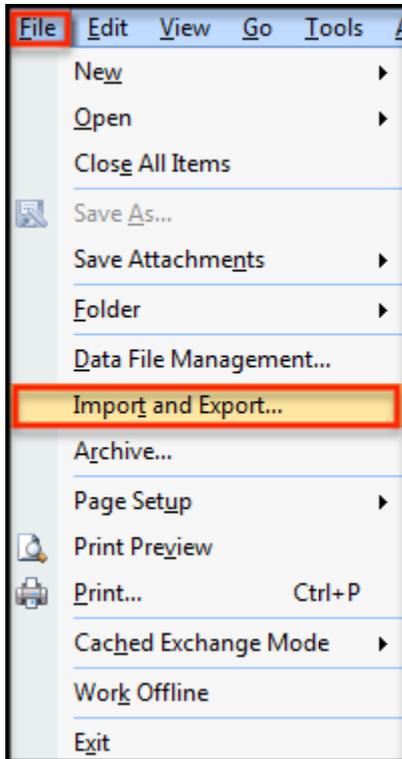


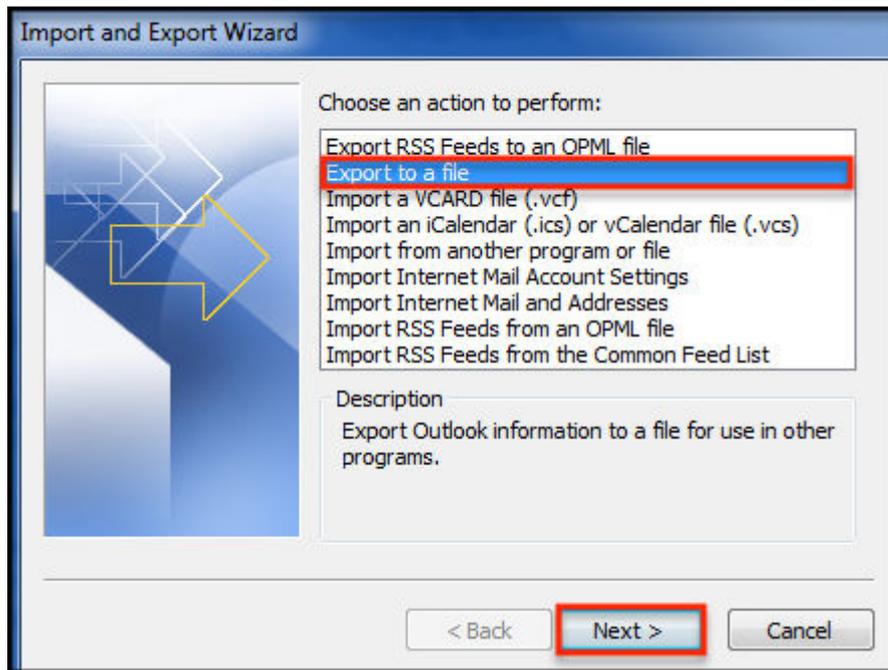
Migrate Exchange to Exchange with Outlook

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:

