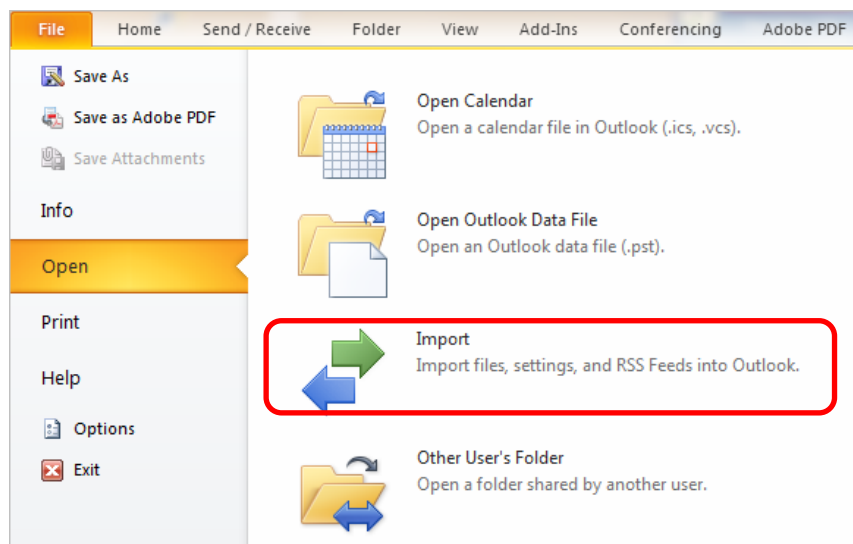


Populating Your Exchange Mailbox/Importing and Exporting .PST Files

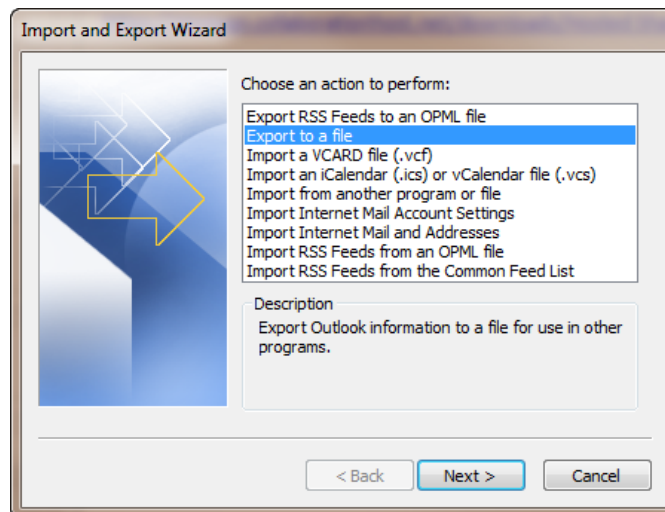
Use this guide to import data (Emails, Calendar, Contacts, Tasks, and Notes) from your previous email provider into your Exchange mailbox. The following procedure moves Outlook data stored locally, (on your PC hard-drive or network) in a personal folder file (.pst), into your Exchange mailbox.

