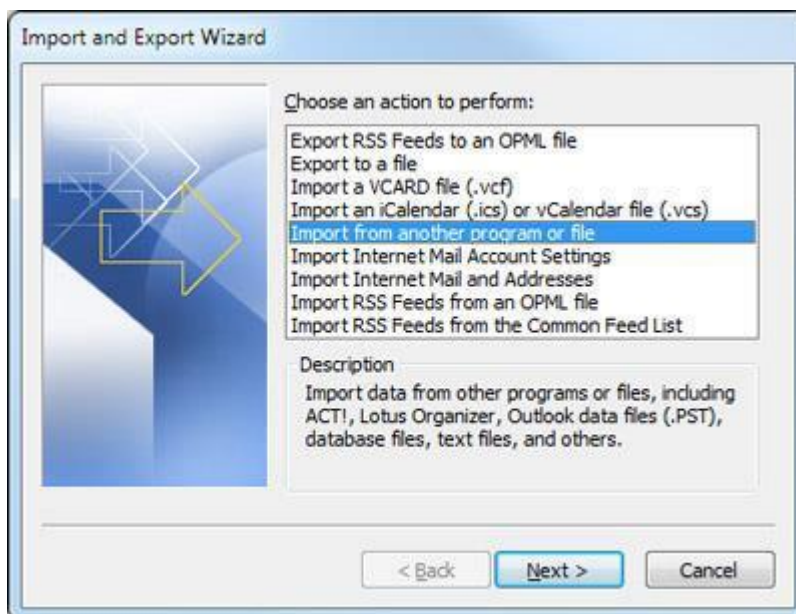




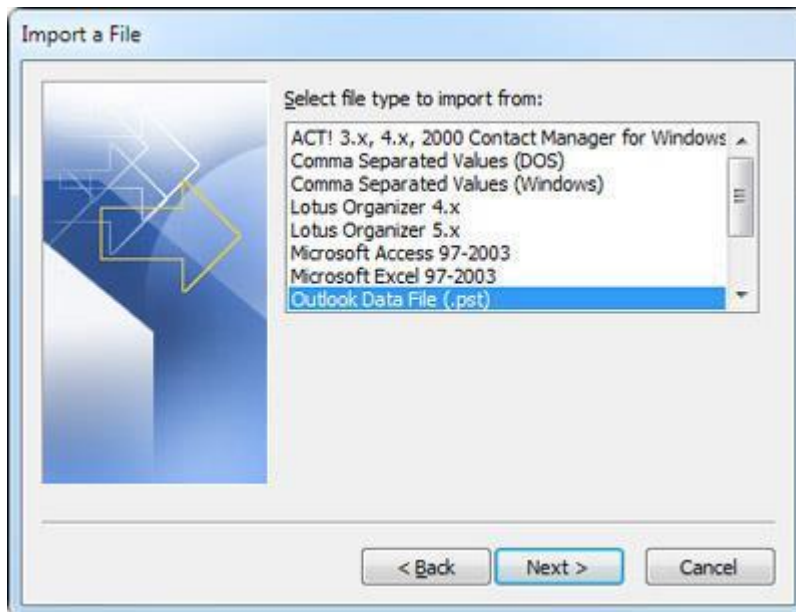
Import from an Outlook data file (.pst)

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 then click **Next**.



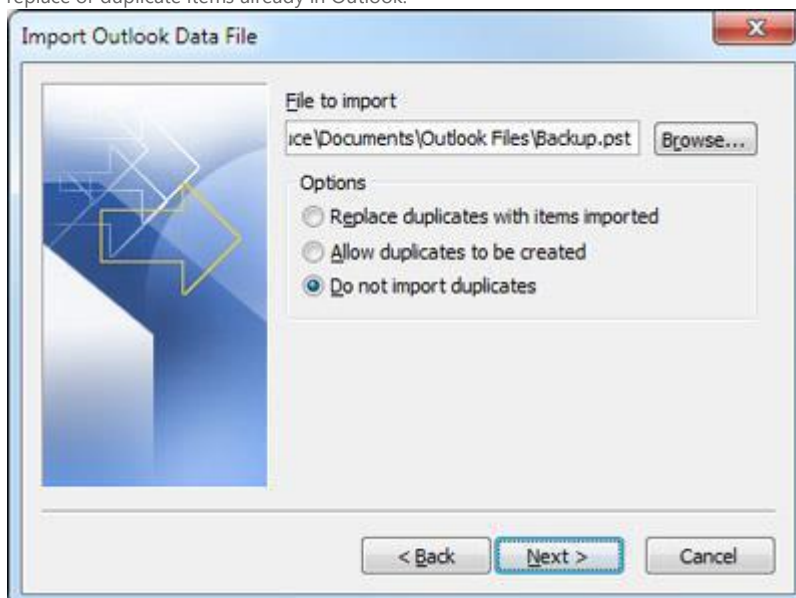


5. Click **Outlook Data File (.pst)**, and then click **Next**.



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

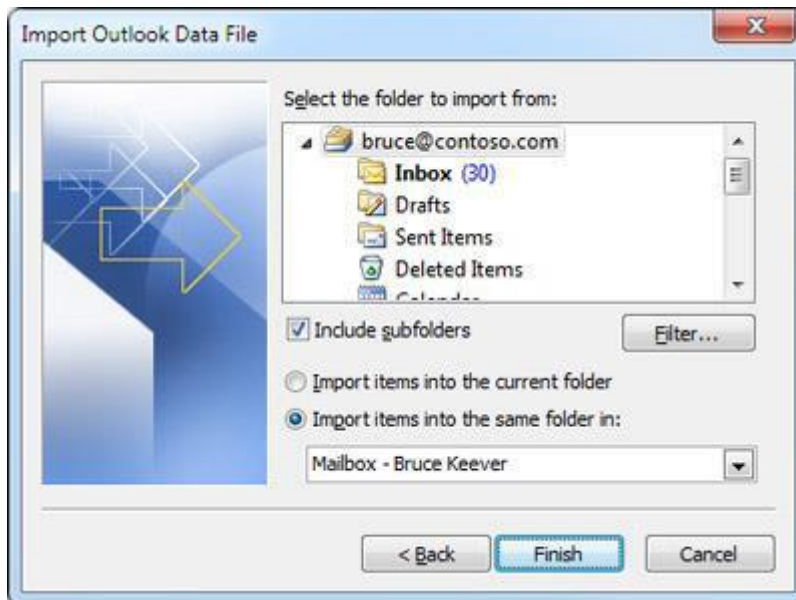
NOTE Under **Options**, it is recommended that you click **Do not import duplicates** unless you want the imported information to replace or duplicate items already in Outlook.



7. Click **Next**.



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**.