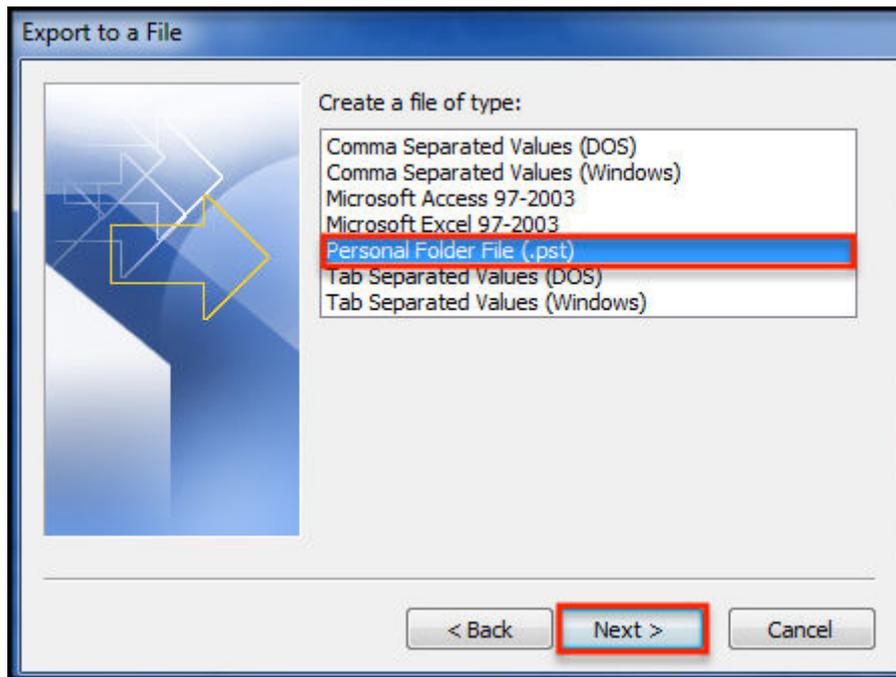


The Import and Export Wizard opens.

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

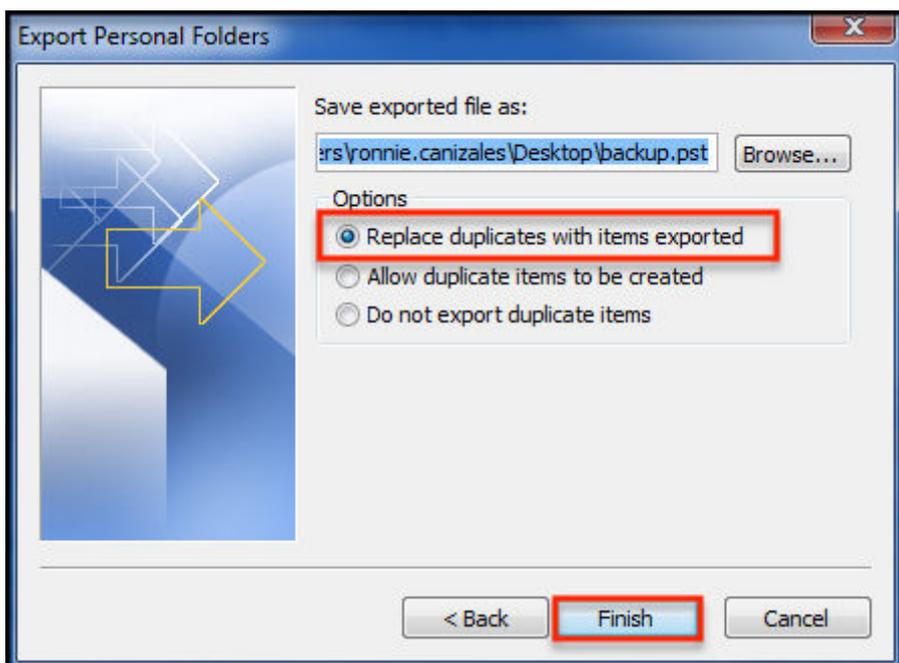
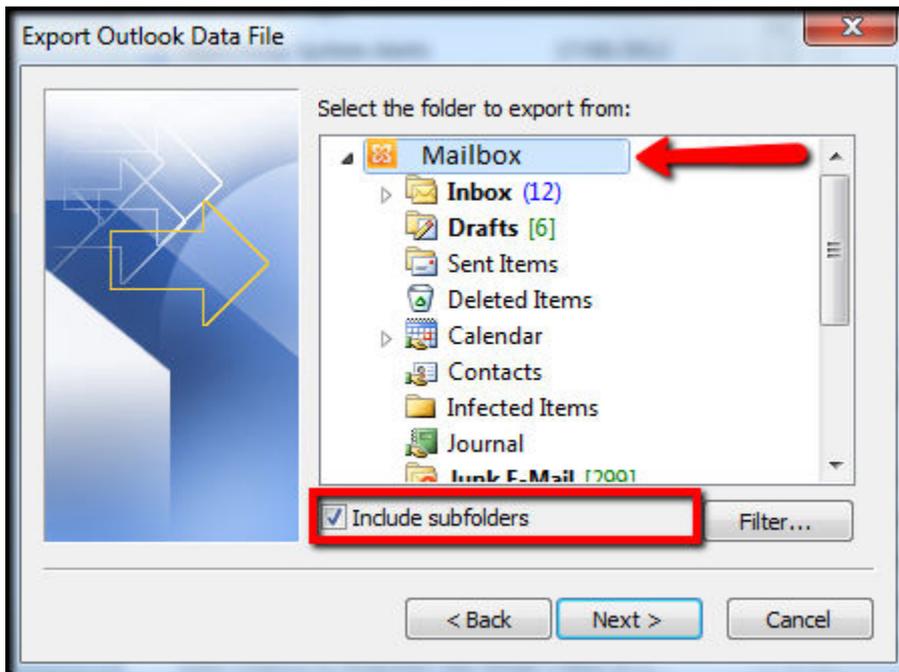