Export Legacy Mailbox to a PST - Outlook 2010

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

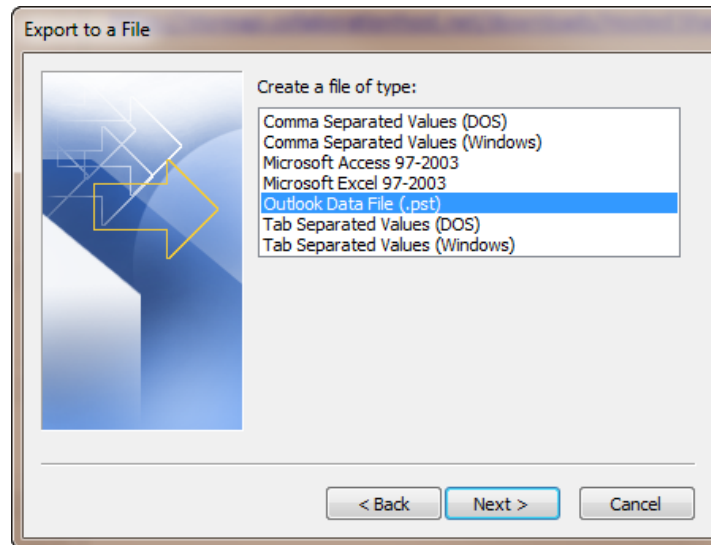


4. Select **Import**.
The first dialog of the **Import and Export** wizard displays:

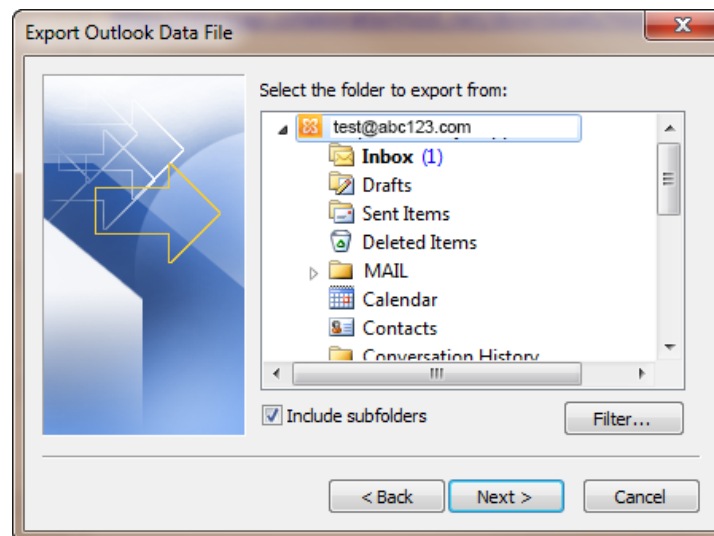


5. Select **Export to a file** and click **[Next]**.

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

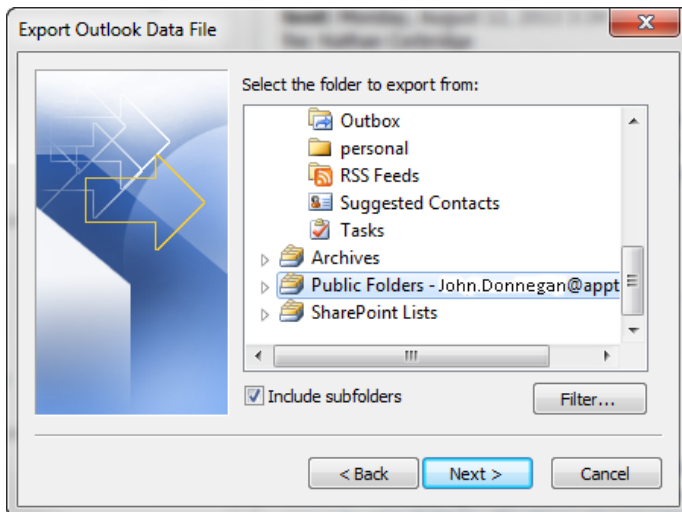


6. Select **Outlook Data File (.pst)** and click **[Next]**.
The **Export Outlook Data File** dialog displays:

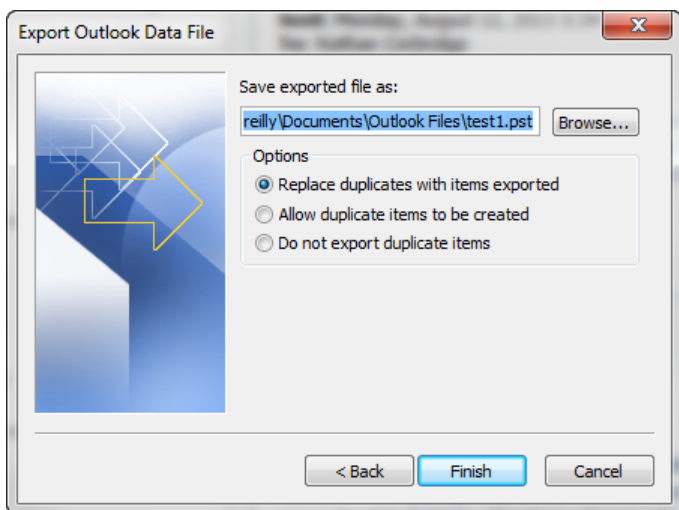


(continued after the *Public Folders* subsection below)

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**.

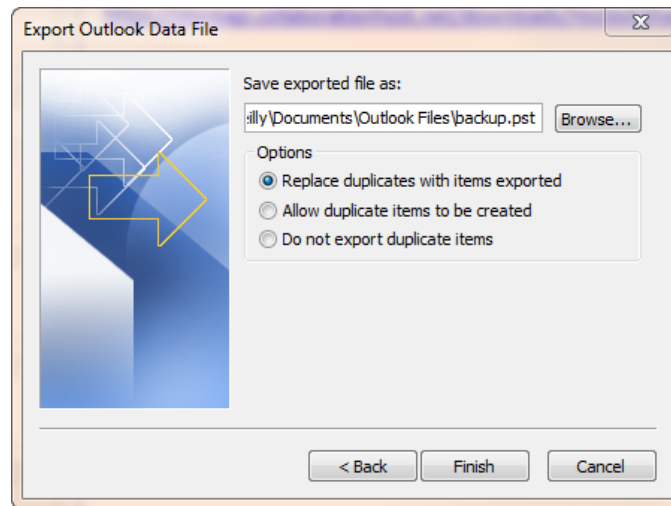


Click **[Next]**.

