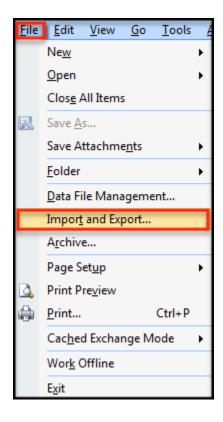
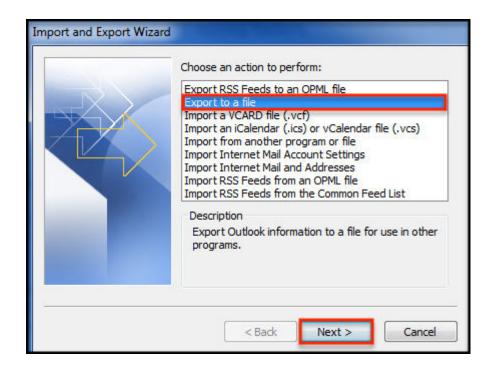
Migrate Exchange to Exchange with Outlook

- 1. Open Microsoft Outlook[®] and log in to your previous Microsoft Exchange mailbox.
- 2. Select File > Import and Export, as shown in the following image:



The Import and Export Wizard opens.

3. Select **Export to a file** and click **Next**.



4. On the next screen, select Personal Folder File (.pst) and click Next.

Then, perform one of the following actions and click **Next**:

- To export an entire mailbox, including calendar, contacts, tasks, and notes, click once on the top folder (which has the format **Mailbox Your Name**), then select the **Include subfolders** check box.
- To export a public folder, click once on the top folder (or **Public Folders** to export all public folders), then select the **Include subfolders** check box.
- To export individual **Calendars, Contacts, or Tasks**, highlight the individual folder, then select the **Include subfolders** check box.
- Save the export as a .pst file. You are prompted for a save location. The default save location is C:\\Documents and Settings\\(user name)\\Local Settings\\Application Data\\Microsoft\\Outlook\\backup.pst.

| Export to a File | |
|------------------|---|
| | Create a file of type: |
| | Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 |
| | Personal Folder File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows) |
| | |
| | |
| | |
| | < Back Next > Cancel |

Note: To make it easier to locate the file later, save it to your desktop. You need to know the location of the file to import it into your new account.

6. Select the root folder of your mailbox, then select the check box to Include subfolders and click Next. On the next screen, ensure that you leave the option Replace duplicates with items exported selected, then click Finish to begin your export, as shown in the following images:

| Mailbox Inbox (12) Drafts [6] Sent Items Deleted Items Calendar Contacts Infected Items Journal Journal | * E |
|--|--------|
| 🔽 Include subfolders | Filter |

| Save exported file as: rs\ronnie.canizales\Desktop\backup.pst Browse |
|---|
| Options |
| Replace duplicates with items exported |
| Allow duplicate items to be created |
| O Do not export duplicate items |
| |
| |
| |

Note: Because this file is only used temporarily for export and import, we recommend that you use No Encryption for speed and compatibility purposes by leaving the password blank.

Import your PST file to your email client. After you have exported your PST file:

- Open Outlook, log in to your Microsoft Exchange mailbox, and select File > Import and Export, as shown in the following image:
- 2. View <u>File</u> <u>E</u>dit <u>G</u>o Tools Ne<u>w</u> ۲ <u>O</u>pen ۲ Close All Items Save <u>A</u>s... 2 Save Attachments ۲ <u>F</u>older ۲ Data File Management... Import and Export... Archive... Page Set<u>u</u>p ۲ Print Preview ð Print... Ctrl+P ٠ Cached Exchange Mode ۲ Wor<u>k</u> Offline E<u>x</u>it

The Import and Export Wizard opens.

3. Select Import from another program or file and click Next, as shown in the following image:

| | Choose an action to perform: |
|--|--|
| | 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, Personal Folders (.PST), database files, text files, and others. |

Select Personal Folder File (.pst) and click Next. On the next screen, click Browse to locate the PST file that you exported, as shown in the following image:

| | Select file type to import from: Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Express 4.x, 5.x, 6.x or Windows Mail |
|-----|---|
| ζZ, | Personal Address Book Personal Folder File (.pst) |
| | Tab Separated Values (DOS) Tab Separated Values (Windows) |
| - | |
| | |
| | |

5.

6. Click **Open**. Then, leave the option **Replace duplicates with items imported** selected and click **Next**, as shown in the following image:

| Import Personal Folders | |
|-------------------------|---|
| | File to import Pata \Local \Microsoft \Outlook \backup.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates |
| | < Back Next > Cancel |

7. Select Personal Folders, then select the Include subfolders check box, and click Import items into the same folder in. From the drop-down box, select the Exchange mailbox (shown as Mailbox - Your Name) into which you want to import your data. Click Finish to begin the import process, as shown in the following image:

| and the second sec | Select the folder to import from: | |
|--|---|--------|
| | Personal Folders Calendar Selected Items Deleted Items Drafts | × E |
| | Include subfolders | Filter |
| and the second se | Import items into the current fold | |
| | Import items into the same folder | r in: |
| | Mailbox - Ronnie Canizales | - |

8.