4. On the next screen, select **Personal Folder File (.pst)** and click **Next**.
Then, perform one of the following actions and click **Next**:
 - To export an entire mailbox, including calendar, contacts, tasks, and notes, click once on the top folder (which has the format **Mailbox - Your Name**), 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.
5. 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.



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:

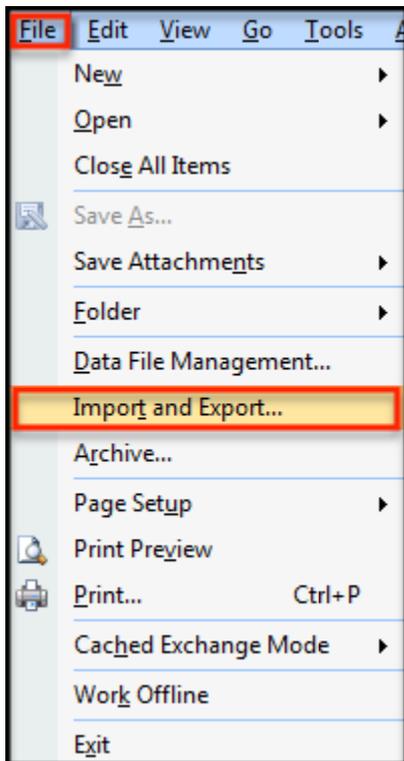


Note: Because this file is only used temporarily for export and import, we recommend that you use No Encryption for speed and compatibility purposes by leaving the password blank.

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

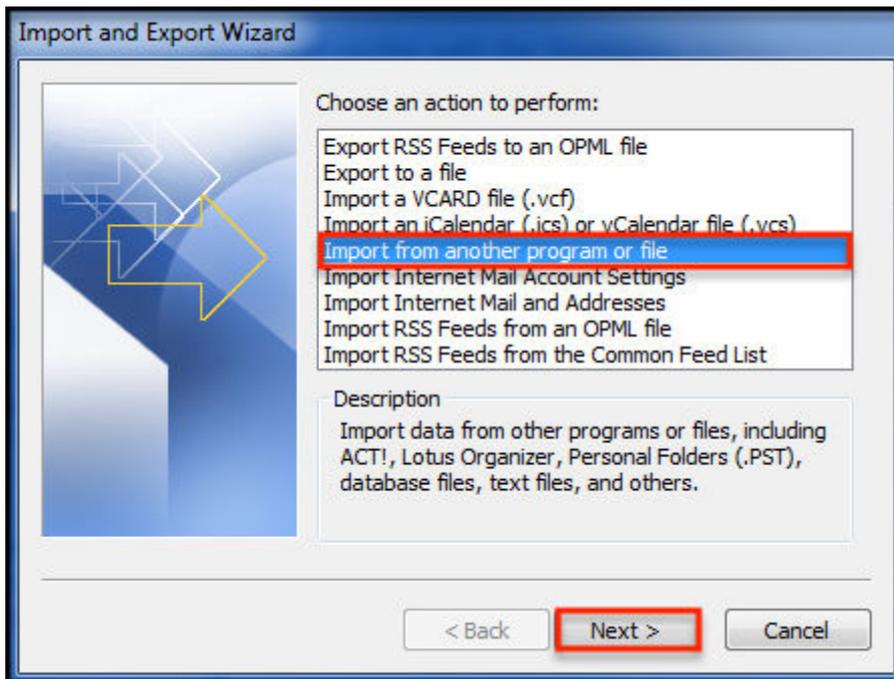
1. Open Outlook, log in to your Microsoft Exchange mailbox, and select **File > Import and Export**, as shown in the following image:

2.



