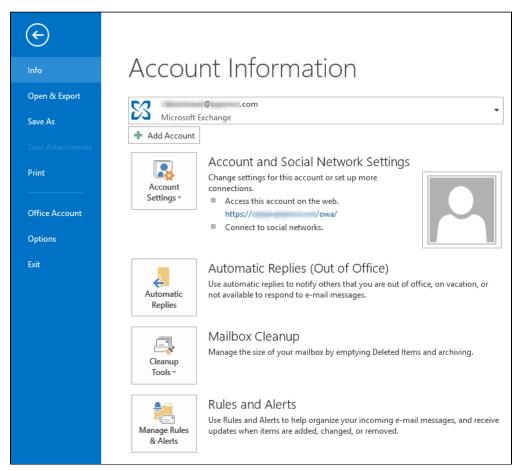
Import .pst file into Outlook

Import .pst file into Outlook

1. On the main tabs, select File.

	i∽ ÷								
FILE	HOME	SEND / RECEIVE	FOLDER	VIEW	SECURE MESSAGING				
	<u>-</u> 5	🕞 lgnore	\mathbf{X}		🖂 📴 Meeting	\bigcirc			Search People
		📕 🚵 Clean Up 🗸							Address Book
New Email It	New Nev tems≖ Secur		Delete	Reply Reply All	Forward 🛅 More -	Unread/ Read	Categorize	Follow Up ≖	🝸 Filter Email 👻
Nev	v	Delete		1	Respond		Tags	-1-	Find

2. On the Account Information page, select Open & Export.



3. On the Open page, select Import/Export.

¢		
Info	Ор	en
Open & Export Save As		Open Calendar Open a calendar file in Outlook (.ics, .vcs).
		Open Outlook Data File
Print 	Ē	Open an Outlook data file (.pst). Import/Export
Office Account Options	₹	Import or export files and settings.
Exit		Other User's Folder Open a folder shared by another user.

4. In the Import and Export Wizard window, select Import from another program or file and click Next >.

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 from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other files, such as Outlook data files (.PST) and text files.
< Back Next > Cancel

5. In the Import a File window, select Outlook Data File (.pst) and click Next >.

 Import a File
Select file type to import from: Comma Separated Values Outlook Data File (.pst)
< Back Next > Cancel

6. In the Import Outlook Data File window, click **Browse...**.

Impo	rt Outlook Data File	×
	to import cuments\Outlook Files\backup.pst Browse ptions) Replace duplicates with items imported) Allow duplicates to be created) Do not import duplicates	
	< Back Next > Cancel	

7. Select the .pst file to import and click **Open**.

03	Open Outlook Data Files	×
🔄 🏵 🗉 🕇 🚺 🤇	< My Docu → Outlook Files v さ	Search Outlook Files 🔎
Organize 👻 New	folder	III 🔻 🔟 🔞
	Name	▼ Date modified Type
✓ ★ Favorites	backup.pst	7/24/2013 7:42 AM PST File
Desktop	backups.pst	7/24/2013 2:50 PM PST File
 Recent places Libraries Documents Music E Pictures 	~ <	>
F	ile name: backups.pst Tools	 ✓ Outlook data files (*.pst) ✓ Open Cancel

8. Select desired Options and click Next >.

Import Outloo	k Data File 🛛 🗙
Options Replace du Allow dupl	plicates with items imported cates to be created ort duplicates
< Ba	ick Next > Cancel

9. Select the top level folder, ensure the **Include subfolders** check box has been selected, choose the location where the .pst file should be imported, and click **Finish**.

I	mport Outlook Data File	×
	Select the folder to import from:	
	< Back Finish Cancel	

10. Outlook will import the .pst file to the location set previously. Once complete, Outlook will begin to push the restored file(s) to the Exchange server. If Outlook lags during this time, keep Outlook open and use Outlook Web Access until all data has been uploaded to the server.