

## User Guide – Import/Export Outlook Data Files

### **E-mail - Using PST files in Outlook 2016 / Microsoft 365 (Outlook) [MANUAL]**

This manual helps you to import/export Outlook Data Files (.pst). An Outlook Data File can be used as a backup for your mailbox and contains your messages and/or other Outlook items and is saved on your computer.

#### **Instructions**

##### **Exporting a mailbox**

**Step 1:** Open Outlook.

The mailbox you wish to export must be in outlook. Otherwise, connect to the desired mailbox to export first.

**Step 2:** Click File.

**Step 3:** Click Open & Export.

**Step 4:** Click Import/Export. The Import and Export Wizard will appear.

**Step 5:** Select Export to a File.

**Step 6:** Select Outlook Data File (.pst).

**Step 7:** Select the top-most Folder to export a complete mailbox or select a folder. Keep Include Subfolders ticked to include subfolders. Untick the box if you do not wish to include the subfolders.

**Step 8:** Select a location for the backup files or leave it at the default location. Press Finish.

**Step 9:** Optional: Create password or leave empty.

Let the export process finish, this can take a while depending on the size of the backup.

##### **Import from file.**

Now you can import the same file to another mailbox in Outlook. The following actions will merge the e-mails from the export files with the selected mailbox. You cannot undo an import, unless removing all imported e-mails manually, so be careful where you import to!

**Step 1:** Repeat from the previous guide step 1 to 4 in Outlook with the desired mailbox connected. Select in the Import and Export Wizard Import from another program or file. Press Next.

**Step 2:** Select the location of the import if you didn't choose the default location.

**Step 3:** Select the Outlook data file you wish to import and select the folder you wish to import to.

**Step 4:** Press finish.

**Attach Outlook data file in Outlook.**

If you don't want to merge the files in the export file with a mailbox but have the e-mails accessible as separate file. You can attach an Outlook file in Outlook.

**Step 1:** Press File.

**Step 2:** Select Open & Export.

**Step 3:** Select Open Outlook Data File.

**Step 4:** Navigate to the desired .pst file.

**Step 5:** Press open.