

Exporting and Importing Outlook Data

To Export Data:

1. In the top menu, go under File and select Import and Export.
2. In the Pop-Up window select “Export to a File” and click next.
3. Select Personal Folder File (.pst) and click next.
4. This is where you specify what you want to export. Each type of data is saved in it’s own file. So if you just want your contacts then you just pick your contacts. If you want all of your data in all of the folders then you highlight the top folder “Personal Folders” and then also check the checkbox “include subfolders” under the dialog window. *****Keep in mind that if you are exporting your mail that it will take a long time if you do not clean it out first.***** Once you’ve selected the folder(s) that you wanted, click next.
5. Under Save exported file as:, specify where you want to save your export file by clicking the browse button and place the file in a location where you can find it. You can rename the file as long as you leave the file extension as .pst. Click finish.
6. Click ok when you get prompted for compression and password settings. Accept the defaults.
7. Wait until it’s done exporting and then you’re done.

To Import Data:

1. In the top menu, go under File and select Import and Export.
2. Select “Import from another program or file” and click next.
3. Select “Personal Folder File (.pst) and click next.
4. In the “File to Import” window, use the browse button to find the .pst file you want to import. Under options specify how you want Outlook to treat duplicate items and then click next.
5. Select the folder(s) to import and then click finish.
6. Wait until the data has been imported and then you’re done.