

## 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.

	Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file
	Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other programs or files, including ACT!, Lotus Organizer, Outlook data files (.PST), database files, text files, and others.



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

Select file type to import from:
ACT! 3.x, 4.x, 2000 Contact Manager for Windows A Comma Separated Values (DOS) Comma Separated Values (Windows) Lotus Organizer 4.x Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst)
< <u>B</u> ack Next > Cancel

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

NOTE Under <b>Options</b> , it is recommended that you click <b>Do not import duplicates</b> unless you want the import	ed information to
replace or duplicate items already in Outlook.	

	Eile to import
	ice\Documents\Outlook Files\Backup.pst Browse
	Options
	Replace duplicates with items imported
	Allow duplicates to be created
	O not import duplicates
-	
1000	

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.

and the second s	Select the folder to import from:	
	bruce@contoso.com     Inbox (30)     Drafts     Sent Items     Deleted Items	* III +
	<ul> <li>Include subfolders</li> <li>Import items into the current fold</li> <li>Import items into the same folder</li> </ul>	
	Mailbox - Bruce Keever	•

- 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.