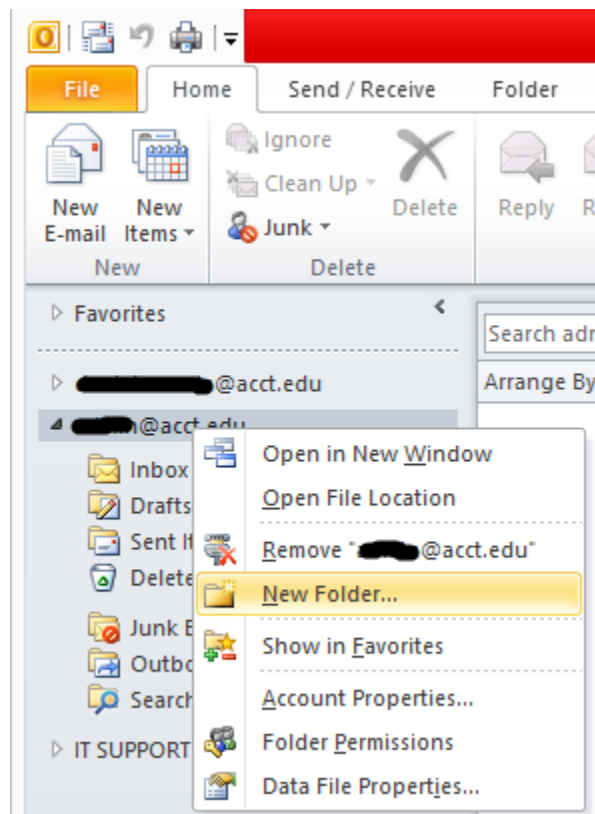


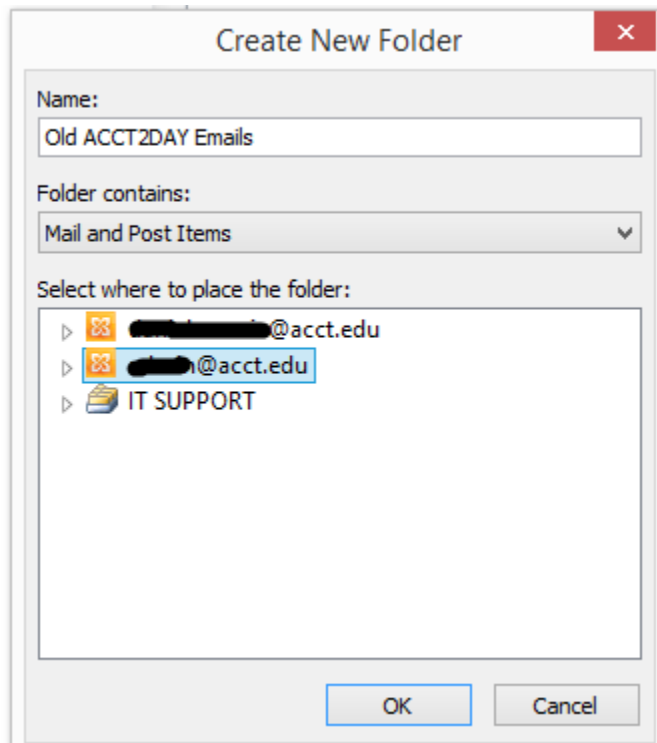
## Stage 5 - Import ACCT2DAY.ORG emails to ACCT.EDU from an Outlook Data File (.pst)

In the previous stage you exported all your emails from [yourname@acct2day.org](mailto:yourname@acct2day.org) as a .pst file. You now need to import all those emails to [yourname@acct.edu](mailto:yourname@acct.edu) email on outlook.

