

## Step 4: Import/Migrate/Copy Desktop mail, etc to OWA

The following process will copy your current email, contacts, etc. from your desktop Outlook into Live@edu (OWA). If you do not use Outlook on a desktop, you will NOT need to complete this process. If you do NOT wish to import existing mail, contacts, etc into the OWA (Outlook on line), you will NOT need to complete this process.

- 1) You should have already opened Outlook desktop in Step 3 Item 13 to start synchronizing to OWA.
- 2) Close Outlook desktop to start this process of migrating old mail.
- 3) Open Mail from the Control Panel
  - i) Window XP: Start, Settings, Control Panel, left double click on the Mail icon (if you do not see the Mail icon, click Switch to Classic View
  - ii) Windows 7: Windows button, Control Panel, left click one time on the Mail icon
- 4) Click Email Accounts button
- 5) Click on the tab labeled "Data Files"
- 6) You now have two data files. Notice that one (Personal Folders) ends in ".pst" and one indicates "Online"
- 7) Note the file location for each (Personal Folders) @abac.edu email account ending in ".pst". You can hover over each path to display any information that is not shown.
- 8) Click on the (Personal Folders ) account ending in ".pst"
- 9) Click on the "X Remove" and remove ALL (Personal Folders) accounts ending in ".pst"
- 10) If your Outlook desktop has not completed sync'g to OWA, you will not be able to delete the active PST file. Please check periodically for completion.
- 11) Click OK
- 12) Click "Close" to close open boxes
- 13) Open Outlook on your desktop. You may be prompted to log in to Outlook with OWA credentials.
- 14) Allow files/folders to sync. Look for wording similar to "Folder is up to date". This is an update process that may take several minutes. Look for the comment in the lower right screen area – on the Outlook status bar.
- 15) **For Outlook 2010:**
  - a) Click the "File" tab
  - b) Click "Open"
  - c) Click "Import"
- 16) **For Outlook 2007**
  - a) Click "File"
  - b) Click "Import and Export"
- 17) Select "Import file from another program"
- 18) Click "Next"
- 19) Select
  - a) Outlook 2010: "Outlook Data File (.pst)"
  - b) Outlook 2007: "Personal Folder File (.pst)"
- 20) Click "Next"
- 21) Click in the box next to "Browse"

- 22) Browse to or type the following replacing YourUserName with your credentials
- a) **For Windows XP and Outlook 2010:**
    - i) C:\Documents and Settings\YourUserName\Local Settings\Application Data\Microsoft\Outlook\Outlook.pst
    - OR**
    - ii) C:\Users\YourUserName\My Documents\Outlook Files\YourUserName@abac.edu.pst
  - b) **For Windows XP and Outlook 2007:**
    - i) C:\Documents and Settings\YourUserName\Local Settings\Application Data\Microsoft\Outlook\Outlook.pst
  - c) **For Windows 7 and Outlook 2010:**
    - i) C:\Users\YourUserName\Documents\Outlook Files\YourUserName@abac.edu.pst
  - d) **For Windows 7 and Outlook 2007:**
    - i) C:\users\YourUserName\Application Data\Local\Microsoft\Outlook\Outlook.pst
    - OR**
    - ii) C:\Users\YourUserName\AppData\Local\Microsoft\Outlook\Outlook.pst
- 23) Click “Next”
- 24) Be sure the “Include Subfolders” is checked
- 25) Be sure the radio button for “Import items into the same folder...” is active
- 26) Click “Finish”
- 27) The importing process could take one to twenty-four hours to complete, depending on the amount of Outlook data to sync.

NOTE: If you receive a pop up box below, please click to select the check box labeled, “Don’t ask me about this website again” and click “Allow”

