

**Inbox Repair Tool**

Specifies the personal folder file (.pst) or offline folder file (.ost) that you want to scan.

**Enter The Name Of The File You Want To Scan**

Type the path of the personal folder file or offline folder file that you want to scan.

**Browse**

Opens the **Select File To Scan** dialog box, where you can locate the file you want to scan.

**Start**

Scans your file for errors. After the scan is complete, you can choose to repair the errors.

**Options**

Opens the **Options** dialog box, where you can specify options for a log file.

**Select File To Scan**

Locates the personal folder file (.pst) or offline folder file (.ost) that you want to scan or repair.

**Look In**

Displays the current folders. Double-click the folders to move through the list, and then click the folder you want.

**File Name**

Displays the default file extension (\*.pst or \*.ost). The box displays all files with this extension in the current folder. Type or click a file name.

**Files Of Type**

Displays the available file format (.pst or .ost).

**Options**

Specifies options for a log file for recording errors.

**Replace Log**

Saves a detailed record of the errors found while scanning this file. This .log file is stored in the same location as the file you scanned and has the same name but a different extension.

**Append To Log**

Appends all errors found while scanning this file to the end of an existing .log file. This file is located in the same location as the file you scanned.

**No Log**

Prevents saving the results of this scan in a .log file.

**Inbox Repair Tool**

Displays information about the personal folder file (.pst) or offline folder file (.ost) that has been scanned.

**The Following File Has Been Scanned**

Displays the name of the file that was scanned and the number of folders and items that were found in the file.

**Make Backup Of Scanned File Before Repairing**

Creates a backup copy of the file that was scanned before any errors are repaired. This option is available only if errors are found during the scan.

**Browse**

Opens the **Create Backup File** dialog box, where you can specify the location of the backup file. This button is available only if errors are found during the scan.

**Inbox Repair Tool**

Displays information about the personal folder file (.pst) or offline folder file (.ost) that has been scanned and makes a backup copy of the scanned file before it is repaired.

**The Following File Has Been Scanned**

Displays the name of the file that was scanned and the number of folders and items that were found in the file. If minor inconsistencies were found, such as outdated recipient names or internal data, you have the option of repairing the file.

**Make Backup Of Scanned File Before Repairing**

Creates a backup copy of the file that was scanned before information is repaired.

**Browse**

Opens the **Create Backup File** dialog box, where you can specify the location of the backup file.

**Repair**

Repairs the outdated information in the file that was scanned.

### **Inbox Repair Tool**

Displays information about the personal folder file (.pst) or offline folder file (.ost) that has been scanned and makes a backup copy of the scanned file before it is repaired.

#### **The Following File Has Been Scanned**

Displays the name of the file that was scanned and the number of folders and items that were found in the file.

#### **Make Backup Of Scanned File Before Repairing**

Creates a backup copy of the file that was scanned before errors are repaired.

#### **Browse**

Opens the **Create Backup File** dialog box, where you can specify the location of the backup file.

#### **Details**

Opens the **Details** dialog box, where you can view the errors that were found during the scan.

#### **Repair**

Repairs the errors in the file that was scanned.

**Create Backup File**

Specifies the backup file that you want to create for a scanned personal folder file (.pst) or offline folder file (.ost) before it is repaired.

**Look In**

Displays the current folders. Double-click the folders to move through the list, and then click the folder you want.

**File Name**

Displays the default file extension (\*.bak). The box displays all files with this extension in the current folder. Type or click a file name.

**Files of Type**

Displays the available file format (.bak).

**Details**

Displays information about the errors that were found in the file when it was scanned. To continue working with the file, you must repair any internal errors that were found. To repair errors, click **OK**, and then click **Repair**.



