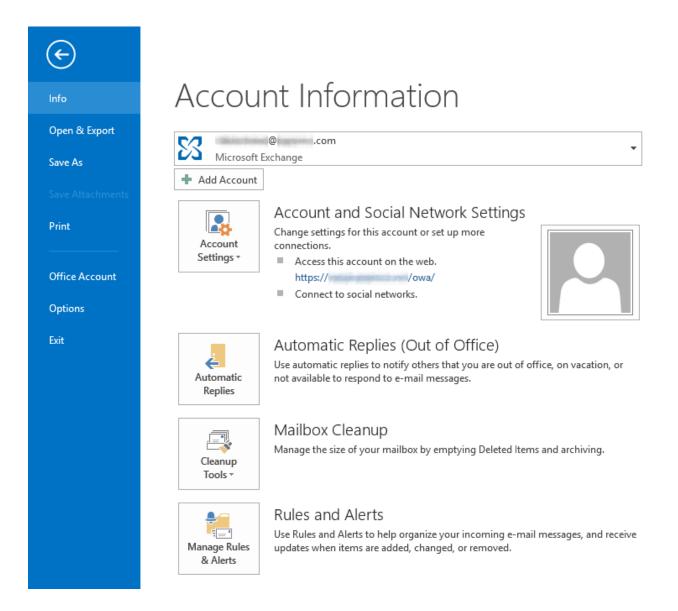
How to Import a PST File into Outlook 2013

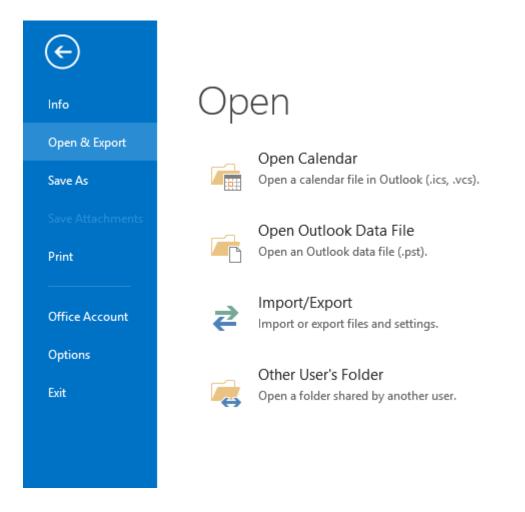
1. On the main tabs, select File.



2. On the Account Information page, select **Open & Export**.



3. On the Open page, select Import/Export.



4. In the Import and Export Wizard window, select Import from another program or file and click Next >

Import and Export Wizard
Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other files, such as Outlook data files (.PST) and text files.
< Back Next > Cancel

5. In the Import a File window, select **Outlook Data File (.pst)** and click **Next** >.

Import a File
Select file type to import from: Comma Separated Values Outlook Data File (.pst)
< Back Next > Cancel

6. In the Import Outlook Data File window, click **Browse...**.

Import Outlook Data File
File to import Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates
< Back Next > Cancel

7. Select the .pst file to import and click **Open**.

03	Open Outlook	Data Files		×
🔄 🏵 🗉 🕇 퉬 « My	Docu → Outlook Files	✓ C Searce	ch Outlook Files	Q
Organize 🔻 New folder			•== •	
^	Name	Ŧ	Date modified	Туре
A 🔆 Favorites	🖻 backup.pst		7/24/2013 7:42 AM	PST File
Desktop	backups.pst		7/24/2013 2:50 PM	PST File
🕮 Recent places				
▲ □ Libraries ▷ □ Documents				
Documents Music				
De Pictures	c			>
File nar	me: backups.pst	✓ Out	look data files (*.pst)	~
		Tools 🔻	Open Car	ncel .:i

8. Select desired **Options** and click **Next >**.

In	nport Outlook Data File	×
	File to import Ocuments\Outlook Files\backups.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates	
	< Back Next > Cancel	

9. Select the top level folder, ensure the **Include subfolders** check box has been selected, choose the location where the .pst file should be imported, and click **Finish**.

Ir	mport Outlook Data File	×
	Select the folder to import from:	er
	< Back Finish C	ancel

10. Outlook will import the .pst file to the location set previously. Once complete, Outlook will begin to push the restored file(s) to the Exchange server. If Outlook lags during this time, keep Outlook open and use Outlook Web Access until all data has been uploaded to the server.