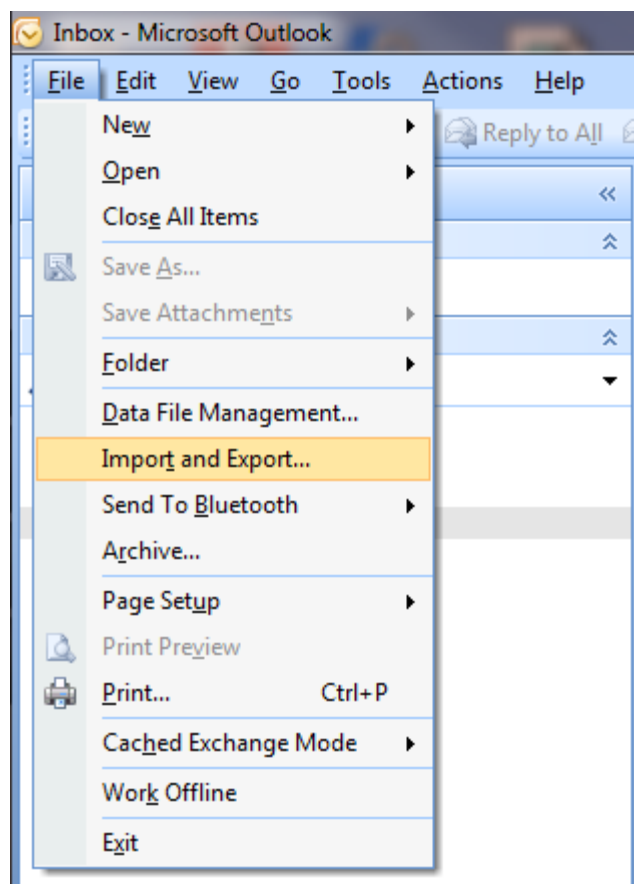


## Exporting / Importing Mail ->

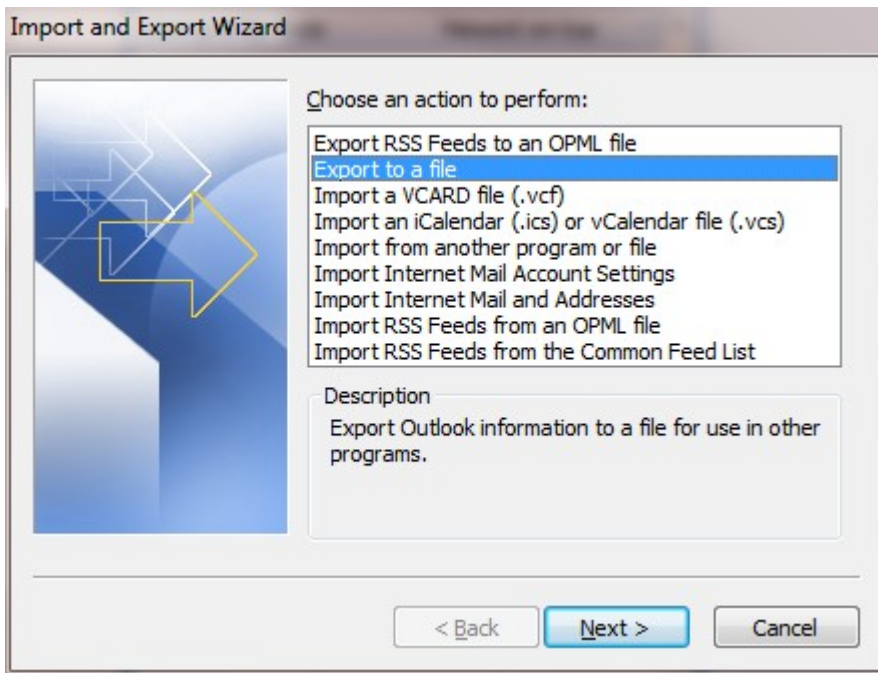
This document describes the process for using a .pst file to export mail from one profile in Microsoft Outlook 2007 and then import the mail to a different profile.

The first step is to login to account you wish to move mail from and use the export function to create a .pst file containing your mail.

From Microsoft Outlook select File -> "Import and Export ..."

