



**Universiteit  
Leiden**

# **User Manual**

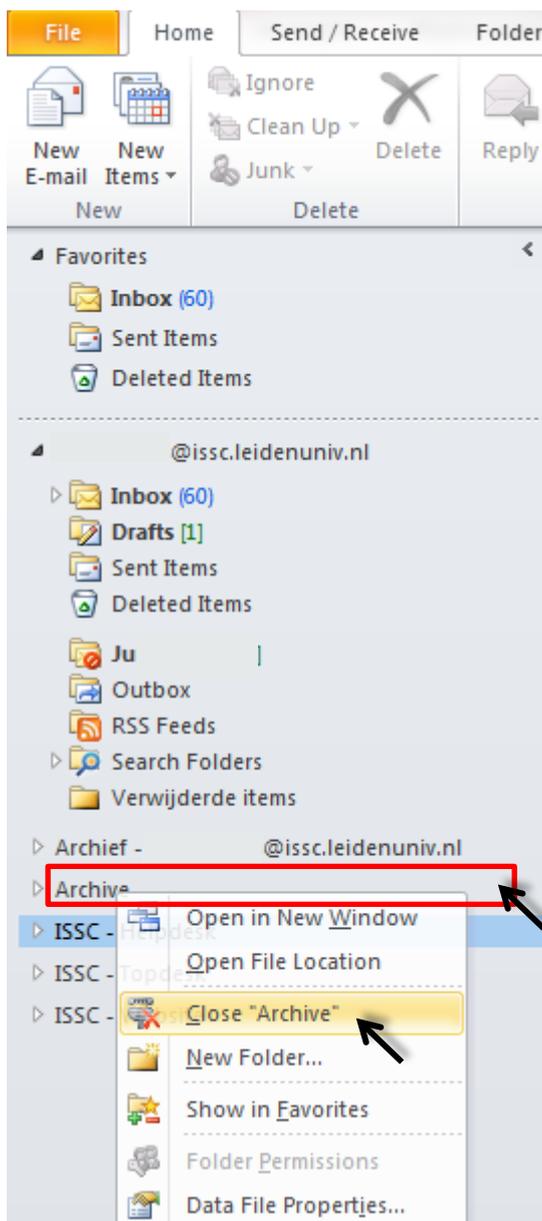
## **Importing PST files into Outlook**



## Disconnecting old archive

Before you start to import your old archive into Outlook, you will have to disconnect it first. Below you'll find step-by-step instruction how to disconnect this (pst) file.

- 1) Select your old archive (left mouse click).  
This is not the new archive.  
(You can recognize the new archive complemented with your faculty mail address).
- 2) Right mouse click, while hovering above your archive, as shown below and select **“Close Archive”**

