

How to transfer existing Outlook files from one computer to another

Note: These instructions are for Outlook XP/2002/2003

1. Open up outlook on the old computer.
* Empty your deleted items folder and anything else you no longer need. This will make the transfer process much quicker.
2. Go to Tools - Send/Receive - Send/Receive Settings and choose Disable Scheduled Send/Receive.
3. Go to File - Import & Export
4. Choose Export to a File and click Next.
5. Choose Personal File Folder (pst) and click Next.
6. Select the top level folder (yours is probably something like "Personal Folders")
7. Mark the box to Include subfolders and then click Next.
8. Browse to the location to save the file to -- a USB flash drive or a shared network location will be the easiest, and then click Finish.

On the new computer:

- A. Open Outlook and setup your email account(s) if you have not already done so. Such procedures are not included in this documentation.
- B. Go to File - Import & Export
- C. Choose Import from Another File or Program and click Next.
- D. Find Personal Folder File (pst) on the list, and click Next.
- E. Browse to the pst file you created in step 8 above, either on your USB flash drive or a shared network location.
- F. Decide whether you want to allow duplicates or not, and click Next.
- G. Choose the top level "Personal Folders"
- H. Mark the box to Include Subfolders.
- I. You can either import them on top of your existing folders (nice if you were already receiving messages on this machine), or you can set them up separately. Most likely, you want to Import the files into the same folder in Personal Folders - this will import the emails and folders from your old machine into your existing (blank/new) folders on your new machine.
- J. Click Finish and watch your emails be imported.

--

Jocelyn Sloan, Network+
Technology Coordinator
Diocese of Fargo
<http://www.fargodiocese.org>
701-356-7927