



PST for Outlook 2007

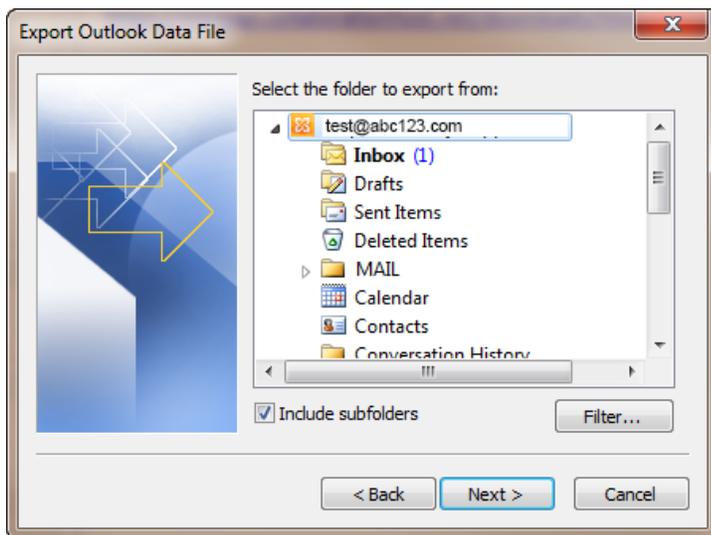
Admin Guide

Importing and Exporting .PST Files

Use this guide to import data (Emails, Calendar, Contacts, Tasks, and Notes) from your previous email provider into your Exchange mailbox. The following procedure moves Outlook data stored locally, (on your PC hard-drive or network) in a personal folder file (.pst), into your Exchange mailbox.

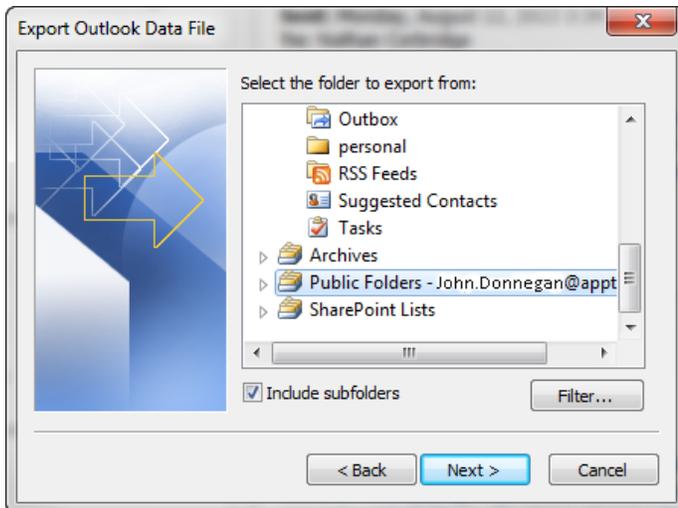
Export Legacy Mailbox to a PST - Outlook 2007

1. Open Outlook 2007.
2. Select **File > Import & Export**.
3. Select **Export to a file > Personal Folder File (.pst)**.

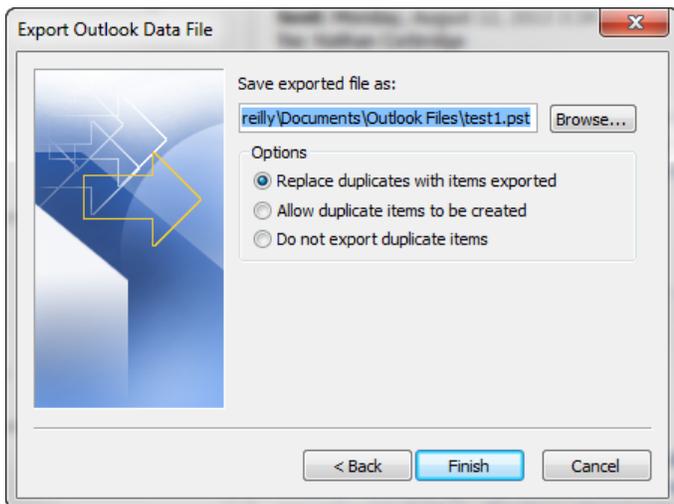


4. Select the file (Ex: test@abc123.com) and check **Include Subfolders**.
(continued after *Public Folders* subsection below)

NOTE: At this point, if you wish to export **Public Folders**, scroll down to select **Public Folders** from the list (see the example below). Be sure to check **Include subfolders**.



