

Post Migration: Importing a .pst file and opening Personal Folders and Previously Archived mail in Office 2010 and 2007

If you have not already done so, please set up your new profile in Outlook. Instructions can be found here: http://www.umb.edu/it/getting_services/email/office365

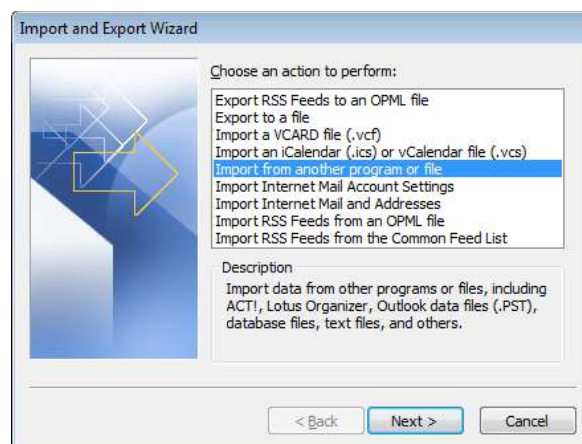
After **Launching Outlook**, you will initially see only your new e-mails post-migration. In order to see your older mail, calendar items, etc, you will need to **import the Migration folder you created pre-Migration**.

Click **File**, highlighted in **orange** in the upper left corner. Click **Open**, then **Import**.

In **Office 2007**, you Click **File** then **Import and Export**.



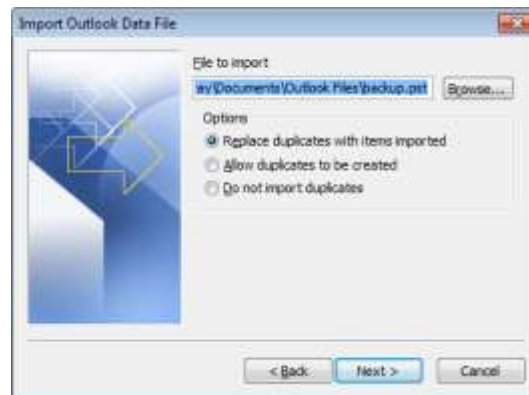
The **Import and Export Wizard** will open with **Import from another program or file** already highlighted for you. Click **Next**.



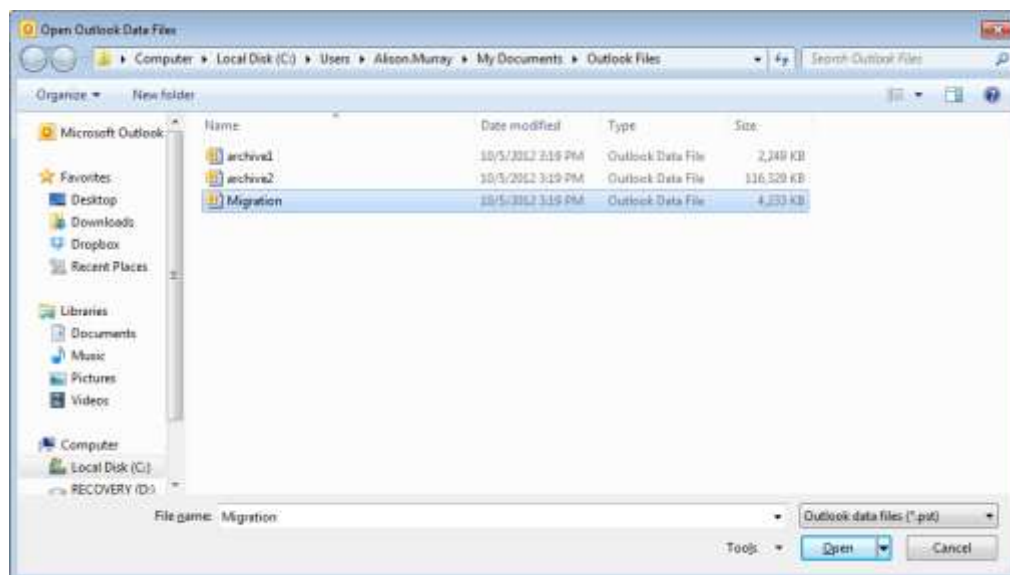
In the **Import a file** Window, **scroll down** and select **(.pst)**. In **Office 2010** it's listed as an **Outlook Data File**. In **Office 2007** it's listed as a **Personal Folder File**.