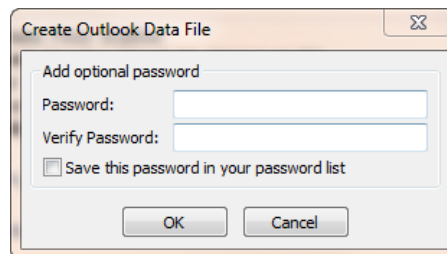


Name the file in the **Save exported file as** field and click **[Browse]** to give it a home. Click **[Finish]** when complete.

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



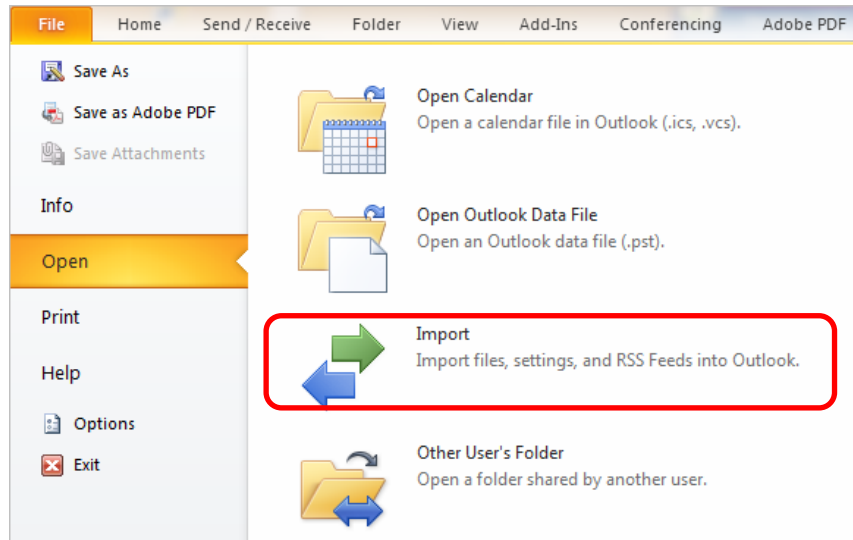
8. **Browse** to the location you would like to save the file, and then click **[Finish]**.
The **Create Outlook Data File** dialog displays:



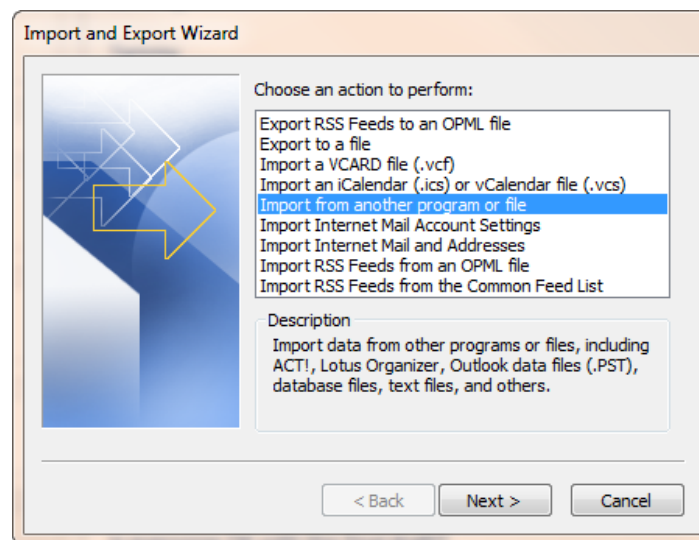
9. Enter a password, if you like, and click **[OK]**.
OR
To not create a password, leave the fields blank and click **[OK]**.

