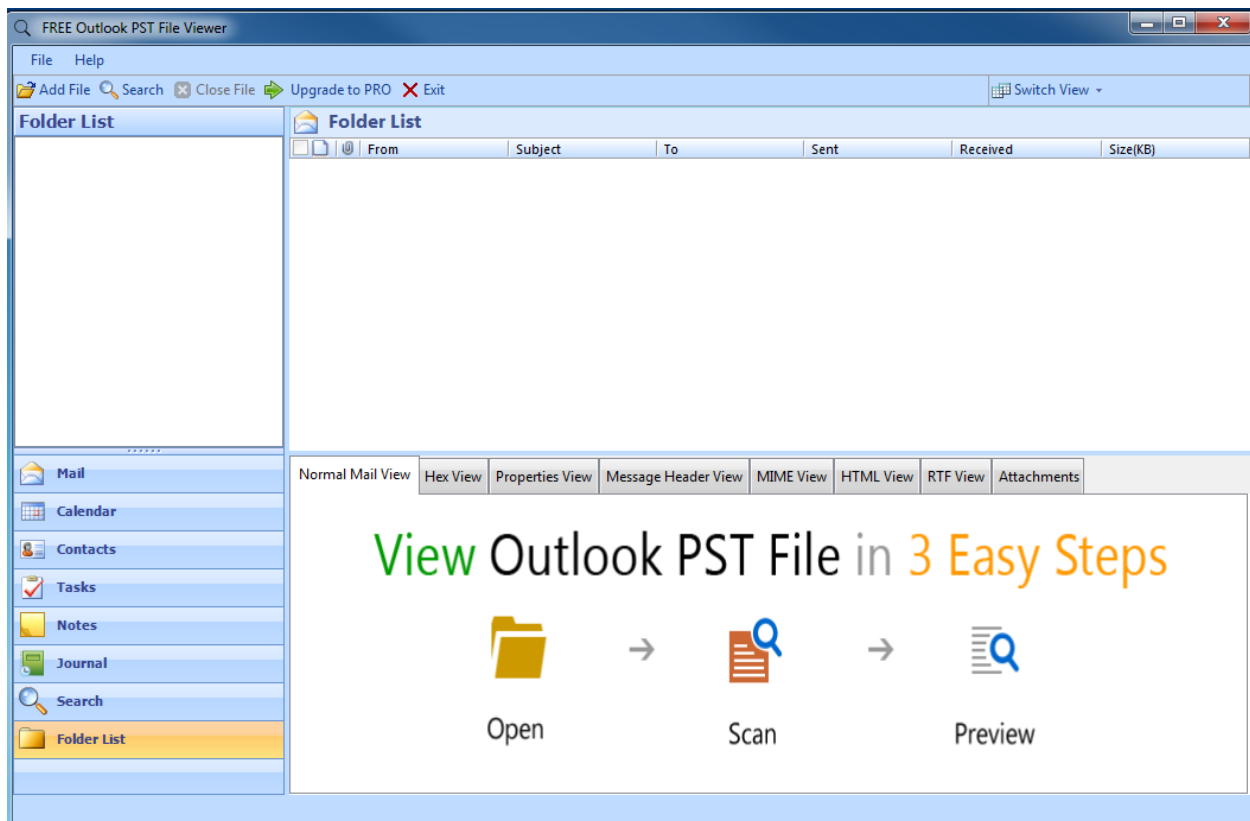1. You will need Outlook, or a free PST viewer like PST File Viewer
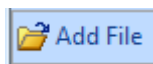
   http://www.freeviewer.org/pst/