Click **[Next]**.



Name the file in the **Save exported file as** field and click **[Browse]** to give it a home. Click **[Finish]** when complete.

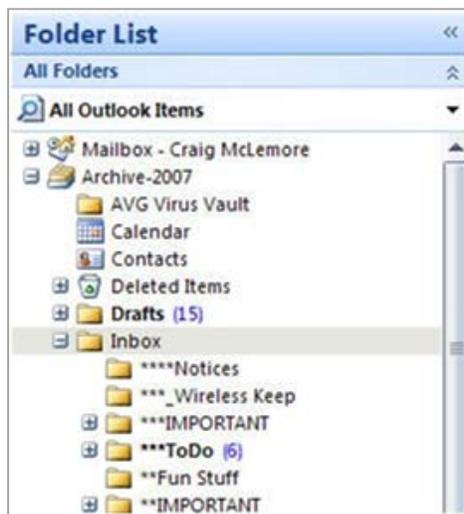
5. Name the file (Ex: test1.pst).
6. Allow the Export Wizard to create a local PST file and note the name and location of the PST file.

Import PST to New Mailbox - Outlook 2007

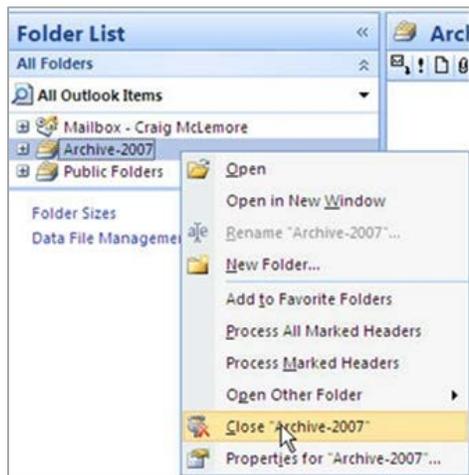
1. Double-click the desired PST file name to be opened as your archive PST file.
By default, the name of this file is "Personal Folders."
You may rename the file if you wish (Ex: Archive2007).
OR
You may assign a password to this data file.



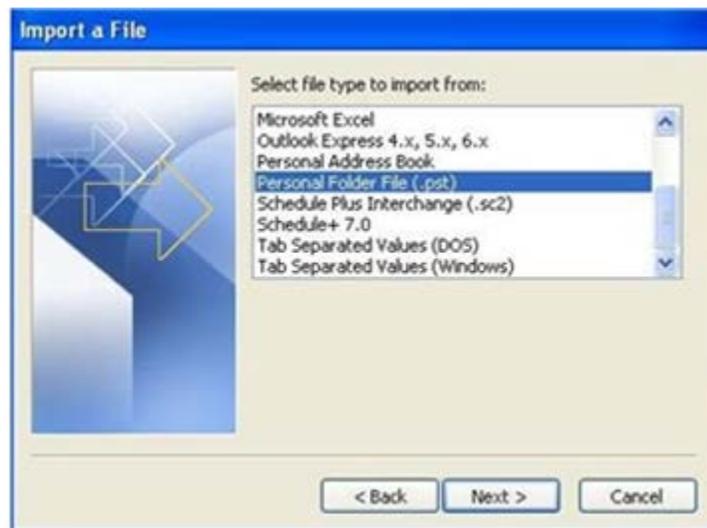
2. Expand the PST to see if this is the file you wish to use to populate your Exchange mailbox.
NOTE: In Outlook2007 you must first close this PST file before importing the file.



