Import from an Outlook data file (.pst)

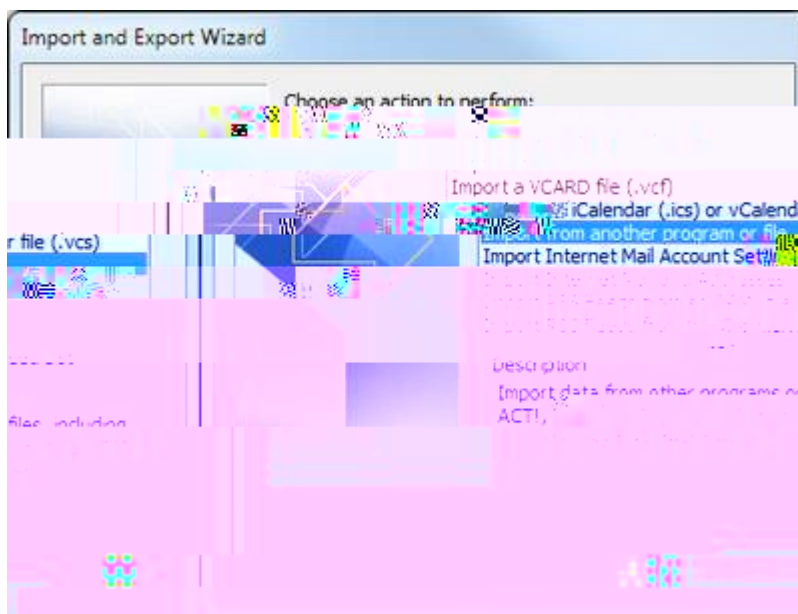1. Click the File tab.

2. Click Open.

3. Click Import.

4. In the Import and Export Wizard, click Import from another program or file, and the click Next.

5. **Click** Outlook Data File (.pst), **and then click** Next.

6. **Click** Browse, **and then choose the file to import.**
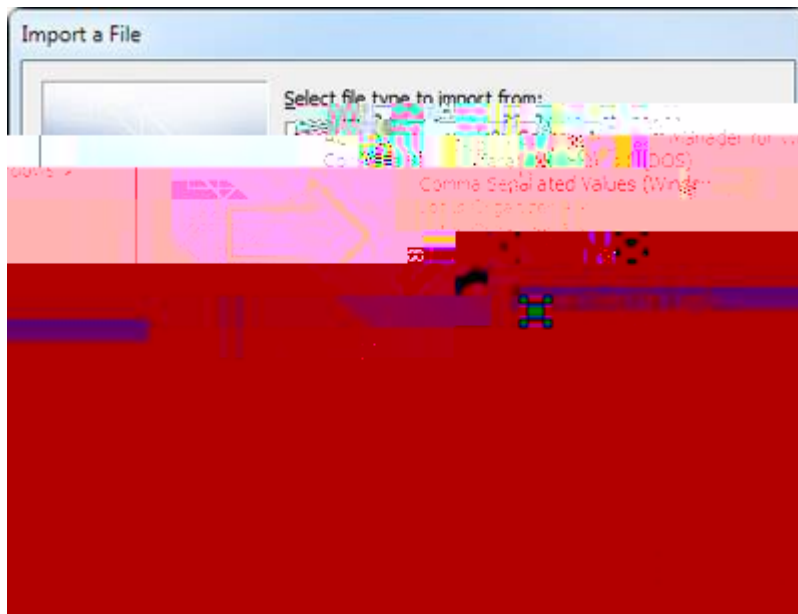
   NOTE Under Options, it is recommended that you click Do not import duplicates unless you want the imported information to replace or duplicate items already in Outlook.

7. **Click** Next.

8. If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click OK.

9.
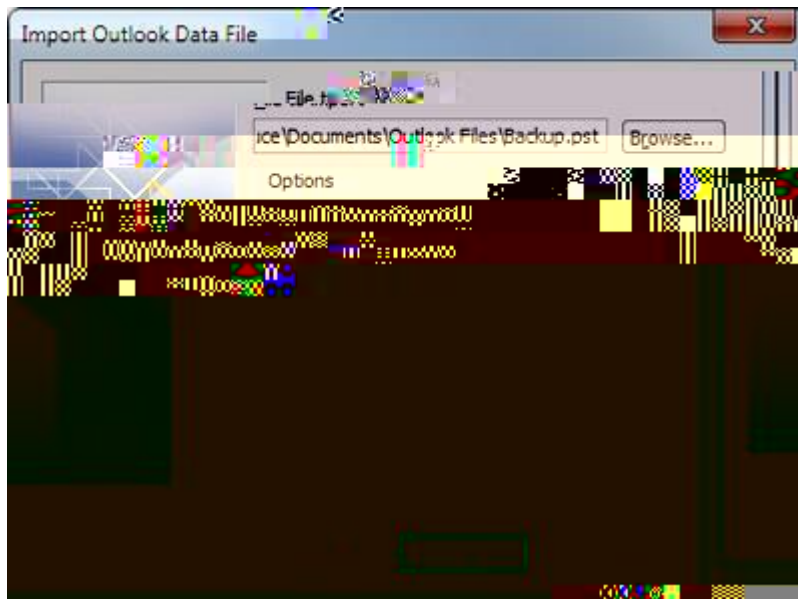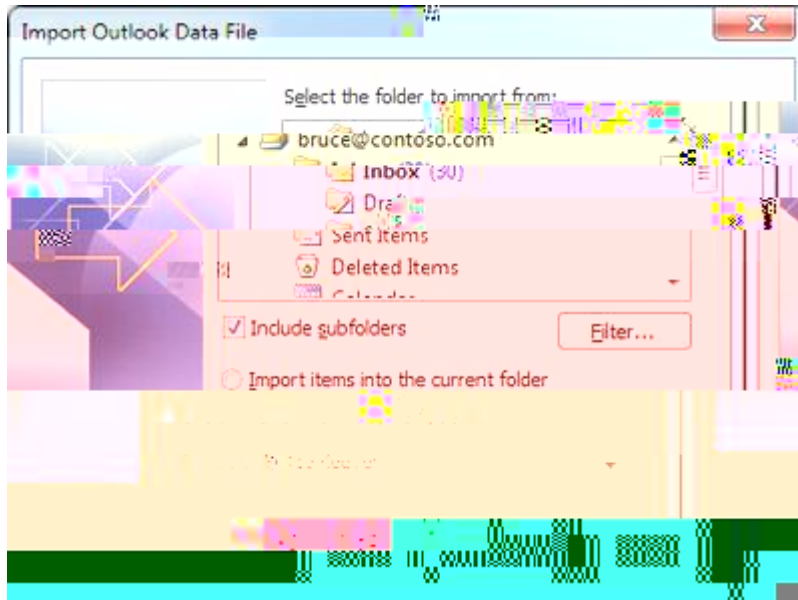
The top folder   usually Personal Folders, Outlook Data File, or your email address   is selected automatically.
Include subfolders is selected by default. All folders under the folder selected will be imported.
The default selection of Import items into the same folder in matches the folders from the

10. Click Finish.