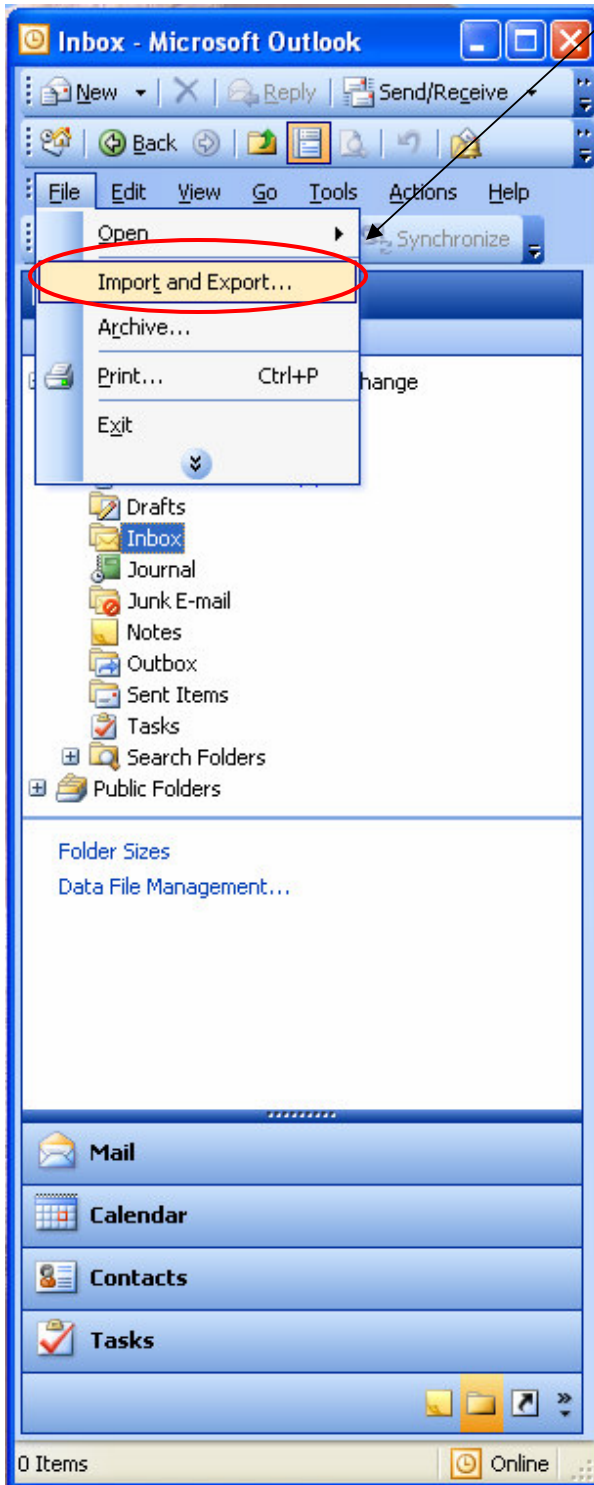
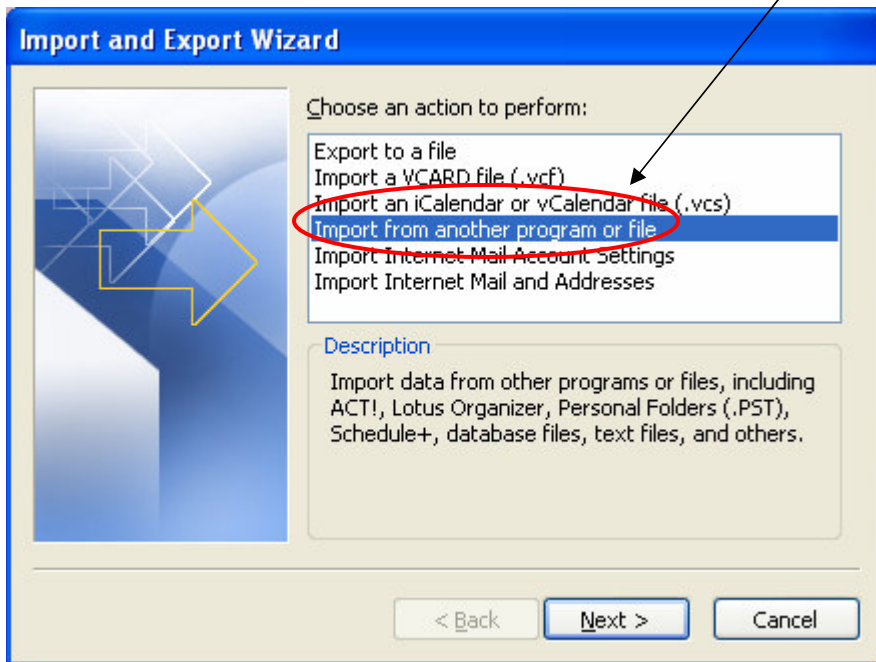