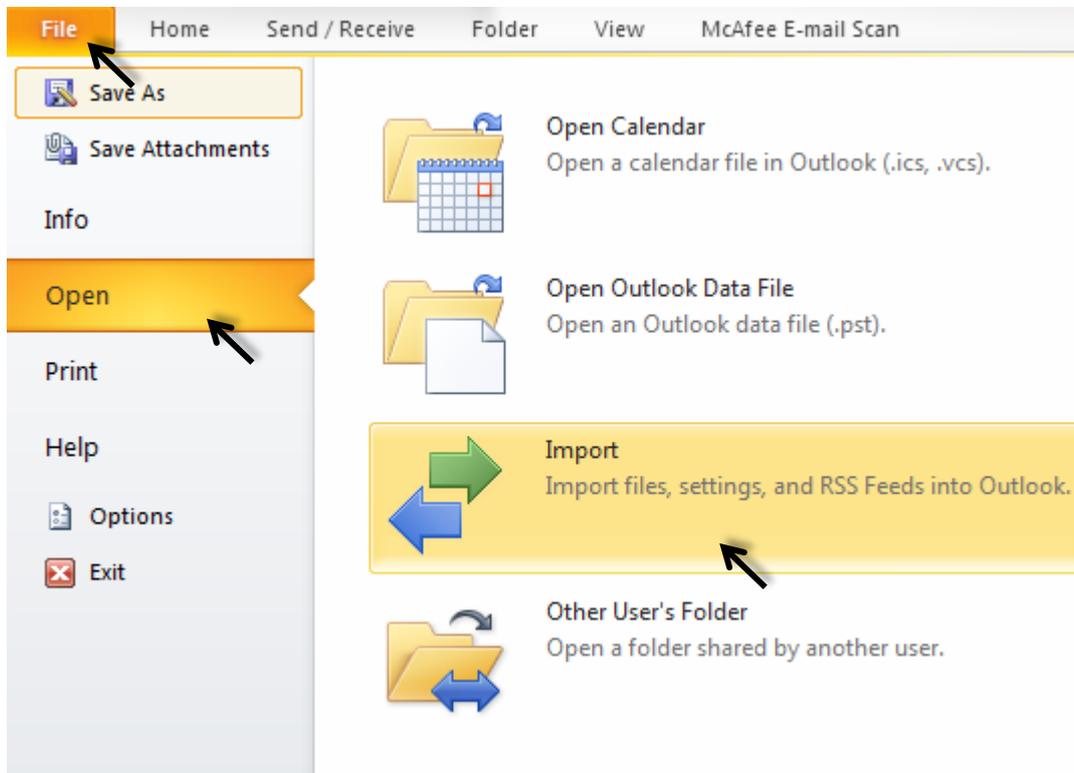


- 3) The old archive is no longer visible in Outlook. Now you can follow the steps on the next page, how to import your archive.

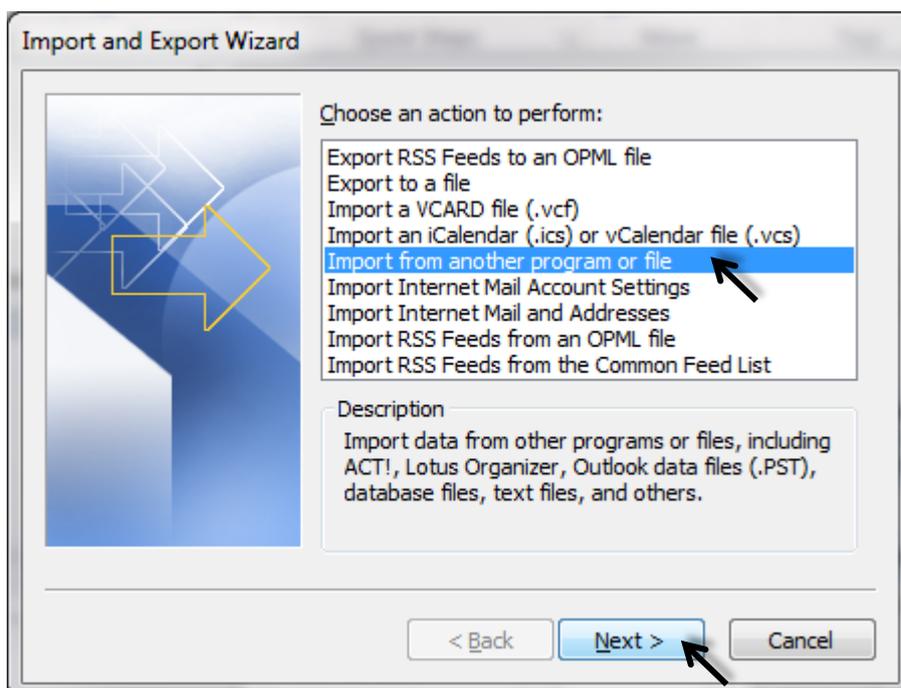
## Importing mail

This document describes how to import your archived mail (PST files) into the new archive location of Outlook 2010.

