**SAVING ATTACHMENTS FROM MY PITT EMAIL**

Attachments can be opened in two different ways from My Pitt Email (Outlook Web Access). When you receive an **email with Office attachments**, you can **download the attachment or open in preview mode**:

- **Download Attachments**: Click the **down arrow** next to the attachment and select **Download** from the list.
- **Preview Attachments**: Click the attachment name or icon. This will open attachments in **Office 365 preview mode** inside your web browser. This allows you to quickly view documents online, or to make simple edits, but Office 365 Online will not have all of the features of your normal Office applications. For instance, PowerPoint Online cannot show a **presentation in full-screen mode**.

Please **contact Katz IT Services** at **it@katz.pitt.edu** or at **412-648-1601** with any questions. The help desk is open **8:30-7:00 Monday through Thursday**, and **8:30-5:00 Fridays**.

**INCORPORATING EMAIL ARCHIVES INTO OFFICE 365**

Pitt’s migration of faculty and staff email to Office 365 **greatly increased the amount of storage space** for email. Because of previous storage limitations, we used to recommend that users store old mail messages on their computer in **PST archive files**. This solution is functional but not very secure, as you run the risk of losing your old messages if your hard drive fails. **Now that email storage space is no longer an issue, PST files are obsolete**.

You can **move messages from your mail archives (PST files) to your online Office 365 mail storage space**. Please consider moving your archived email messages back to your mailbox where they will be more secure and accessible than in an archive file. This will also free up space on a hard drive, or on **shared network drives**.

If you would like to move your archives yourself, be aware that **this process can take several hours**, and **you will not be able to shut down the computer or use Outlook while archives are being uploaded**. Though you can always use webmail (via **my.pitt.edu**) through a browser to access your email, even during this process. To move your archives:

1. In Outlook, **click on File > Open & Export**
2. **Click Import/Export**
3. **Select Import from another program or file**
4. **Click Next**
5. **Choose Outlook Data File**
6. **Click the Browse button and find the PST file** on your computer
7. **Click Next**
8. If you would like all of the messages (including their organizing folders) to be copied to your mailbox on the **Office 365 system**, then leave the **default settings** selected. If you would only like to move some of the folders from the archive, then you will need to select those folders in the "Select the folder to import mail from" section of the box.
9. **Click Finish**
10. The messages will begin to move to your Office 365 mailbox. **Please bear in mind that this process can potentially take several hours** if your email archive is very large.

More information on moving files on your own can be found on [CSSD’s site](https://cssd.pitt.edu). If you would like Katz IT to assist you in moving your mail archives, email the help desk at **it@katz.pitt.edu**, or call **412-648-1601**.
And don't forget:
If you have off-campus computers using the university version of Office and Windows and you get an error saying you need to activate your Microsoft license, just connect to the Pulse Secure client and re-try the activation wizard located in the System control panel. Or you can leave Pulse Secure connected and the computer on overnight – Office and Windows will activate in time. If you wait until after it has expired, you will need to bring it to IT to reactivate the system.