Moving Archived Mail from a PST File to Office 365

Locating Your Mail Archive PST File

If you are not sure whether you have mail stored in archive files, you will need to open your Outlook email client and look at the inventory of folders on the left side.

If your version of Outlook is accessing a locally stored archive file, it will be listed under the other folder entries (Inbox, Sent Items, Drafts) and set off with its own arrow ⌄ icon. If you would like to make sure that a listing is a PST file on your local system, right-click on it to bring up the secondary menu. If **Data File Properties** is listed as an option, then the folder that you have selected is a PST file.
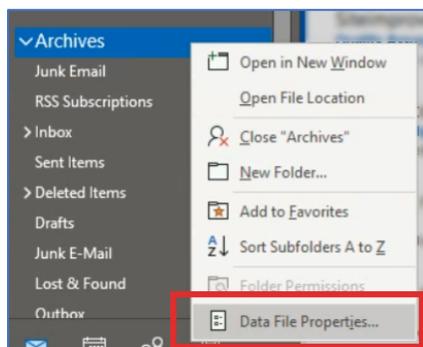
If you need to know the location of the file on your system, click on the **Advanced** button on the **Properties** box. The location of the PST file in your local file system will be listed under **Filename**.
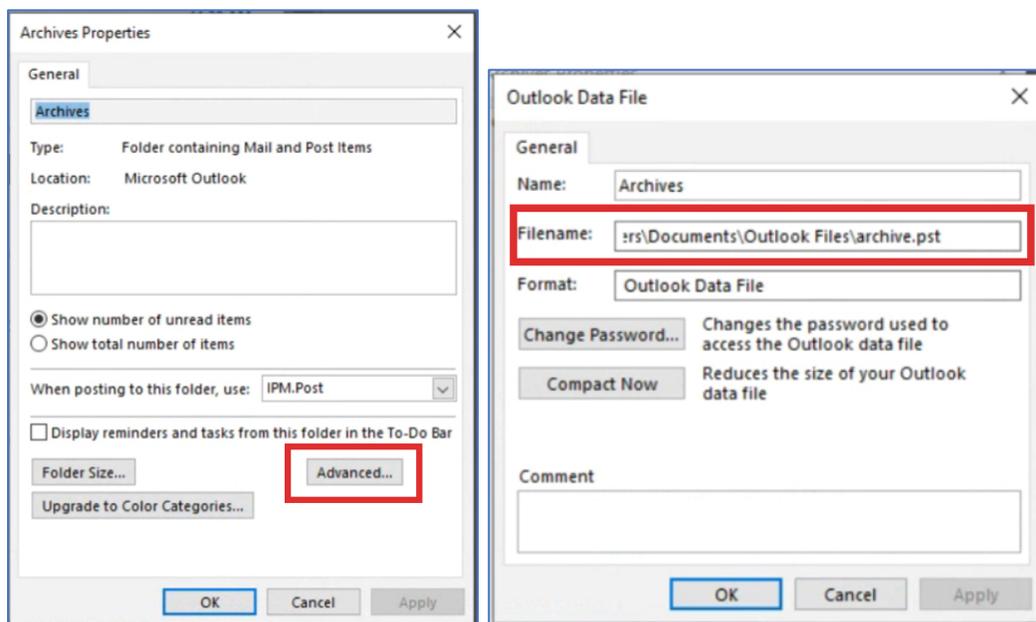
Removing a data file (PST) file from an account

Before importing an Outlook data file (PST), it must first be removed from the account it is attached to.

