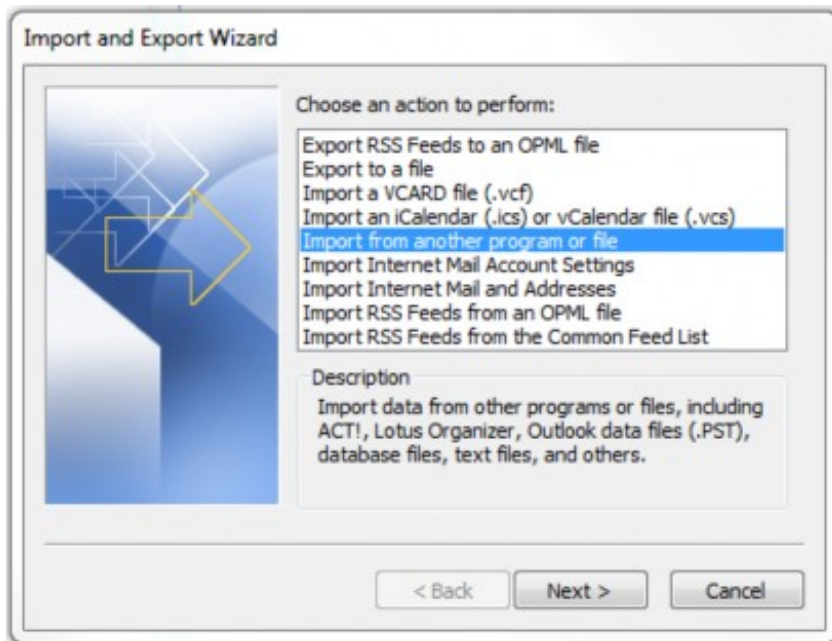


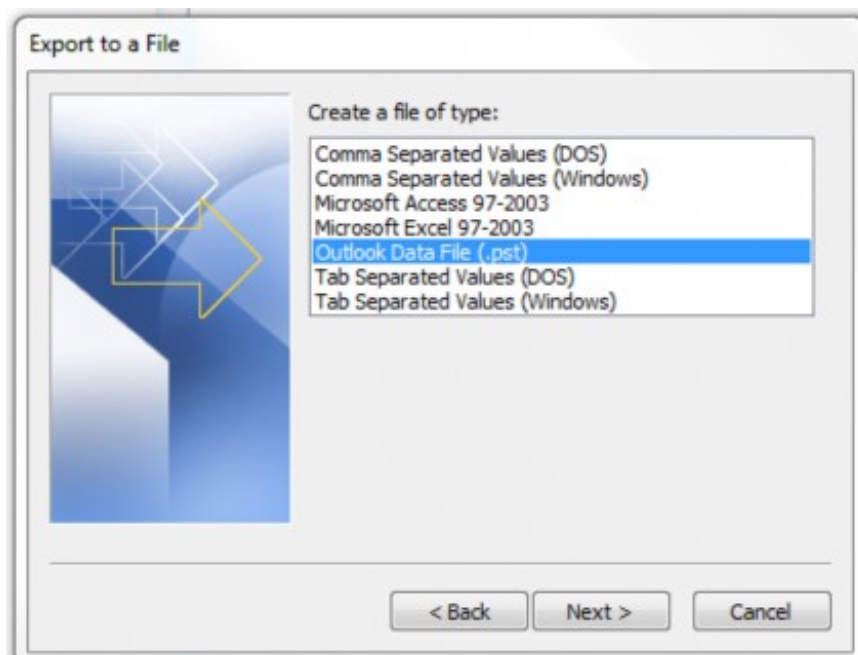
Importing PST files

Last Modified on 17/09/2018 9:39 am BST

1. Open Outlook and go to File > Open > Import.
2. Select Import from Another Program or File.

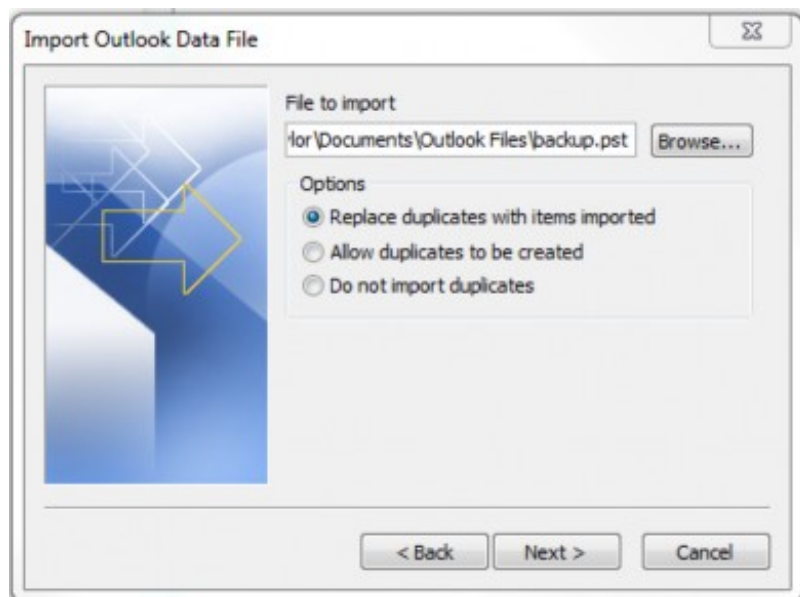


3. Go to Next, select Outlook Data File (.PST) and go to Next.

