



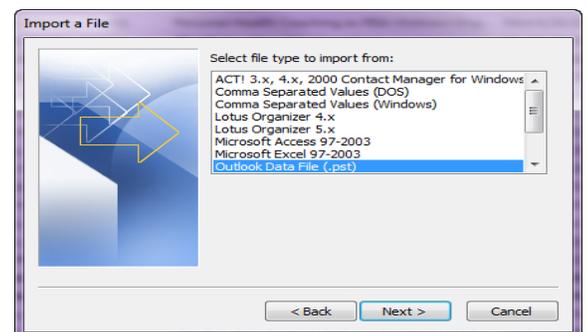
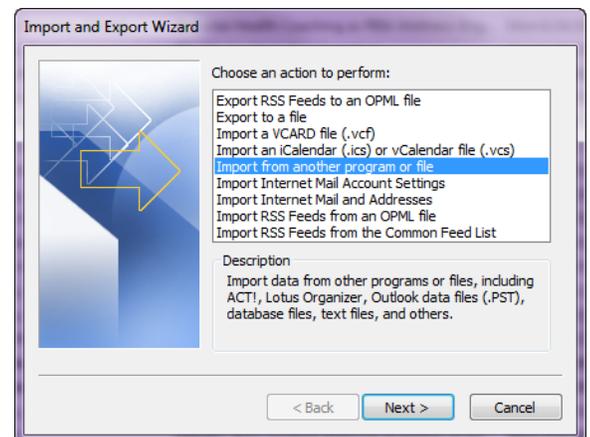
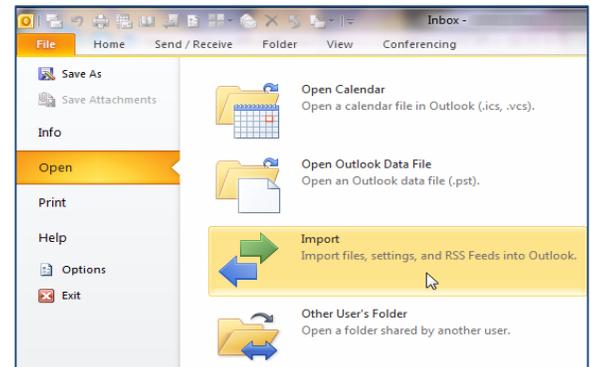
Microsoft Outlook Archive

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

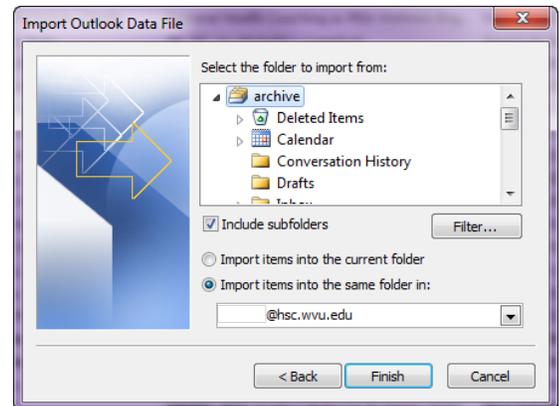
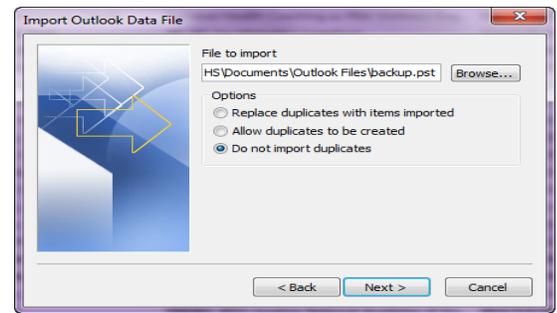
1. Select the **File** tab.
2. In the left pane select **Open**.
3. In the main window, select **Import**.
4. In the Import and Export Wizard, select **Import from another program or file**.
5. Click **Next**.
6. Select **Outlook Data File (.pst)**.
7. Click **Next**.



Importing your Archive

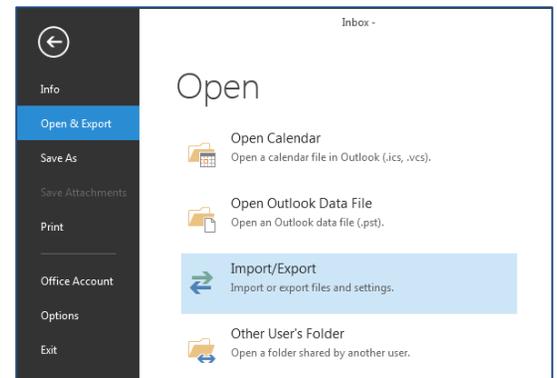
8. Click **Browse**.
9. Find the file to import. HSC archive files are often stored on the H drive. Contact your CSC if you are unable to find your archive pst file.
10. In the Options section, select **Do not import duplicates**.
11. Click **Next**.

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**.

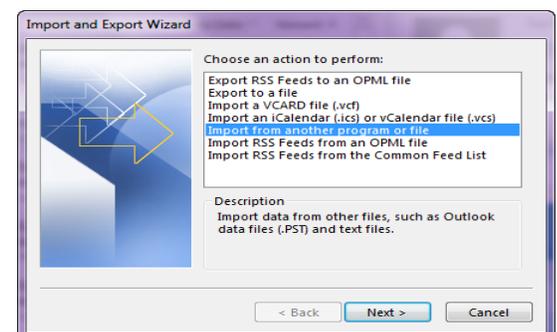


To Import an Archive (.pst) File in Outlook 2013

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



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



Importing your Archive

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

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**.
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15. Click **Finish**.

The Learning Center

