

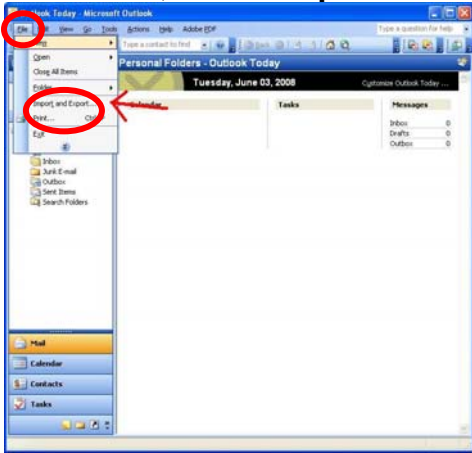
# Help Guide

## Email Upgrade Project

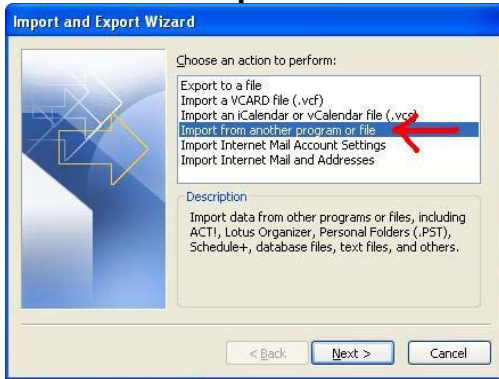
### Importing Exchange Mailbox using Outlook 2003/Outlook 2007

This help guide provides steps that employees can use to import their backed-up email into Outlook.

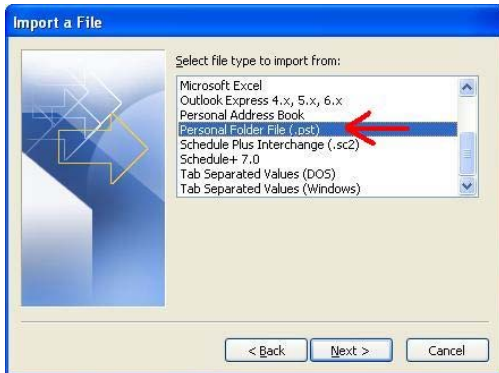
1. First **open Outlook**.
2. Click **“File”**, select **“Import and Export.”**



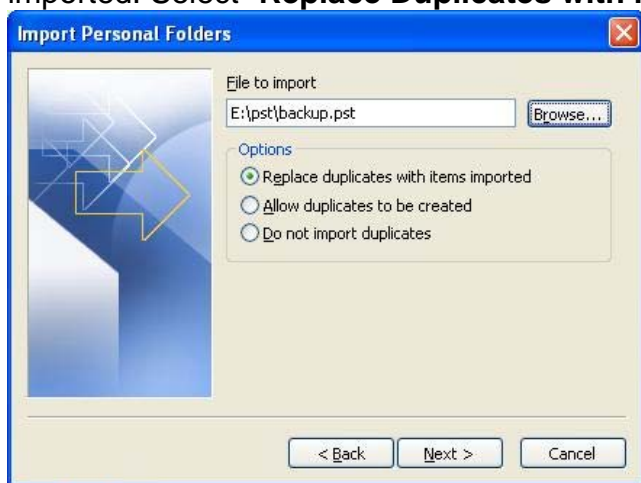
3. Then select **“Import from another program or file”** and click **Next**.



4. Then select **“Personal Folder File (.pst)”** and click **Next**.



5. A screen similar to the following will display. Click **“Browse”** and find the file that needs to be imported. Select **“Replace Duplicates with items imported”** under Options. Then click **“Next.”**



6. A screen similar to the following will display. Select **“Personal Folders,”** ensure to select **“Include subfolders,”** select **“Import items into the same folder in: Personal Folders.”** Then click **Finish**. This will begin the import process.



7. The import process will look like the screen below. The duration of this process varies. This process may take about an hour if you have many encrypted files, if you have a large import file, and also depends where the file is located.



8. After the import is complete, your Outlook screen will be populated with all the emails, contacts and other imported Items.

**If you have any questions, please contact Support Central at 220-1616 (Option 4).**