## Import your old Outlook Data File (.pst) to your

## Office 365 email

If you had a particular folder structure or additional outlook data files you want to attach to your new Office 365 email in Outlook the **Import and Export Wizard** is the easiest way to complete the task.

- 1. Click the File tab.
- 2. Click Open.
- 3. Click Import.
- 4. In the **Import and Export Wizard**, click **Import from another program or file**, and the click **Next**.

	Choose an action to perform:
XX	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file
	Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other programs or files, including ACT!, Lotus Organizer, Outlook data files (.PST), database files, text files, and others.

## Click Outlook Data File (.pst), and then click Next.

Select file type to import from:
ACT! 3.x, 4.x, 2000 Contact Manager for Windows Comma Separated Values (DOS) Comma Separated Values (Windows) Lotus Organizer 4.x Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst)

6. Click **Browse**, and then choose the file to import.

If you are trying to import your old file structure, your file will likely be located at

C:\Users\YOURUSERNAME\AppData\Local\Microsoft\Outlook

If you are trying to import your ARCHIVE file, point it to the location you saved your archive.pst to—possibly your G:\ drive or your "documents" folder.

It is recommended that you click Do not import duplicates

Ele to import
ce \Documents \Outlook Files \Backup.pst Browse
Options <ul> <li>Replace duplicates with items imported</li> <li>Allow duplicates to be created</li> <li>Do not import duplicates</li> </ul>
< Back Next > Cancel

- 7. Click Next.
- 8. If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click **OK**.
- 9. Set the options for importing items. The default settings usually don't need to be changed.



- The top folder usually Personal Folders, Outlook Data File, or your email address — is selected automatically.
- **Include subfolders** is selected by default. All folders under the folder selected will be imported.
- The default selection of **Import items into the same folder in** matches the folders from the imported file to the folders in Outlook. If a folder doesn't exist in Outlook, it will be created.
- 10. Click Finish.