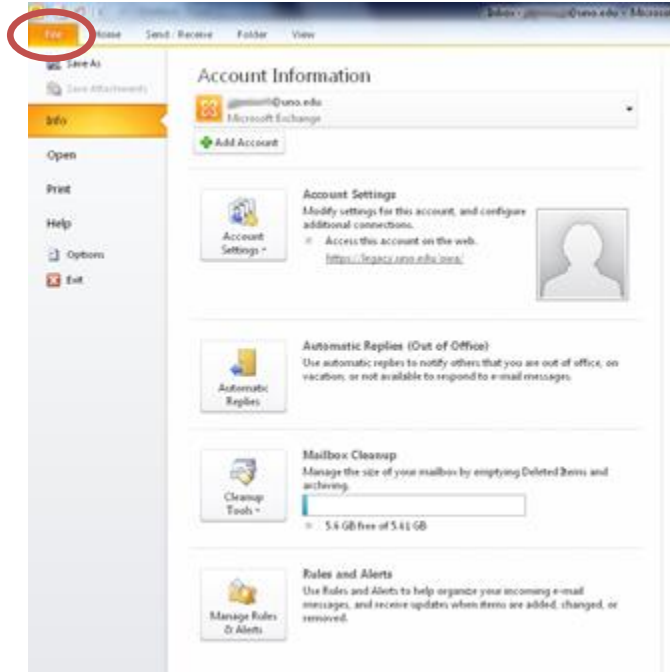
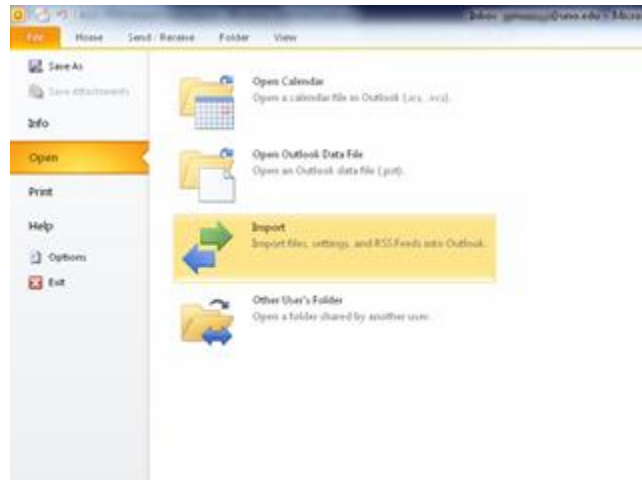


## Importing a .pst file in Outlook 2010

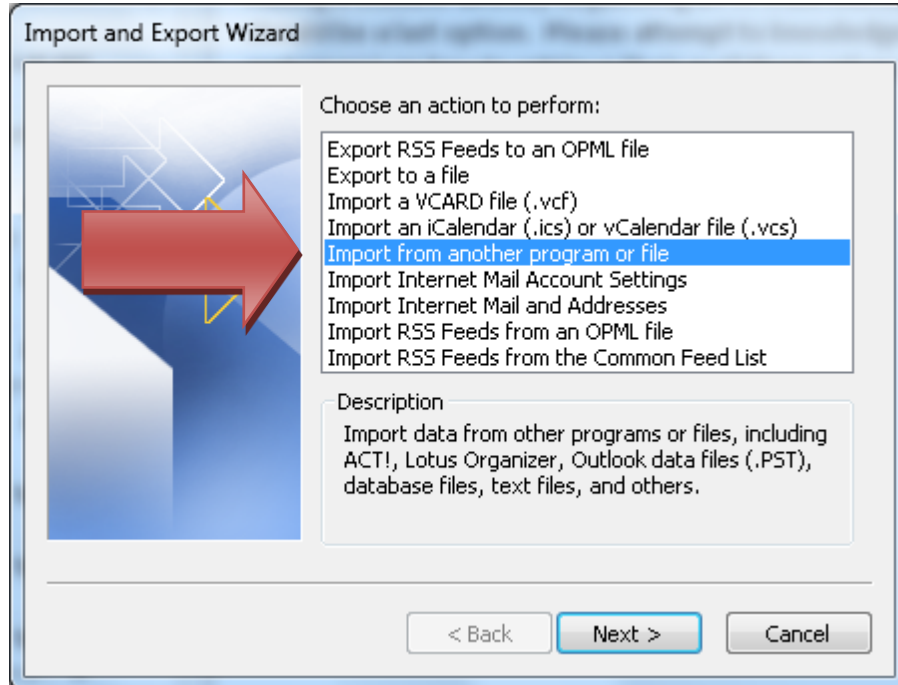
1. Click **File** within Outlook.