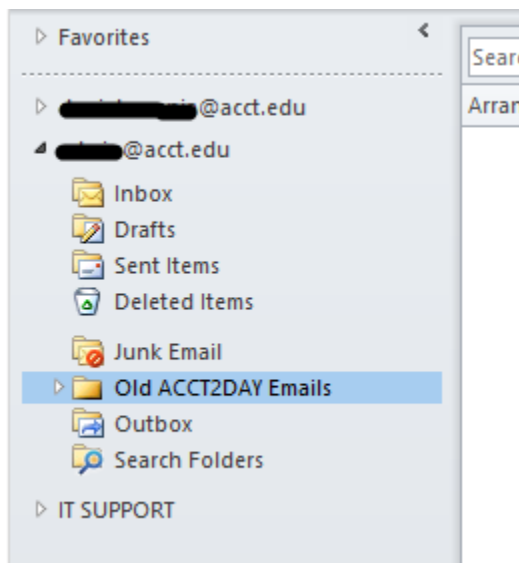
- 1) Open Outlook
- 2) In order to separate the old emails from your current .EDU emails, you have to create a folder and import your old emails to that folder. Therefore, your emails won't be mixed up.
  - a) Right click on your email.



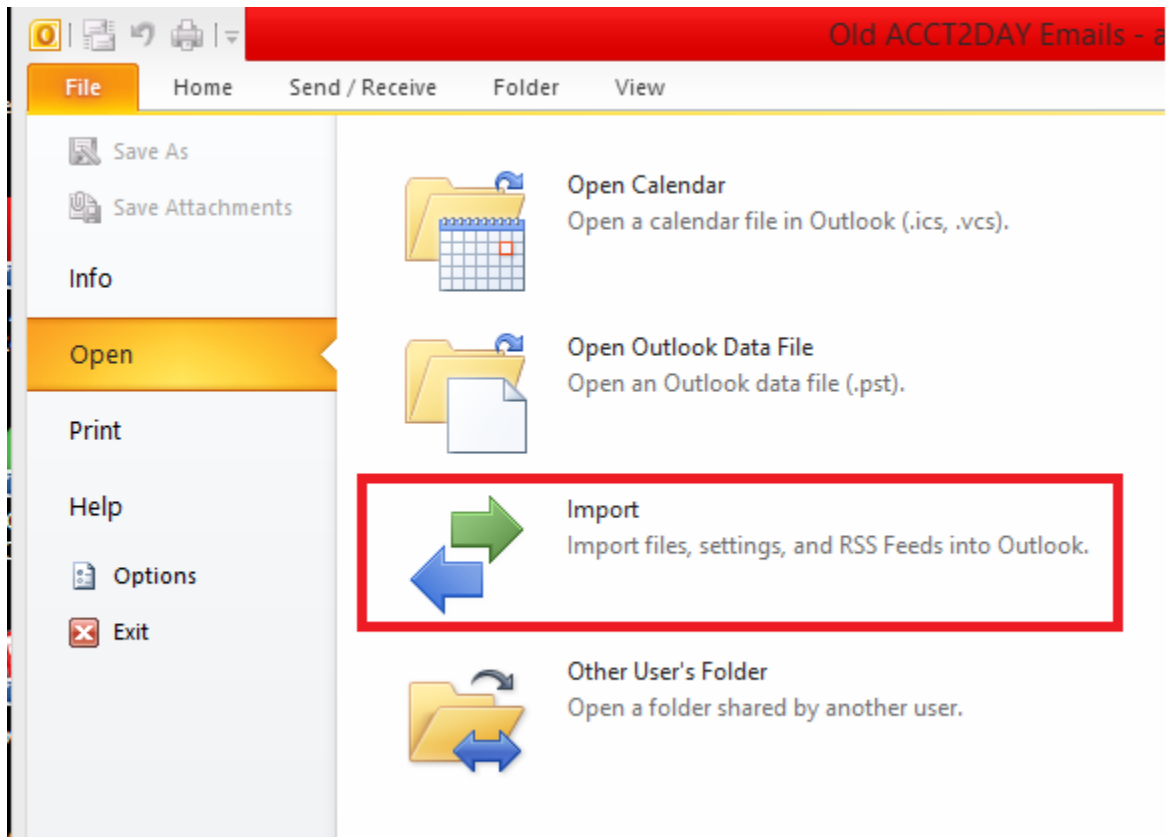
- b) Select 'New Folder' and name it 'Old ACCT2DAY Emails' or whatever name you want.



