

## IMPORTING AND EXPORTING AN OUTLOOK (.PST) FILE

### TO EXPORT

- 1) File
- 2) Import & Export
- 3) Choose Action to Perform:
  - a) Export to a file
  - b) Next
- 4) Create a file of type:
  - a) Personal Folder File (.pst)
  - b) Next
- 5) Select the folder to export from:
  - a) Check include subfolders
  - b) Highlight Personal Folders
  - c) Next
- 6) Save exported file as:
  - a) Browse to My Documents
  - b) Highlight last saved file or create/name a file Outlook today's date.pst
  - c) Rename (re-date) last saved file
  - d) Click okay.
  - e) Do Not Export Duplicate Items
  - f) Click Finish
- 7) Select No Encryption
- 8) Click OK
- 9) Your Outlook.pst will now be saved

### TO IMPORT

- 1) File
- 2) Import & Export
- 3) Choose an action to perform:
  - a) Import from another program or file
  - b) Next
- 4) Select file type to import from:
  - a) Highlight Personal Folder File (.pst)  
(you will need to scroll to find this, about 14 down)
  - b) Next
- 5) File to import:
  - a) Browse to your last saved .pst file in your My Documents Office Documents
  - b) Choose option Replace Duplicates With Items Imported
  - c) Next
- 6) Select folder to import from:

- a) Check include subfolders
- b) Highlight Personal Folders
- c) Choose Import Items into the same folder in: Choose Personal Folders from drop down box
- 7) Finish
- 8) Outlook should now import your files