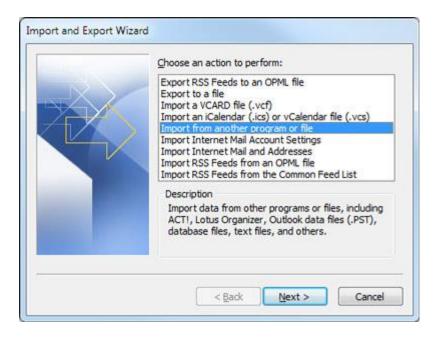
Import from an Outlook data file (.pst)

- 1. Click the **File** tab.
- 2. Click Open.
- 3. Click **Import**.
- 4. In the Import and Export Wizard, click Import from another program or file, and the click Next.



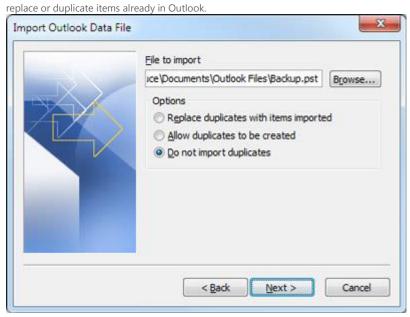
REVISED DATE: 8/25/2014 PAGE 1 OF 3

5. Click **Outlook Data File (.pst)**, and then click **Next**.



6. Click **Browse**, and then choose the file to import.

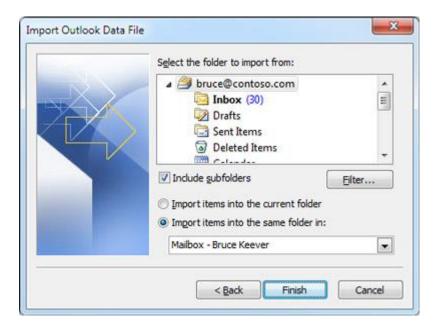
NOTE Under **Options**, it is recommended that you click **Do not import duplicates** unless you want the imported information to



7. Click Next.

REVISED DATE: 8/25/2014 PAGE 2 OF 3

- 8. If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click **OK**.
- 9. Set the options for importing items. The default settings usually don't need to be changed.



- The top folder usually **Personal Folders**, **Outlook Data File**, or your email address is selected automatically.
- **Include subfolders** is selected by default. All folders under the folder selected will be imported.
- The default selection of **Import items into the same folder in** matches the folders from the imported file to the folders in Outlook. If a folder doesn't exist in Outlook, it will be created.

10. Click Finish.

REVISED DATE: 8/25/2014 PAGE 3 OF 3