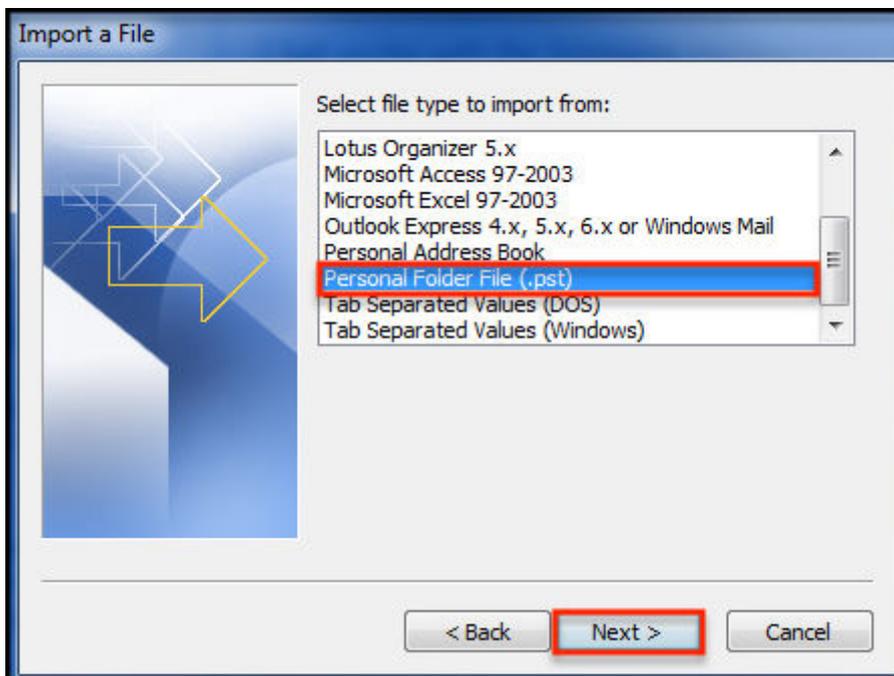
The Import and Export Wizard opens.

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

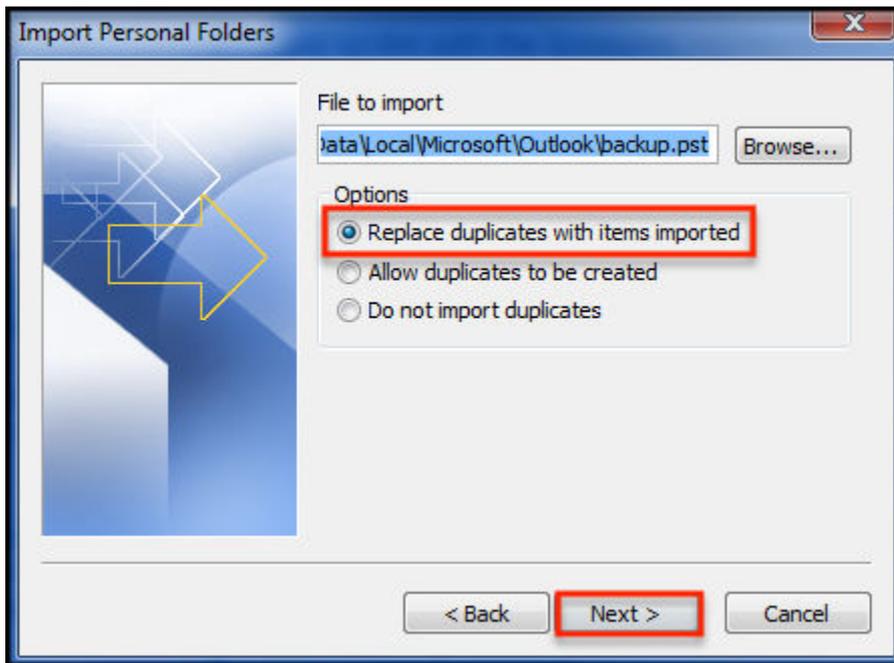


4. Select **Personal Folder File (.pst)** and click **Next**. On the next screen, click **Browse** to locate the **PST** file that you exported, as shown in the following image:

5.



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



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:

8.