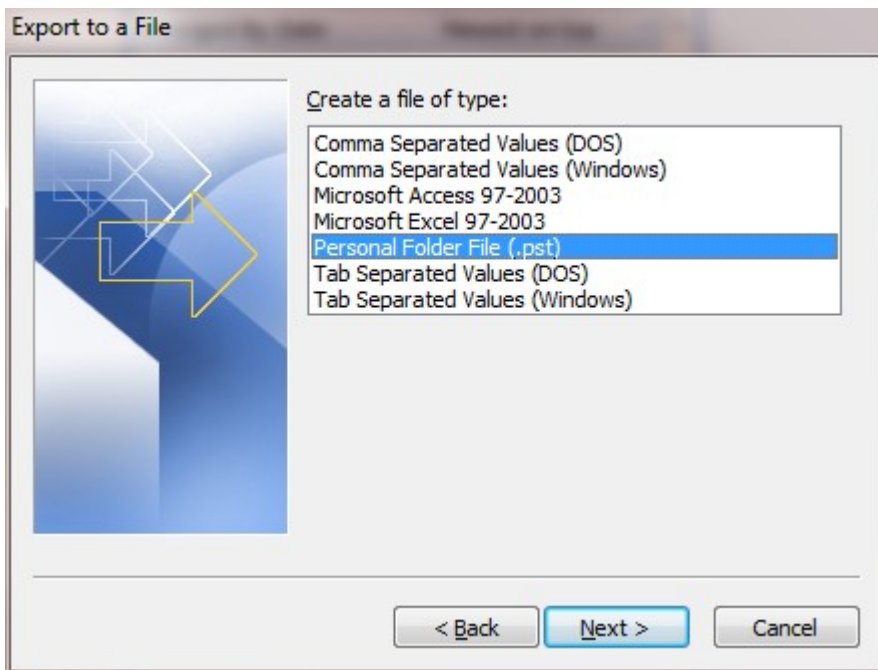


In the window that opens select "Export to a file"



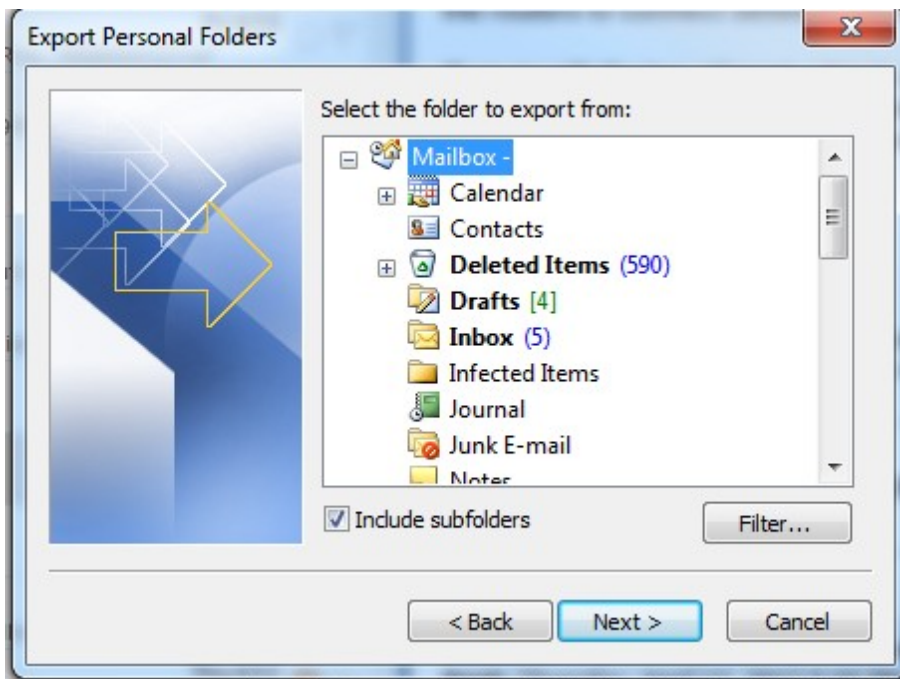
Select NEXT

Select Personal Folder File(.pst) as the File Type:

