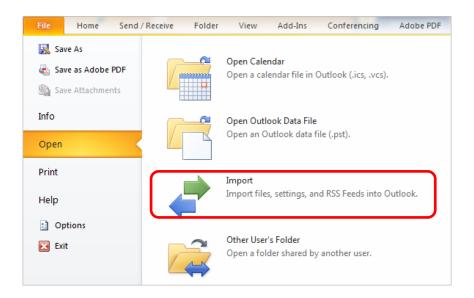


Populating Your Exchange Mailbox/Importing and Exporting .PST Files

Use this guide to import data (Emails, Calendar, Contacts, Tasks, and Notes) from your previous email provider into your Exchange mailbox. The following procedure moves Outlook data stored locally, (on your PC hard-drive or network) in a personal folder file (.pst), into your Exchange mailbox.

Export Legacy Mailbox to a PST - Outlook 2010

- 1. Open Outlook 2010.
- 2. Select File.
- 3. Select Open:



4. Select Import.

The first dialog of the **Import and Export** wizard displays:

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel

5. Select Export to a file and click [Next].



The next wizard dialog, **Export to a File**, displays:

Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows)
Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
< Back Next > Cancel

6. Select **Outlook Data File (.pst)** and click **[Next]**. The **Export Outlook Data File** dialog displays:

Export Outlook Data File	••••••••••••••••••••••••••••••••••••••
	Select the folder to export from:
	< Back Next > Cancel

(continued after the Public Folders subsection below)



NOTE: At this point, if you wish to export **Public Folders**, scroll down to select **Public Folders** from the list (see the example below). Be sure to **Include subfolders**.

Export Outlook Data File	×
	Select the folder to export from: Outbox personal SSS Feeds Suggested Contacts Tasks Public Folders - John.Donnegan@appt SharePoint Lists Include subfolders Filter
	< Back Next > Cancel

Click [Next].

Export Outlook Data File	×
	Save exported file as: reilly\Documents\Outlook Files\test1.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items
	< Back Finish Cancel

Name the file in the **Save exported file as** field and click **[Browse]** to give it a home. Click **[Finish]** when complete.

7. Select the mailbox (top line) and click **[Next]**. The final dialog of the wizard displays:



Export Outlook Data File	<u> </u>
	Save exported file as: illy\Documents\Outlook Files\backup.pst Browse Options @ Replace duplicates with items exported O Allow duplicate items to be created Do not export duplicate items
	< Back Finish Cancel

8. **Browse** to the location you would like to save the file, and then click **[Finish]**. The **Create Outlook Data File** dialog displays:

Create Outlook Data File	X
Add optional password	
Password:	
Verify Password:	
Save this password in your password list	
OK Cancel	

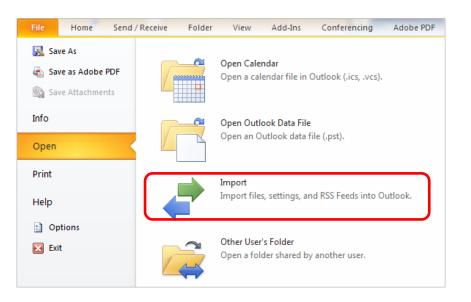
9. Enter a password, if you like, and click **[OK].** OR

To not create a password, leave the fields blank and click **[OK]**.



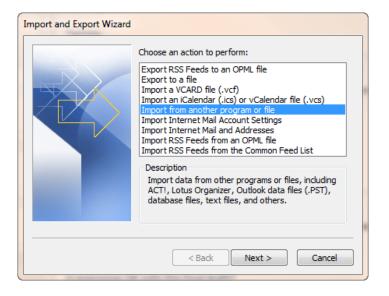
Import PST to New Mailbox - Outlook 2010

- 1. Open Outlook 2010.
- 2. Select File.
- 3. Select Open:



4. Select Import.

The first dialog of the **Import and Export** wizard displays:



5. Select **Import from another program or file** and then click **[Next]**. The next wizard dialog, **Import a File**, displays:



Import a File	
	Select file type to import from: ACT! 3.x, 4.x, 2000 Contact Manager for Windows Comma Separated Values (DOS) Comma Separated Values (Windows) Lotus Organizer 4.x Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst)
	< Back Next > Cancel

6. Select **Outlook Data File (.pst)** and click **[Next]**. The next wizard dialog displays:

Import Outlook Data File	8
	File to import illy\Documents\Outlook Files\backup.pst Browse Options @ Replace duplicates with items imported @ Allow duplicates to be created @ Do not import duplicates
	<pre>< Back Next > Cancel</pre>

- 7. **Browse** to the location you would like to save the file, and then click **[Open]**. This populates the **File to import** field with the location of the file.
- 8. Click [Next].

The final wizard dialog displays:



Import Outlook Data File	Contraction of the local division of the loc	×
	Select the folder to import from:	Filter
	< Back Finish	Cancel

(continued after the Public Folders subsection below)

NOTE: At this point, if you wish to import **Public Folders**, find the **Public Folders** option in the **Import items into the same folder in** drop-down list at the bottom of the dialog (as pictured below).

Import Outlook Data File	Real Mandas, August 11, The Native California	×
	Select the folder to import from:	in: apptix.com 💌

And continue on.

- 9. The **Include Subfolders** checkbox should be checked. The **Import items into the same folder in:** radio button should also be selected.
- 10. Click [Finish].