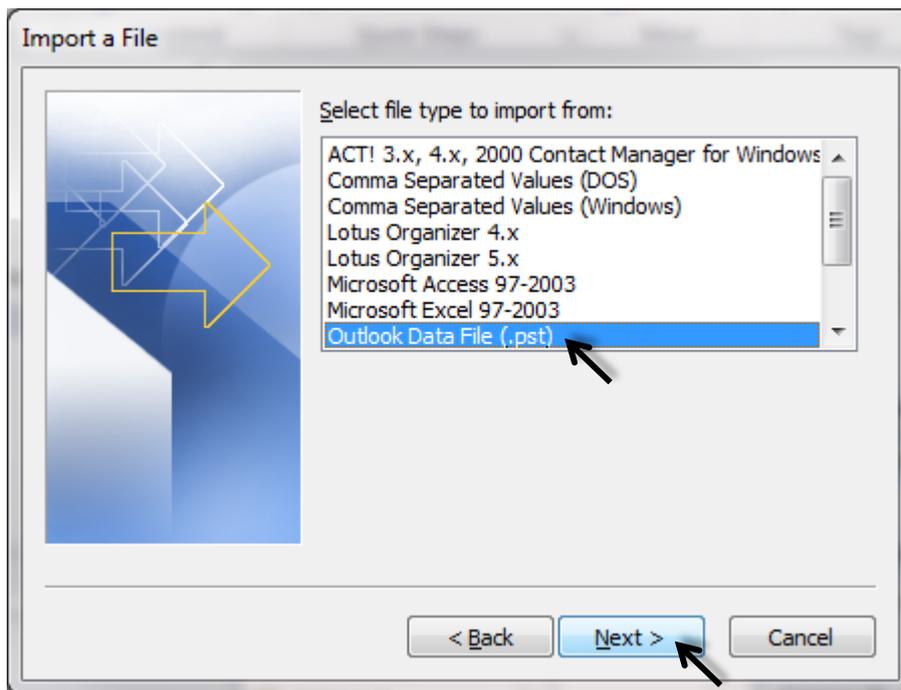
1) Click the tab “**File**”, then “**Open**” and finally “**Import**”.



2) Select “**Import from another program or file**” and then “**Next**”

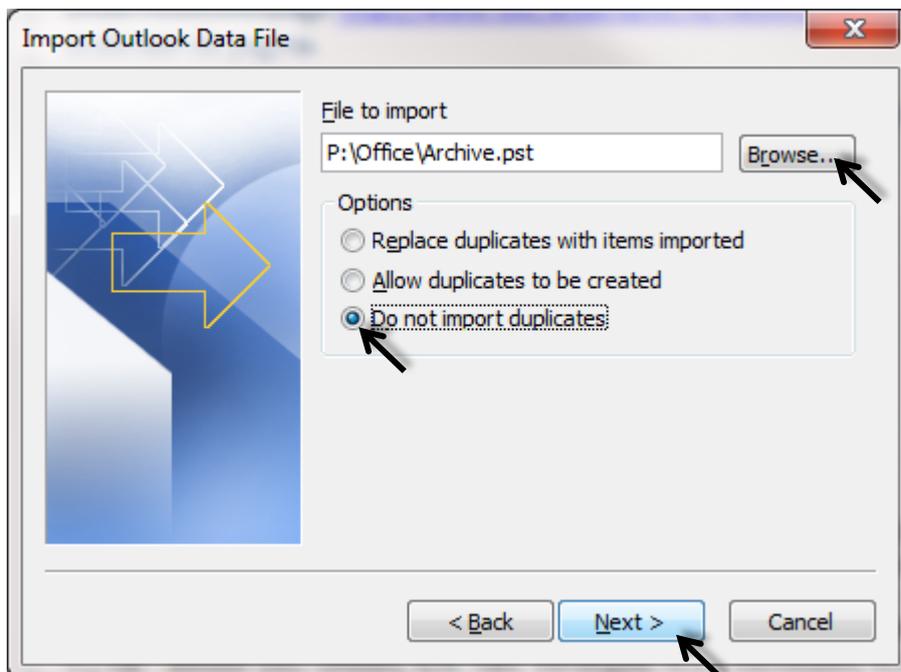


3) Select “**Outlook Data File (.pst)**” and then “**Next**”



4) Select the location of the pst file you want to import, then select “**Do not import duplicates**” and then select “**Next**”.

