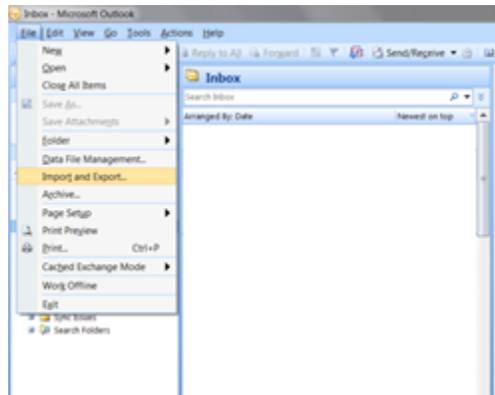
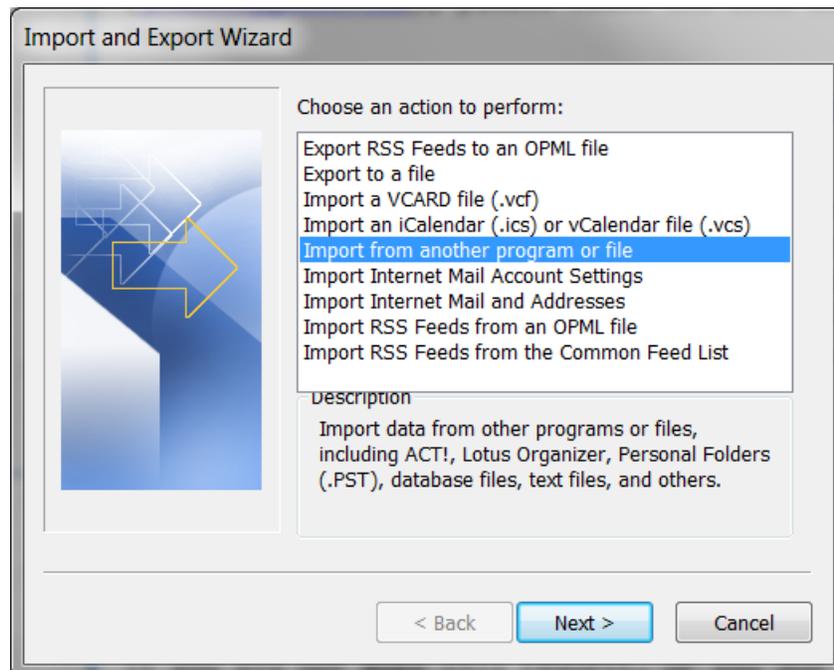


Importing a .pst File in Outlook 2007

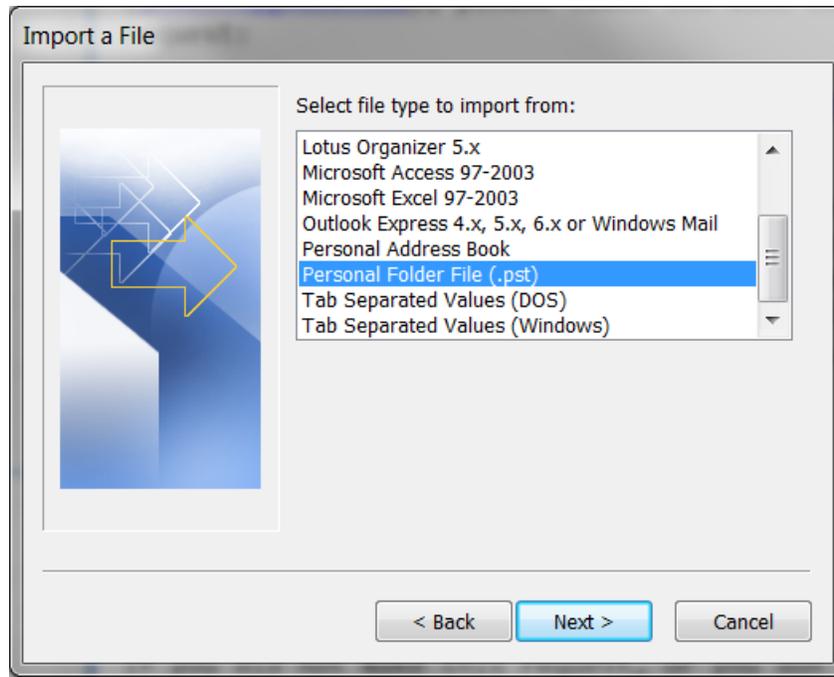
1. Click **File**.
2. Click **Import and Export**.