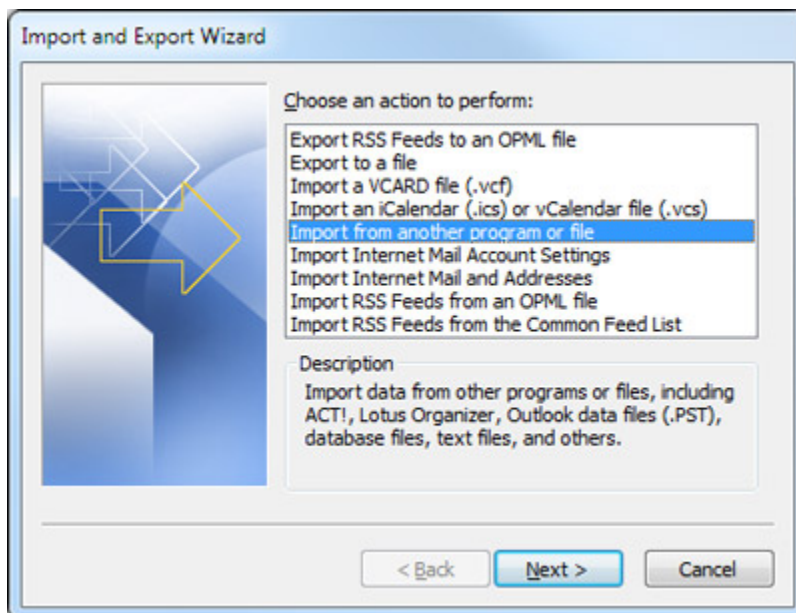
3) Now select the folder you just created. We are going to import all emails to this folder.



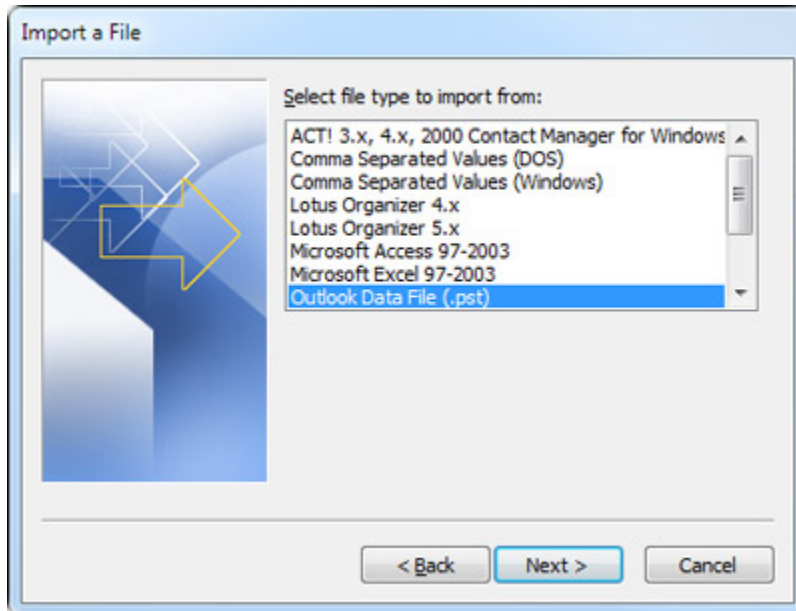
4) Click the **File** tab, then Click **Open**, then Click **Import**.



5) In the **Import and Export Wizard**, click **Import from another program or file**, and then click **Next**.