   Or you can Google PST Viewer

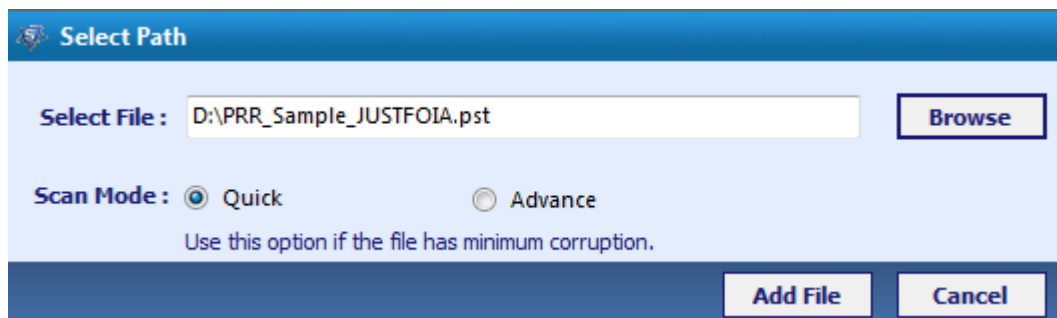2. Instructions Using PST File Viewer

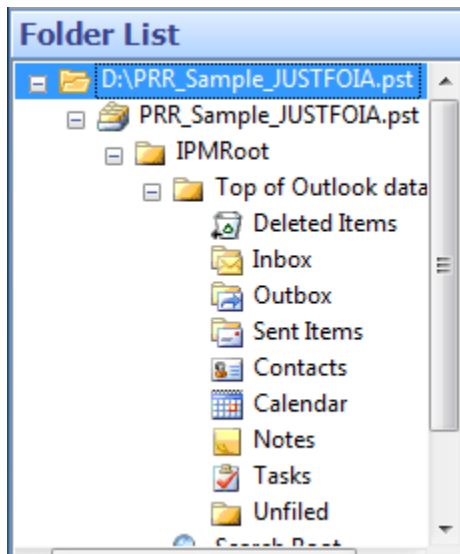   a. Open up PST File Viewer

   b. Click on Add File ![Add File button]
   c. Browse to the Path were the file is located

d. You will see a list of folders

e. Go to the Unfiled Folder Unfiled

f. A list of emails will be displayed, select the message you wish to read

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

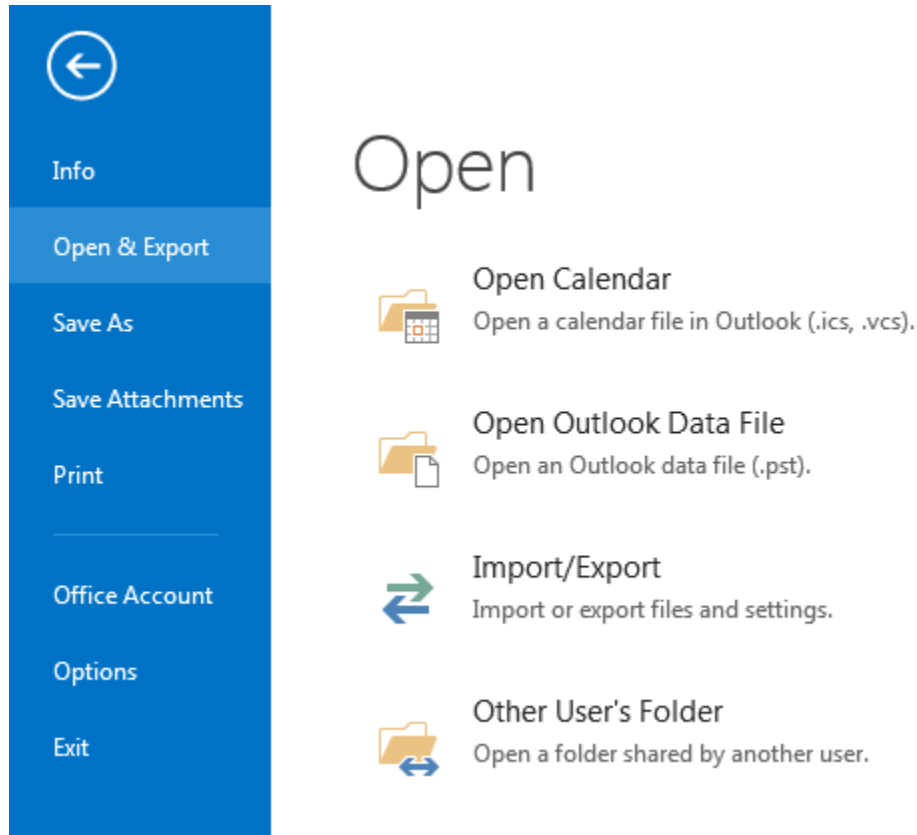| From	: JustFOIA Digest Report <donotreply@JustFOIA.com>	Date Time	: 3/20/2015 7:00:37 AM
To	: Ricardo Castillo <rcastillo@northmiamifl.gov>;		
Cc	:		
Bcc	:		
Subject	: JustFOIA Daily Digest – Clerk		
Attachments	:		

Ricardo Castillo,

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

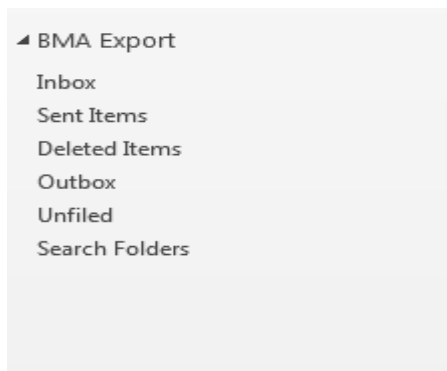| Request Number	Current Status	Date Entered	Days Left	Date Due
10	Pending Department Response	3/10/2015	12	3/28/2015
12	Pending Department Response	3/11/2015	13	3/30/2015
15	Pending Department Response	3/12/2015	14	4/1/2015
16	Pending Department Response	3/12/2015	14	4/1/2015
17	Pending Department Response	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

3. Instructions Using Microsoft Outlook (we use Outlook 2013 for our screen captures)
   a. Click on the File **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.

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