1. Click on the **File** tab and select **Account Settings**.
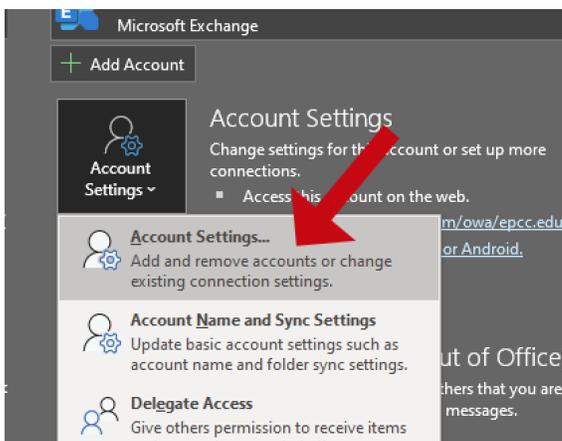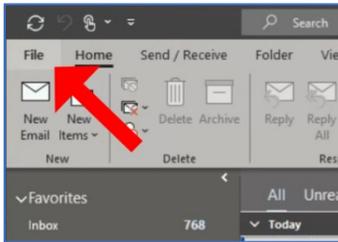
2. In the **Data Files** tab, select the archive data file you wish to remove, and click **Remove**.
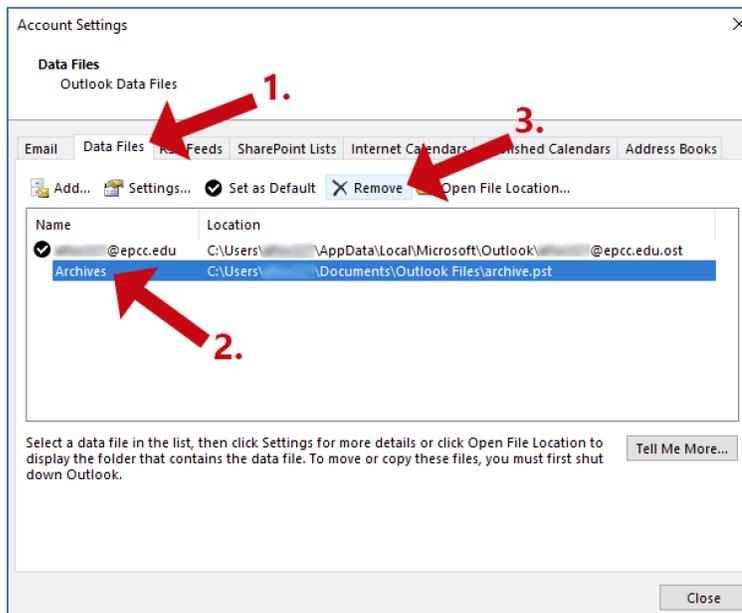
Once it has been removed from an account, the data file is able to be imported.