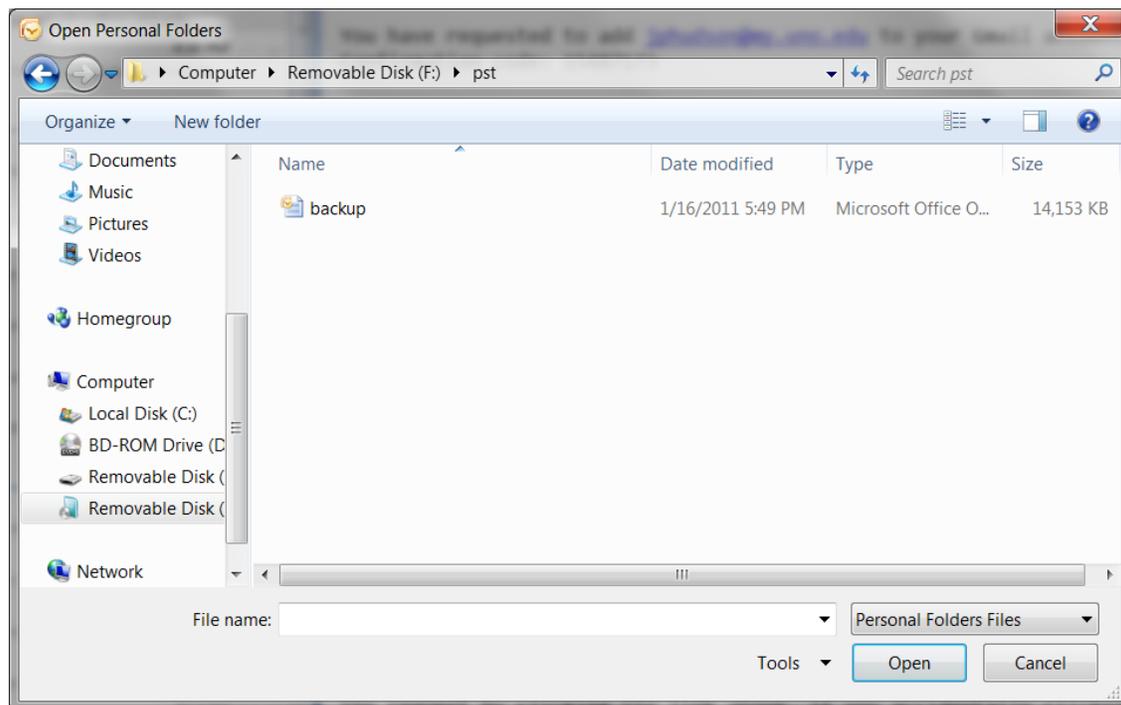
3. Select **Import from another program or file**. Click **Next**.



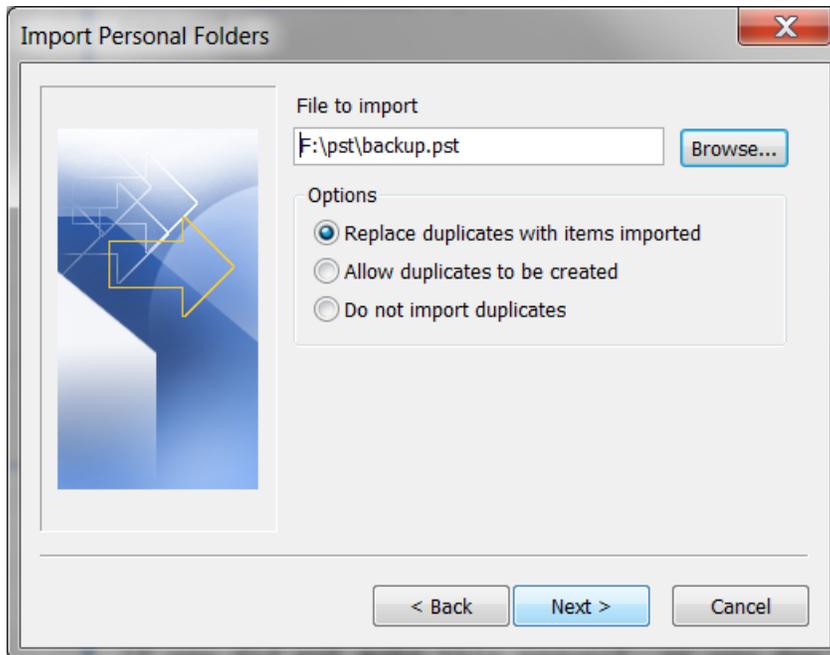
4. Select **Personal Folder File (.pst)**. Click **Next**.



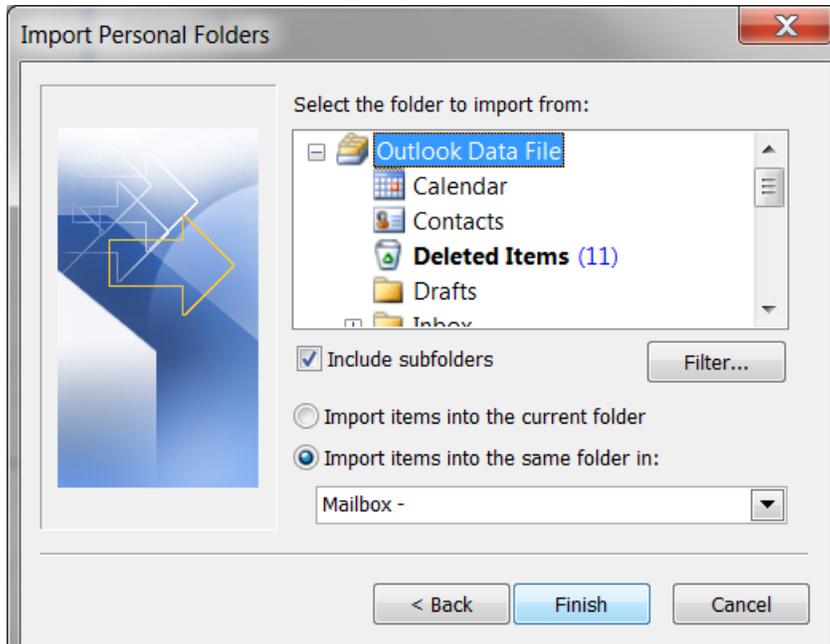
5. Click **Browse**. Then browse for the location of the .pst file. Click **Open**.



6. Click **Next**.



7. Click **Finish**.



If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.