

What is a PST and why does it need to be managed?

*.pst is a filename extension used with the Microsoft Outlook client. A Personal Storage Table (PST) is used by Microsoft Outlook to store Email outside the Exchange main folder. Exchange accounts are assigned a storage quota and are billed monthly based on the amount of Email, contacts and calendar events stored in Exchange folders. Creating and managing PST files to organize your Emails will provide the following benefits:

- **Reduced cost** - PSTs store Email on DoF drives and not on the Exchange Server
- Improved performance working in Outlook application
- Reduce the risk of file corruption - recommended file size should not exceed 512MB