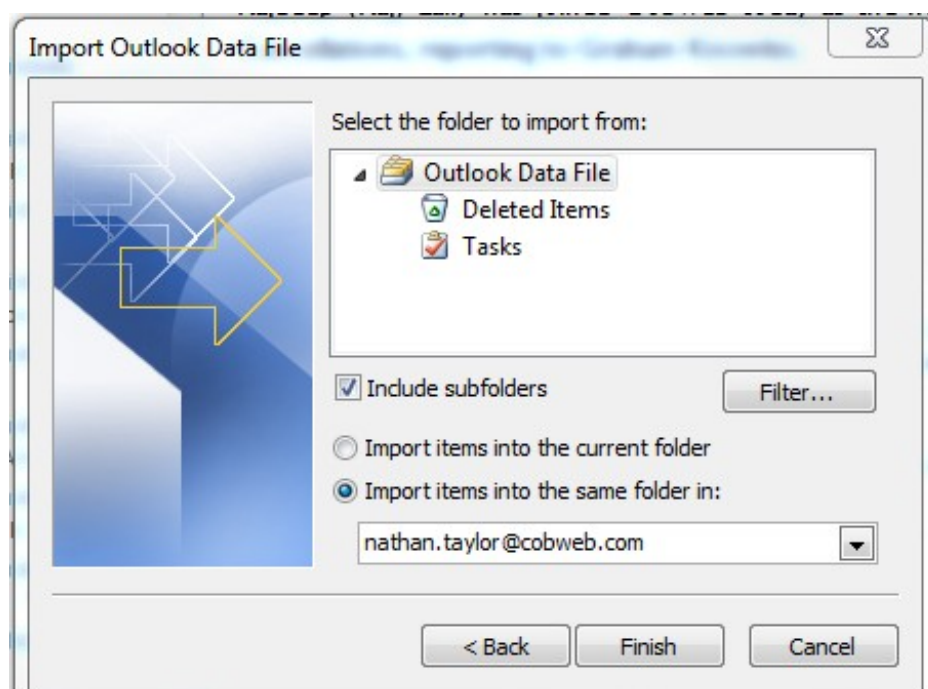


4. Select **Browse** and navigate to the location of the existing PST.

5. Go to **Next** and then go to **Browse** and select the location of the PST you would like to import.



6. Go to **Next** where you will be able to select which parts of the PST you wish to import and where you would like to import the files to.



7. Go to **Finish**.