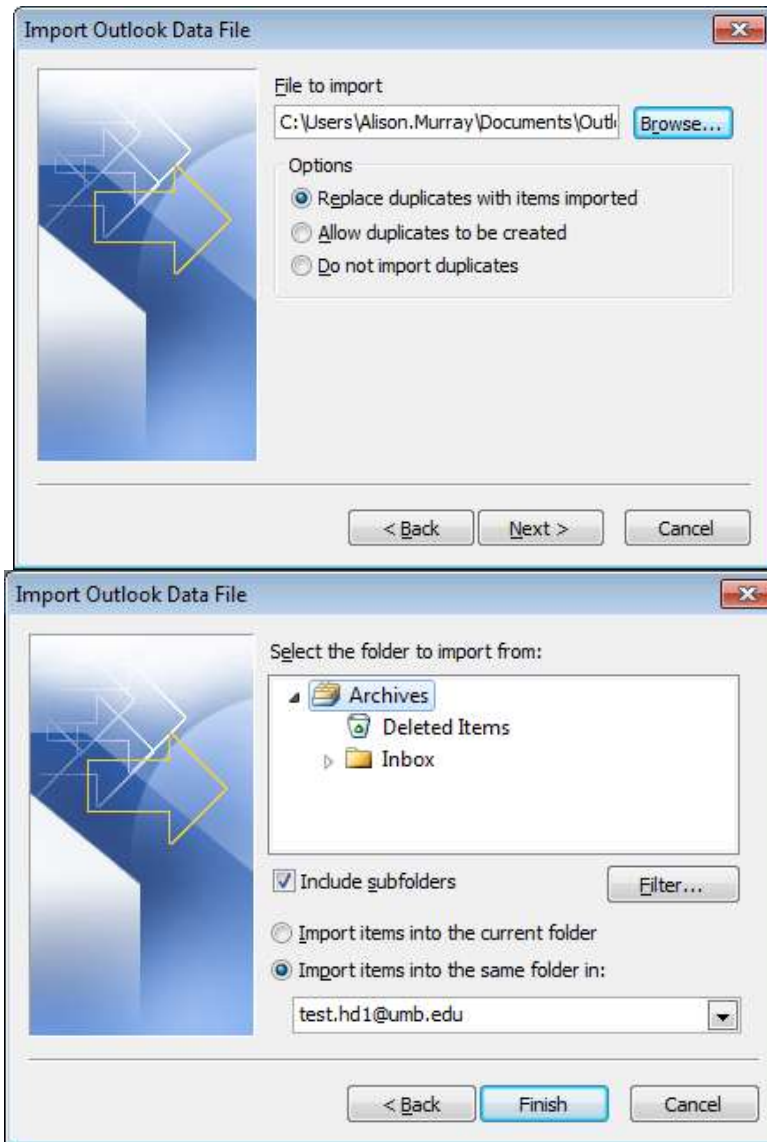
In the next window, click the **Browse** button.



A window will open with all of the available **.pst** files on your computer. **Select** the one called **Migration** and click **Open**.



Now that you have selected the **Migration .pst**, make sure the radio button for **Replace duplicates with items imported** is selected. Click **Next**.



The above screen will appear with your **selected** file. **Include subfolders** will already be checked, as well as the username location. Just click **Finish** at this stage.

Your files will start importing and **may take some time depending on the size of your file**. You may initially see an **Archive** folder open on the **left panel**, but it will disappear once the import is complete. All of your files should appear in the same structure of your old profile.

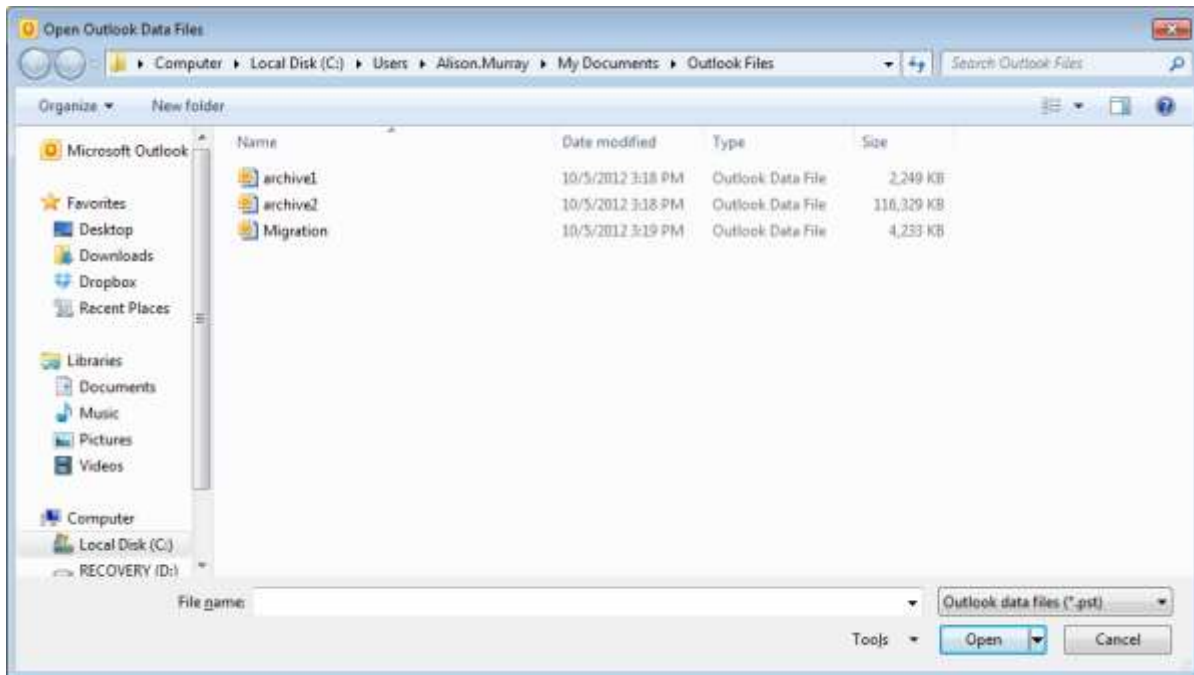
If you **did not** have previous **Archives** or **Personal Folders**, you're all set!

If you had **Archives** or **Personal Folders** set up prior to Migration, **you do not need to Import them**. You only need to **open** the file, aka tell Outlook where to find your old files. **Please proceed to the next page**.

To **Open** a file: click **File**, highlighted in **orange** in the upper left corner. Click **Open**, then **Open Outlook Data File**. In **Office 2007**, the path is exactly the **same**.



The Window with the available .pst files will open and you **click the file you want**, then click **Open**. The files and subfolders previously created will appear on the left panel of Outlook just as they did in your old profile. Below, I would choose one of my archive folders.



Your setup is now complete!