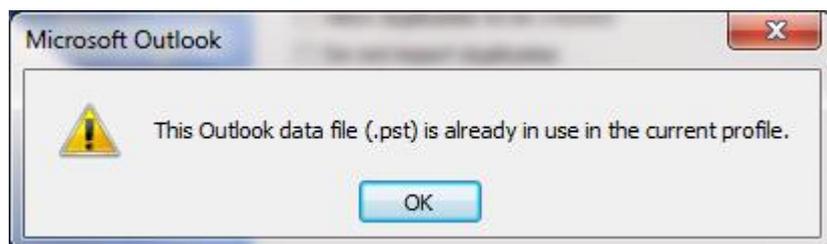
It is recommended that you click “**Do not import duplicates**” unless you want the imported information to replace or duplicate items already in Outlook.



**Note:**

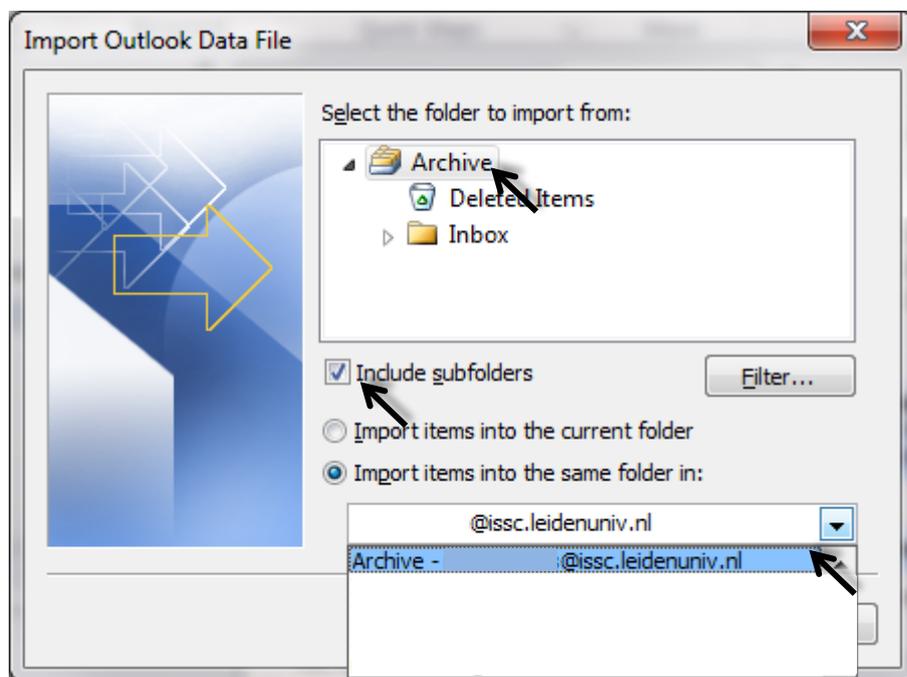
When you have more than one pst file you wish to import, then you have to repeat these steps.

**\*\*** When you still get the following message below, then the pst file you are trying to import is still in use in Outlook. Please follow the steps described at [disconnecting old archive file](#).



5) Now you can select what you like to import.

The top folder, usually Personal Folders, Outlook Data File, or your email address is selected by default and even so Include subfolders. All mail and your calendar items will be imported.



6) Finally select “**Archive - <your faculty mailadres>**” and click “**Finish**”.

*Depending on the amount of data to be imported, this copy can get take a few minutes to finish. After you have finished to import all mail, it is recommended to remove the pst file from your P-drive.*

## Archive mail folder

Within the folder view of Outlook (also Outlook Webmail) you will now find your imported mail in the archive folders.