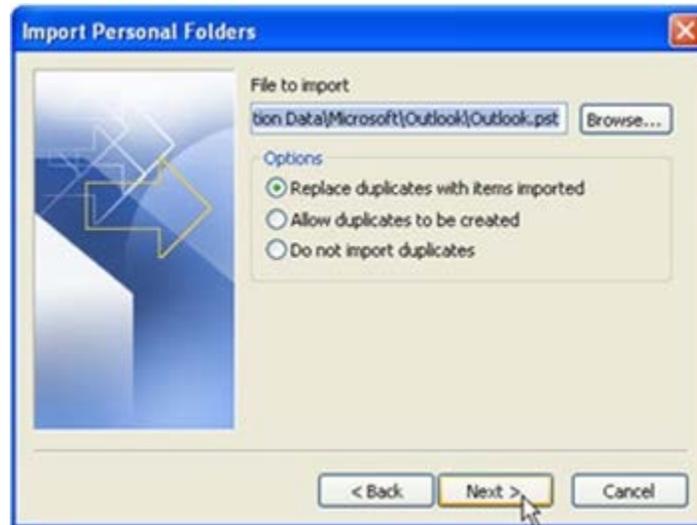
3. You are now ready to import some, or all, of the PST file into your Exchange mailbox.
NOTE: Outlook2007 Users must first close the PST file prior to beginning the Import Wizard: Right-click the PST file and close "nameofpst."



4. Begin the Import Wizard by selecting **File > Import and Export... > Import from a program or file > Personal Folder File (.pst)** and click **[Next]**.



5. Select the data file previously identified as the PST file to import.
6. Select **Replace duplicates with items imported** and click **[Next]**.
OR
Click **[Browse]** to find the PST file on your computer or network.



Carefully proceed with the following steps:

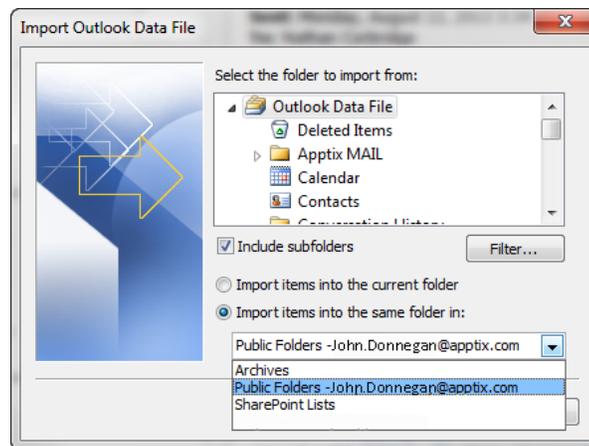
7. If you highlight the top-level folder (Ex: Archive-2007) and click the **Include Subfolders** checkbox, the entire contents of your data file will be imported into your Exchange mailbox.
Do this **ONLY IF** your Exchange mailbox is big enough to accommodate the entire PST file size and you are sure you need the entire history of your PST data on the Exchange mailbox itself.
YOU WILL HAVE ACCESS TO THE PST DATA ARCHIVE VIA THE FILE | DATA FILE MANAGEMENT function.
8. Click **[Finish]**.
The time for completion will depend upon the size of the data file.
You will not be able to utilize Outlook while the PST data is importing into your mailbox.

If you wish to import only selected items, such as Calendar, Contacts, Notes, and Tasks, see the next step.



9. To import selected items, highlight the folder desired (**Calendar** in the example), mirror the settings in the example, and click **[Finish]**.
(continued after the *Public Folders* subsection below)

NOTE: If you wish to import **Public Folders**, find the **Public Folders** option in the **Import items into the same folder in** dropdown list at the bottom of the dialog (as pictured below) before clicking **[Finish]**:



The time for completion will depend upon the size of the data being imported.

These steps will need to be repeated for any other folders/items that you wish to import (one import each for **Contacts**, then **Calendar**, then **Notes**, etc.).

If you wish to open and view the PST in your Exchange profile, select **File | Data File Management... | Add... | Personal Folder File (.pst)** and select the desired PST file.

You will then see it listed at the bottom of the folder list.