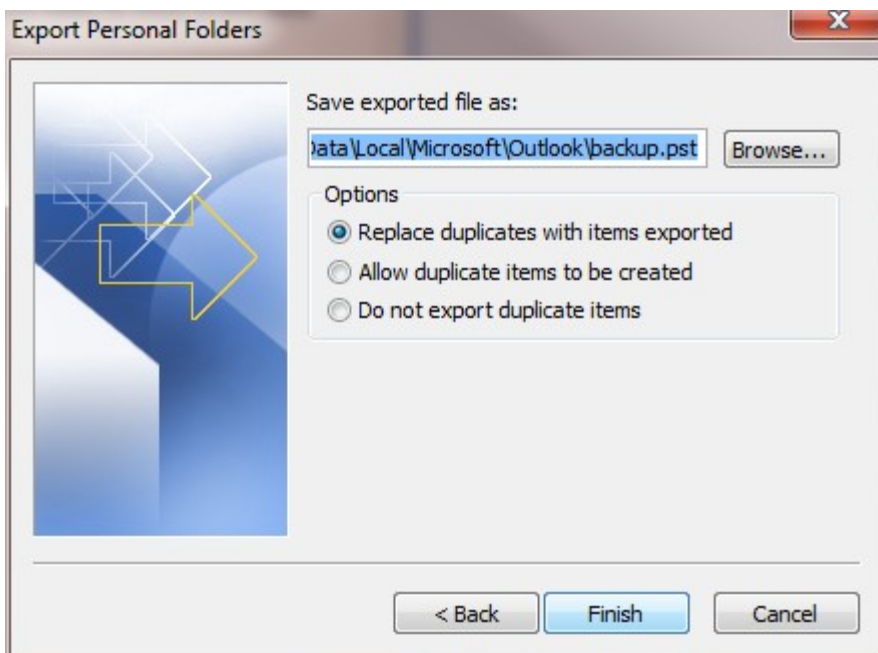


Select NEXT

Use this window to select the items you want to move to your new profile:



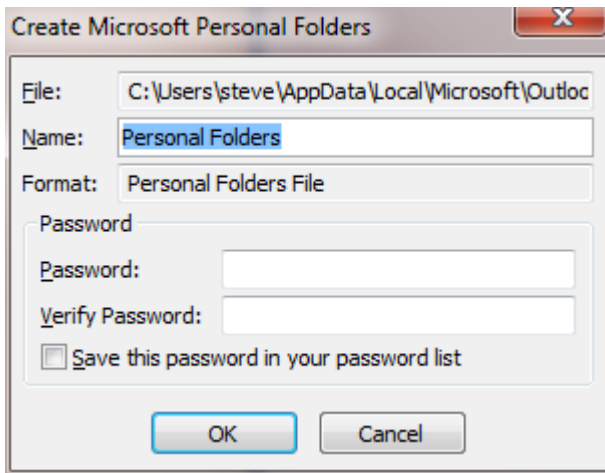
Select NEXT



Use the "Browse ..." button to select a location in the filesystem to store the pst. **Remember this location as you will need it later when you import the file.**

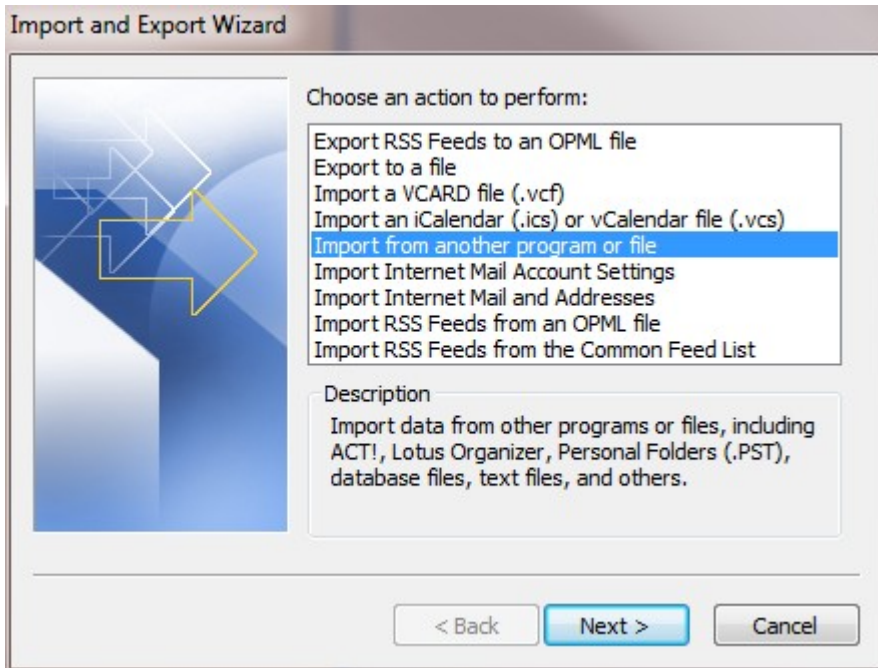
Select FINISH.