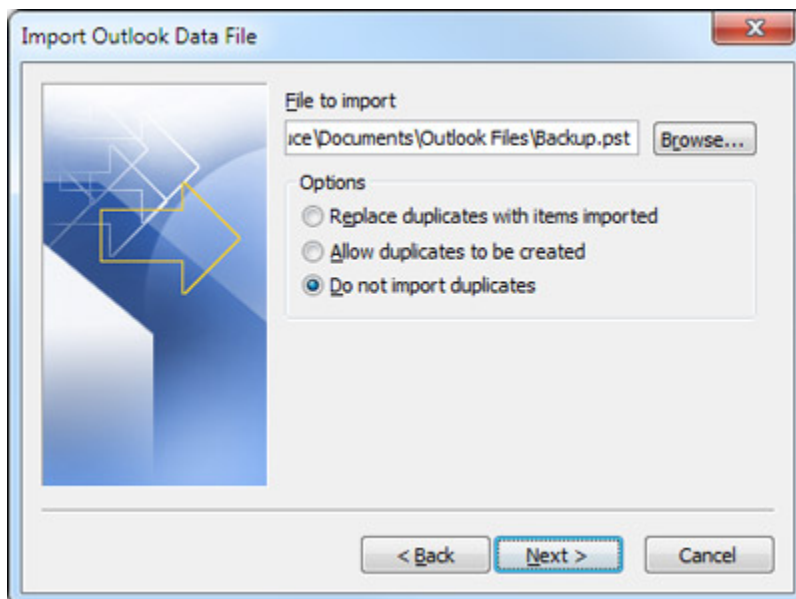


6) Click **Outlook Data File (.pst)**, and then click **Next**.



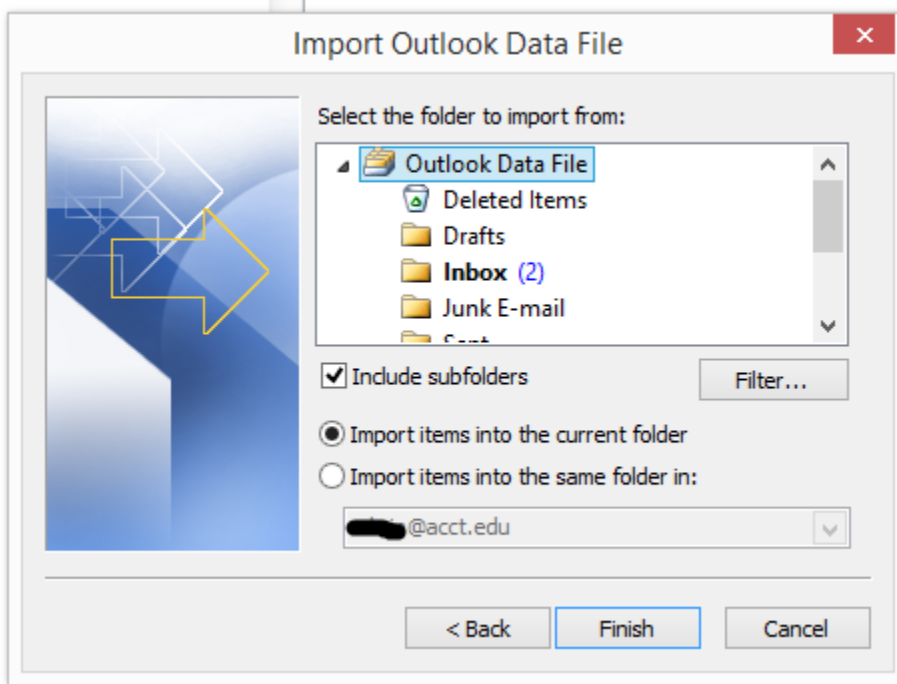
- 7) Click **Browse**, and then choose the file to import. You already saved the .pst file when did the export. You need to select that file.

**NOTES** Under **Options**, it is recommended that you click **Do not import duplicates** unless you want the imported information to replace or duplicate items already in Outlook.



- 8) Click **Next**.
- 9) If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click **OK**.
- 10) Set the options for importing items. The default settings usually don't need to be changed.

11) Check the box that say ‘**Import items into the current folder**’. So those imported emails will go to the folder you just created.



12) The top folder — usually **Personal Folders**, **Outlook Data File**, or your email address — is selected automatically.

13) **Include subfolders** is selected by default. All folders under the folder selected will be imported.

14) Click **Finish**.

15) Now check all the emails are imported

