Moving Archived Mail from a PST File to Office 365



Locating Your Mail Archive PST File

If you are not sure whether you have mail stored in archive files, you will need to open your Outlook email client and look at the inventory of folders on the left side.

If your version of Outlook is accessing a locally stored archive file, it will be listed under the

other folder entries (Inbox, Sent Items, Drafts) and set off with its own arrow icon. If you would like to make sure that a listing is a PST file on your local system, right-click on it to bring up the secondary menu. If **Data File Properties** is listed as an option, then the folder that you have selected is a PST file.



If you need to know the location of the file on your system, click on the **Advanced** button on the **Properties** box. The location of the PST file in your local file system will be listed under **Filename**.

| Archives Properties × | | |
|---|--|---|
| General Archives | Outlook Data File | × |
| Type: Folder containing Mail and Post Items Location: Microsoft Outlook Description: | General Name: Archives | |
| | Filename: :rs\Documents\Outlook Files\archive.pst | |
| Show number of unread items Show total number of items When posting to this folder, use: IPM.Post Display reminders and tasks from this folder in the To-Do Bar Folder Size Upgrade to Color Categories | Format: Outlook Data File Change Password Changes the password used to access the Outlook data file Compact Now Reduces the size of your Outlook data file Comment | |
| OK Cancel Apply | OK Cancel Apply | |

Removing a data file (PST) file from an account

Before importing an Outlook data file (PST), it must first be removed from the account it is attached to.

1. Click on the File tab and select Account Settings.



2. In the **Data Files** tab, select the archive data file you wish to remove, and click **Remove**.

| Account Settings | × |
|---|---|
| Data Files Outlook Data Files | |
| Email Data Files Refeeds SharePoint Lists Internet Calendars Address Books | |
| 🛃 Add 🚰 Settings 🔮 Set as Default 🗙 Remove 🔤 Open File Location | |
| Name Location © epcc.edu C:\Users\ \AppData\Loca\Microsoft\Outlook\ @epcc.edu.ost Archives C:\Users\ \Documents\Outlook Files\archive.pst 2. Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook. | |
| Close | |

Once it has been removed from an account, the data file is able to be imported.

Importing Mail from a data file (PST) file using Outlook

1. Click on the File tab and select Open & Export.



2. Click on Import/Export.



3. Select the **Import from another program or file** option from the "Import and Export Wizard" box that should appear. Select **Next**.

| | Choose an action to perform: |
|----|---|
| R | Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) |
| | Import an icalendar (acs) or vicalendar me (acs) Import from another program or file Import PSS Feeds from an OPML file |
| -V | Import RSS Feeds from the Common Feed List |
| | Description Import data from other files, such as Outlook data files (.PST) and text files. |

4. Locate and select the **Outlook Data File** option from the "Import a File" box that should appear. You may need to use the scroll bars to locate the listing. Select **Next**.

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

Note: If the chosen data file has not been removed from the account, the following message will appear and you will be unable to proceed with the import process until that file is <u>removed from</u> its account.

| Microsof | it Outlook | × |
|----------|--|-------|
| | This Outlook data file (.pst) is already in use in the current pro | file. |
| | ОК | |

5. Use the **Browse** function on the "Import Outlook Data File" box to navigate to the PST file's location on your PC or laptop. When you have selected the PST file using the **Browse** function, the path of the file should appear in the white field next to the **Browse** button. Click the **Next** button.

| Import Outlook Data File | X |
|--------------------------|--|
| | File to import ents\Outlook Files\archive.pst Options © Replace duplicates with items imported Allow duplicates to be created O not import duplicates |
| | < Back Next > Cancel |

 To copy all the messages (including their organizing folders, if they are in folders) to your EPCC Email inbox in Office 365, leave the default settings intact on the "Import Outlook Data File" box. Then click the **Finish** button.

| Import Outlook Data File | | × |
|--------------------------|--|--------|
| | Select the folder to import from: Archives Deleted Items (76) Calendar Drafts Drafts Drafts Drafts Drafts Calendar Drafts D | < > |
| | < Back Finish Ca | ncel |

If you would only like to move some of the folders from the archive, then you will need to select those folders in the "Select the folder to import mail from" section of the box prior to clicking **Finish**. To be on the safe side, you should transfer all mail to the Office 365 space and then do any organizing (moving into folders, deleting) after the messages have been successfully copied over.

7. The messages will copy over and should appear under your Office 365 inbox.

