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## Importing a .pst file in Outlook 2010

1. Click **File** within Outlook.

Sane As	Account Information		
arto -	Cursoft Exchange		
Open	Add Account		
Priet Help 🔁 Optioni	Account Settings Account Account Settings * Account and configure additional connections. * Account on the web. <u>Intern. Transcription</u>	Ω	
	Automatic Replies (Out of Office) Use automatic replies to anothy others that you are out vacations, or not available to segond to e-mail message		
	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted 2 archevery. 5 S4 Gh free of 5.41 G8	terni and	
	Rules and Alerts   Manage fullers of Alerts Rules, and Alerts to help segunder year incoming e- menages, and receive updates when firms are added, a sensived.		

- 2. Click Open.
- 3. Click Import.



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- Import and Export Wizard Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other programs or files, including ACT!, Lotus Organizer, Outlook data files (.PST), database files, text files, and others. < Back Next > Cancel
- 4. Select Import from another program or file and click Next.

5. Click **Browse** to choose a location for the data file. Then, click **Next**.

Import Outlook Data File	
Options Replace dup Allow duplic	Putlook Files\backup.pst Browse Nicates with items imported ates to be created rt duplicates
< B	ack Next > Cancel

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6. Click **Next** and then **Finish** to complete the setup.

Import Outlook Data File		×
	Select the folder to import from:	Filter
	< Back Finish	Cancel

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

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