



Microsoft Outlook Archive



The Learning Center

Import Outlook items from an Outlook Data File

If the archive file is very large it can take several hours to import. During this time you will not have use of your computer. ITS recommends importing Archive files during non-peak work hours (evening and weekends).

To Import an Archive (.pst) File in Outlook 2010

- 1. Select the **File** tab.
- 2. In the left pane select **Open**.
- 3. In the main window, select **Import**.



- 4. In the Import and Export Wizard, select **Import from another program or file**.
- 5. Click Next.



- 6. Select Outlook Data File (.pst).
- 7. Click Next.

Import a File	
	Select file type to import from: ACTI 3.x, 4.x, 2000 Contact Manager for Windows A Comma Separated Values (DOS) Lotus Organizer 5.x Lotus Organizer 5.x Microsoft Excel 97-2003 Outbook Data File (.pst)
< Back Next > Cancel	

- 8. Click Browse.
- 9. Find the file to import. HSC archive files are often stored on the H drive. Contact your CSC if you are unable to find your archive pst file.
- 10. In the Options section, select **Do not import duplicates**.
- 11. Click Next.
- 12. Select the main folder, often called archive.
- 13. Keep the check beside **Include** subfolders.
- 14. Select **Import items into the same folder in**. If a folder doesn't exist in Outlook, it will be created.
- 15. Click Finish.

To Import an Archive (.pst) File in Outlook 2013

- 1. Select the **File** tab.
- 2. In the left pane select **Open & Export**.
- 3. In the main window, select **Import/Export**.



5. Click **Next**.









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- 6. Select Outlook Data File (.pst).
- 7. Click Next.



File to import

Options

HS\Documents\Outlook Files\backup.pst Browse...

<Back Next > Cancel

Replace duplicates with items imported

Allow duplicates to be created
Do not import duplicates

Import Outlook Data File

X

- 8. Click Browse.
- 9. Find the file to import. HSC archive files are often stored on the H drive. Contact your CSC if you are unable to find your archive pst file.
- 10. In the Options section, select **Do not import duplicates**.
- 11. Click Next.



- 13. Keep the check beside Include subfolders.
- 14. Select **Import items into the same folder in**. If a folder doesn't exist in Outlook, it will be created.
- 15. Click Finish.