Importing Mail from a data file (PST) file using Outlook

1. Click on the **File** tab and select **Open & Export**.
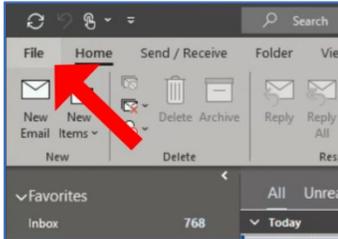
2. Click on **Import/Export**.
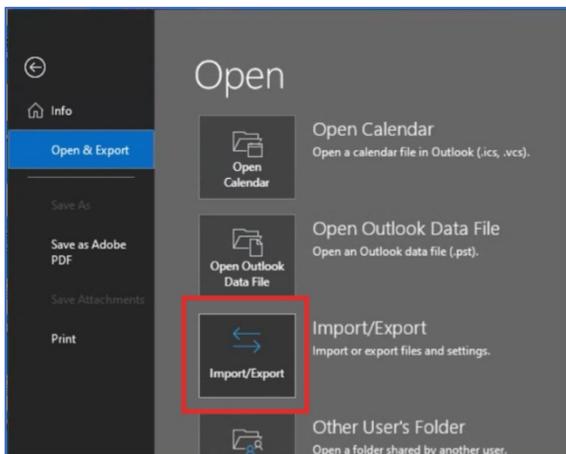
3. Select the **Import from another program or file** option from the "Import and Export Wizard" box that should appear. Select **Next**.
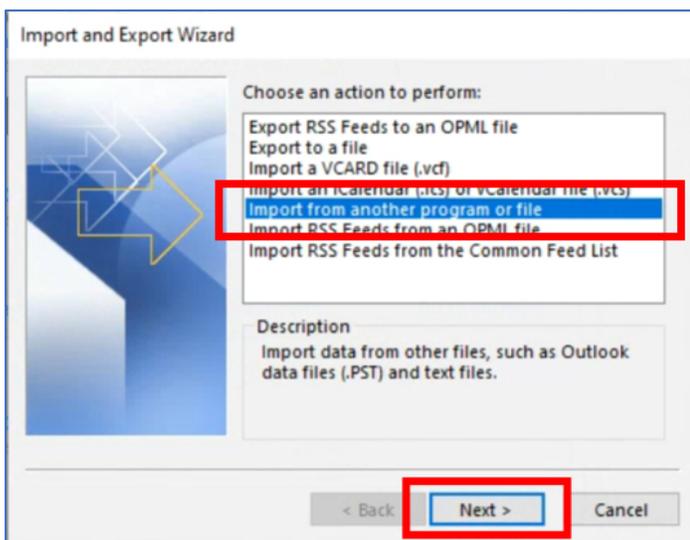
4. Locate and select the **Outlook Data File** option from the "Import a File" box that should appear. You may need to use the scroll bars to locate the listing. Select **Next**.
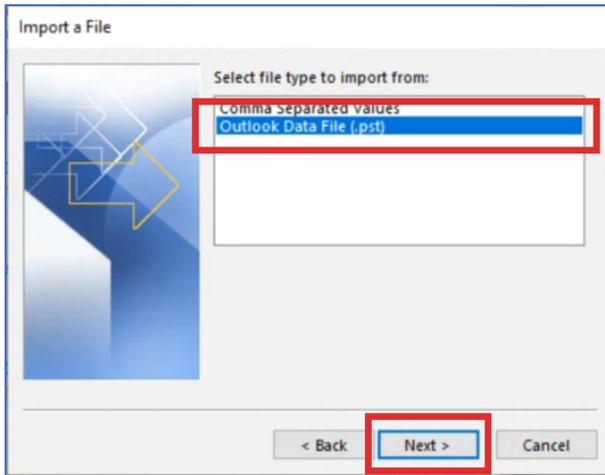
Note: If the chosen data file has not been removed from the account, the following message will appear and you will be unable to proceed with the import process until that file is removed from its account.
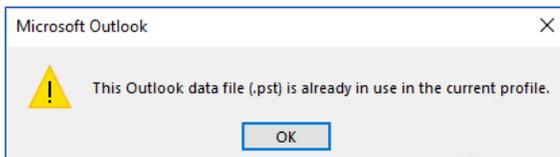
5. Use the **Browse** function on the "Import Outlook Data File" box to navigate to the PST file's location on your PC or laptop. When you have selected the PST file using the **Browse** function, the path of the file should appear in the white field next to the **Browse** button. Click the **Next** button.
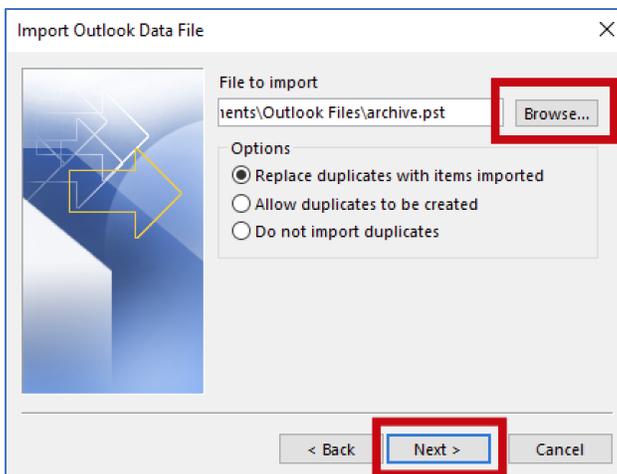
6. To copy all the messages (including their organizing folders, if they are in folders) to your EPCC Email inbox in Office 365, leave the default settings intact on the "Import Outlook Data File" box. Then click the **Finish** button.
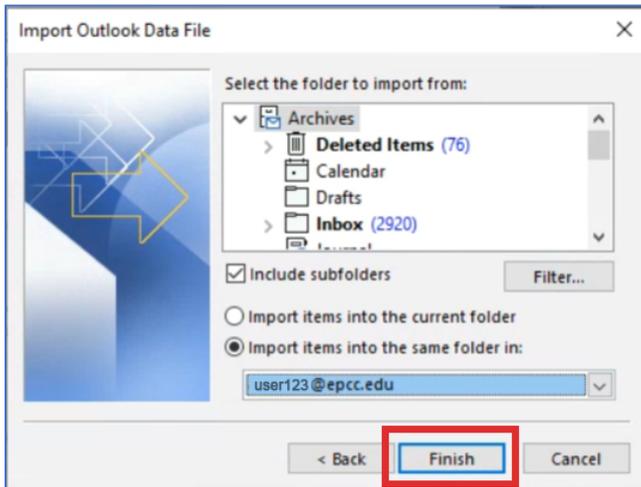
If you would only like to move some of the folders from the archive, then you will need to select those folders in the "Select the folder to import mail from" section of the box prior to clicking **Finish**. To be on the safe side, you should transfer all mail to the Office 365 space and then do any organizing (moving into folders, deleting) after the messages have been successfully copied over.

7. The messages will copy over and should appear under your Office 365 inbox.