How to Import Outlook Data

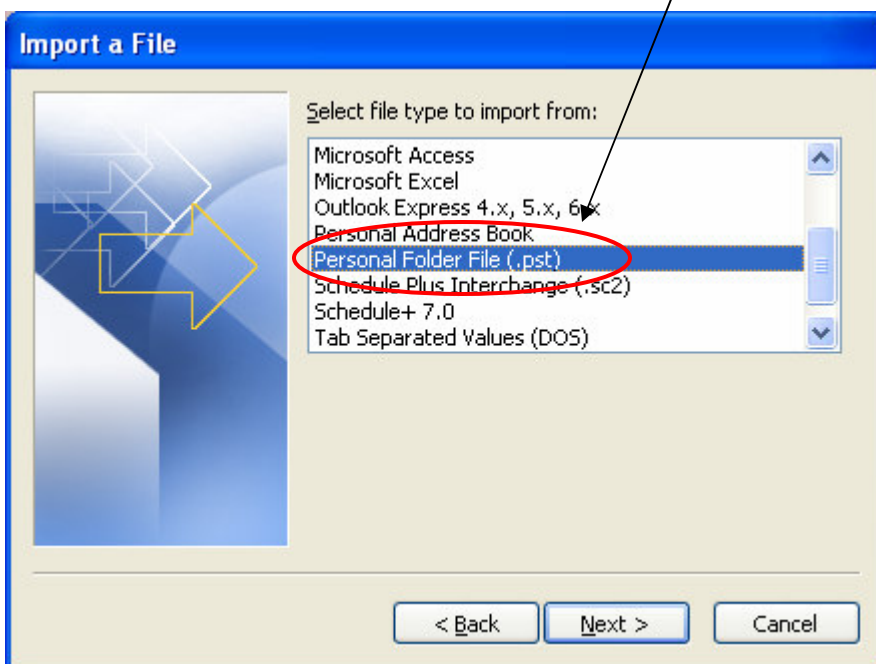
In Outlook, from the File menu choose Import and Export:



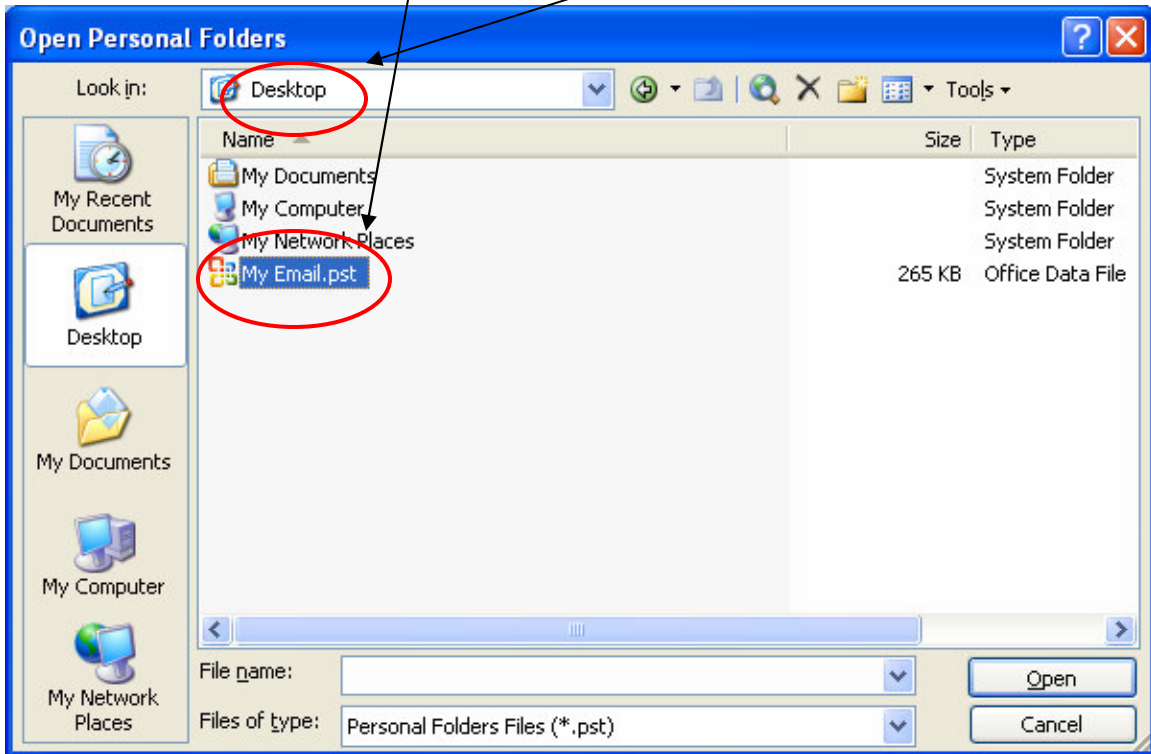
In the Import and Export Wizard dialog box, choose Import from another program or file and click Next:



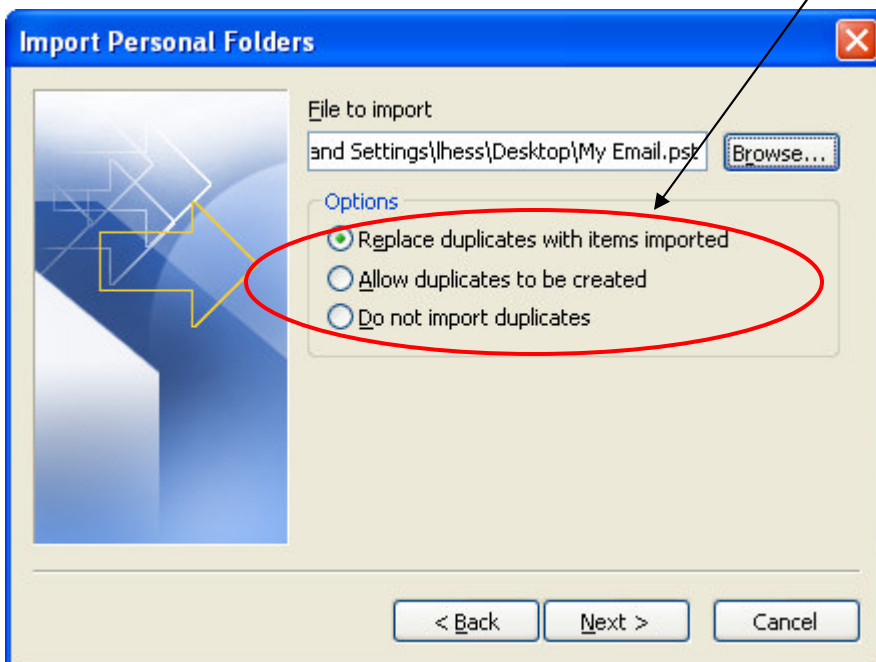
In the Import a File dialog box, choose Personal Folder File (.pst), and click Next:



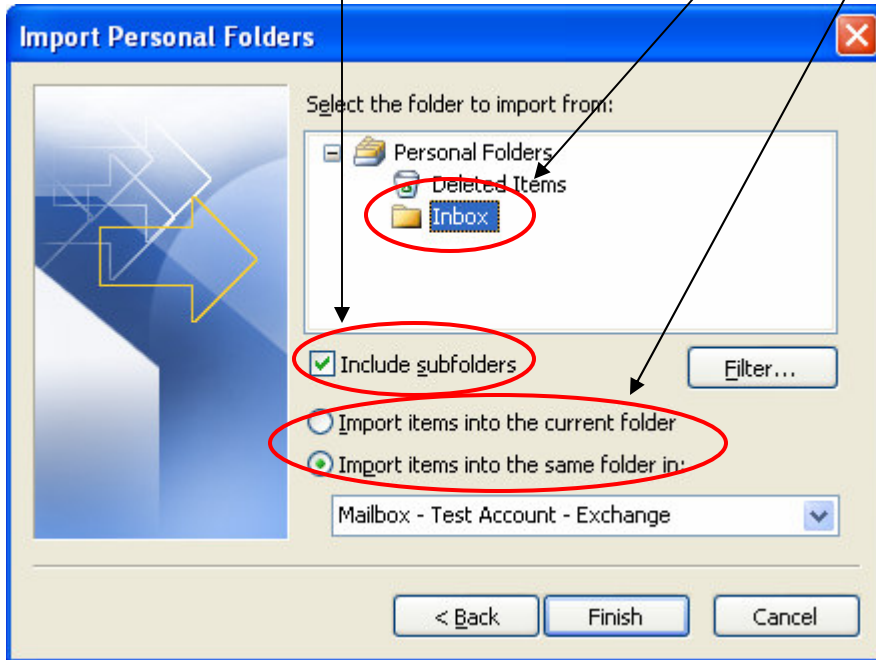
In the Open Personal Folders dialog box, choose the location of the .pst file, such as the Desktop, select the .pst file, and click Open:



In the Import Personal Folders dialog box, make the desired choice under Options and click Next:



In the Import Personal Folders dialog box, select the folder to import from, place a checkmark by Include subfolders if appropriate, and select between whether you want to import into the current folder (meaning the folder that was selected before beginning the import process), or into the same folder within Outlook (for example, import a folder called Inbox into the folder of the same name within Outlook). Then click Finish:



The data will be imported into the specified location.