Import PST to New Mailbox - Outlook 2010

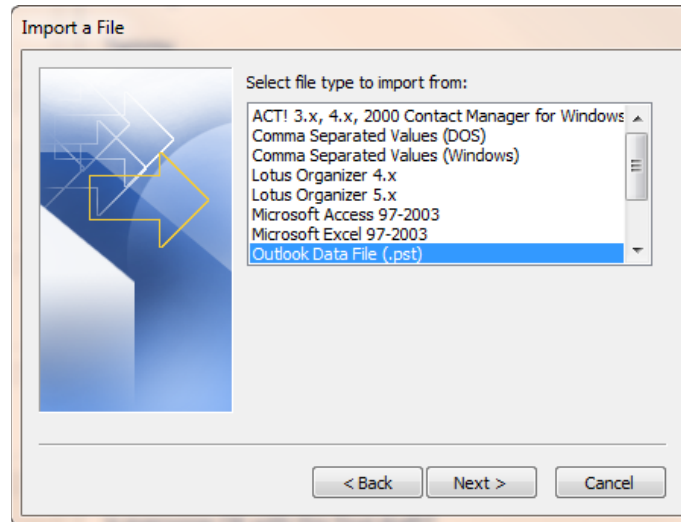
1. Open Outlook 2010.
2. Select **File**.
3. Select **Open**:



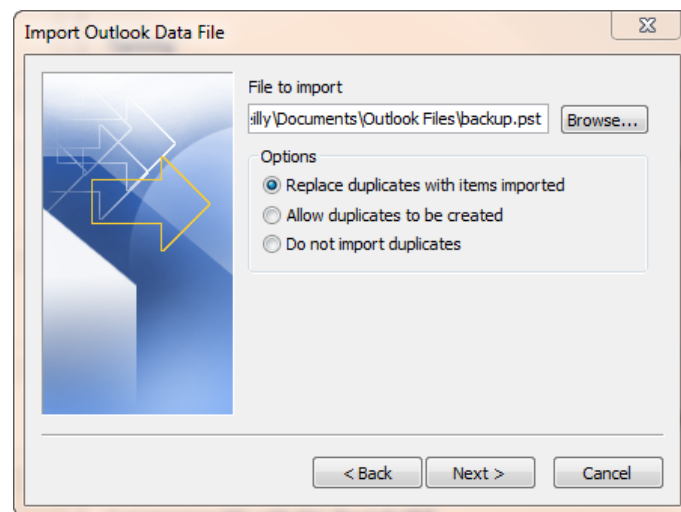
4. Select **Import**.
The first dialog of the **Import and Export** wizard displays:



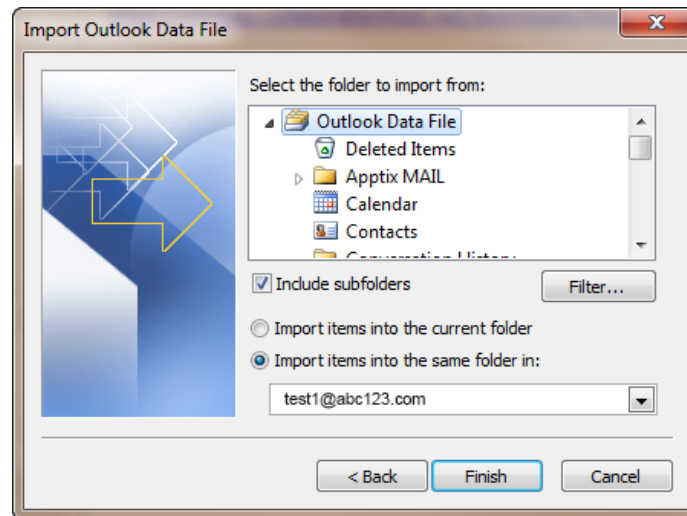
5. Select **Import from another program or file** and then click **[Next]**.
The next wizard dialog, **Import a File**, displays:



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

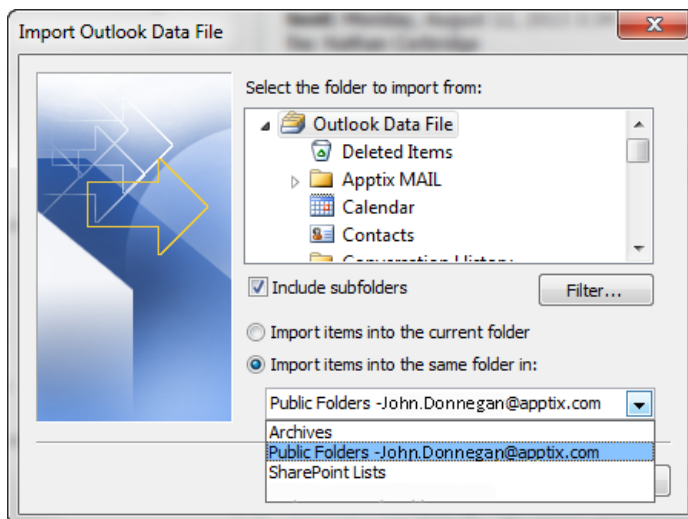


7. **Browse** to the location you would like to save the file, and then click **[Open]**.
This populates the **File to import** field with the location of the file.
8. Click **[Next]**.
The final wizard dialog displays:



(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).



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]**.