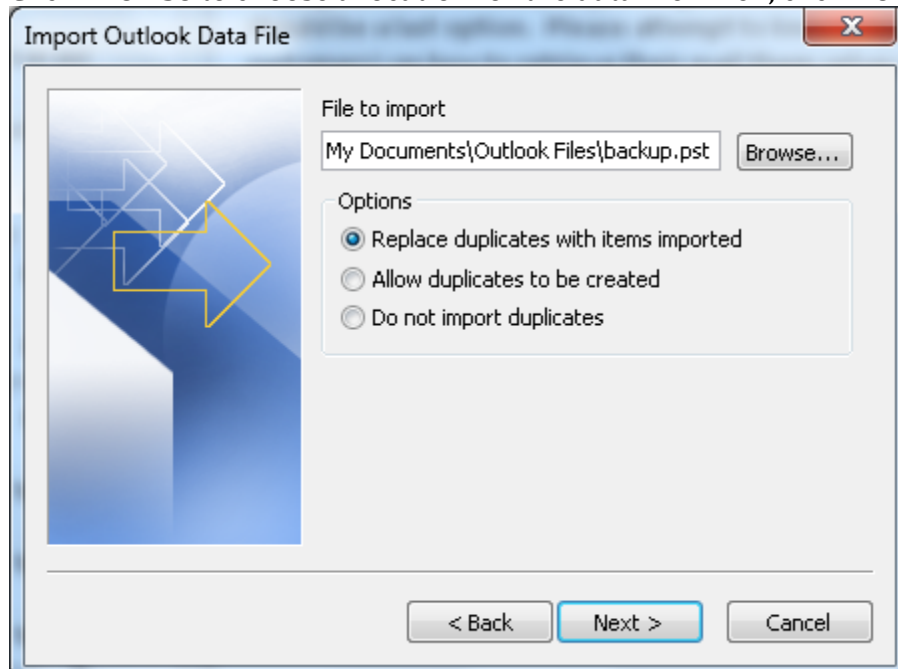
2. Click **Open**.
3. Click **Import**.



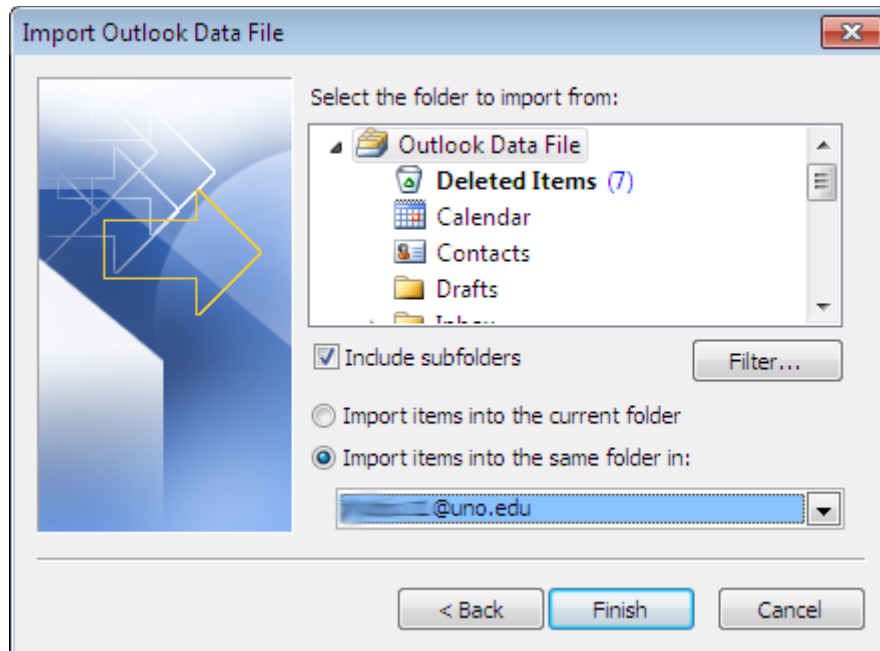
4. Select **Import from another program or file** and click **Next**.



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



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



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