The Password on this page is used only to access the archive you are creating. You do not need to create a password to create the archive. If you forget this password USI staff has no way to recover or reset it.



Select OK to begin the archive process.

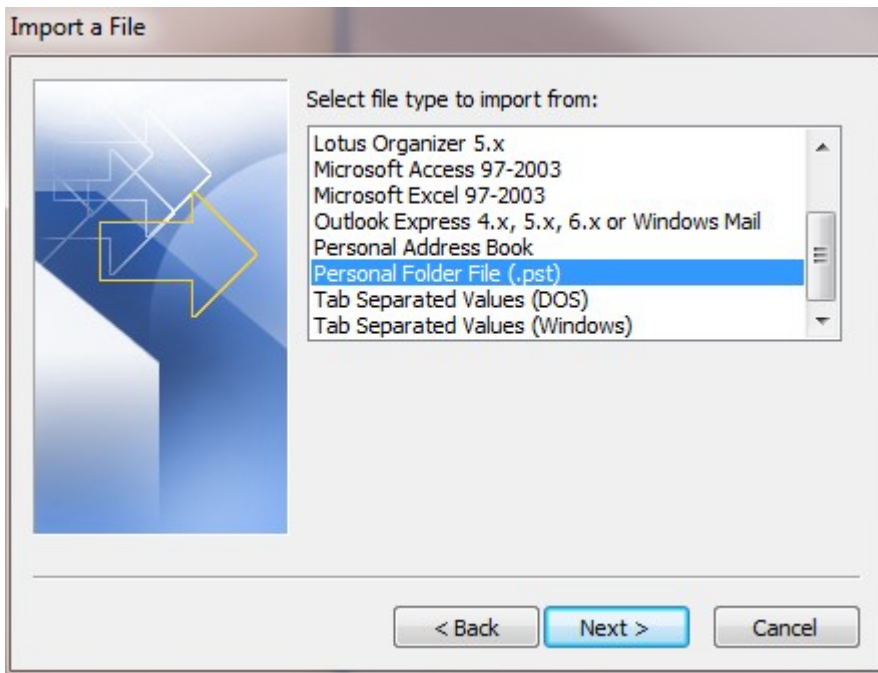
To import the archive login the account you are moving the mail to open the File -> "Import and Export ..." as above.



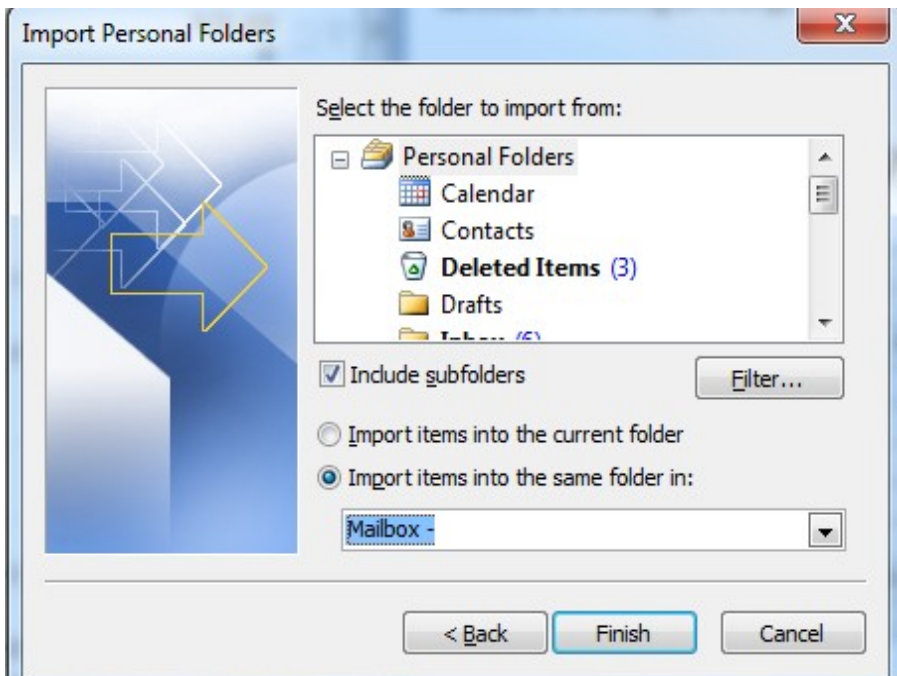
Select Import from another program or file

Select Next

Page down to locate Personal Folder File(.pst) from the list of file types:



Select the folders and locations:



Select FINISH to begin the import.