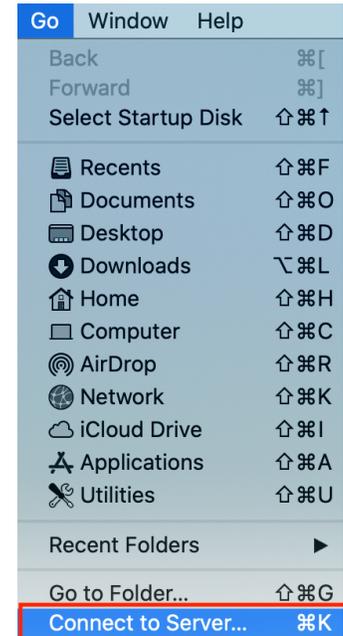
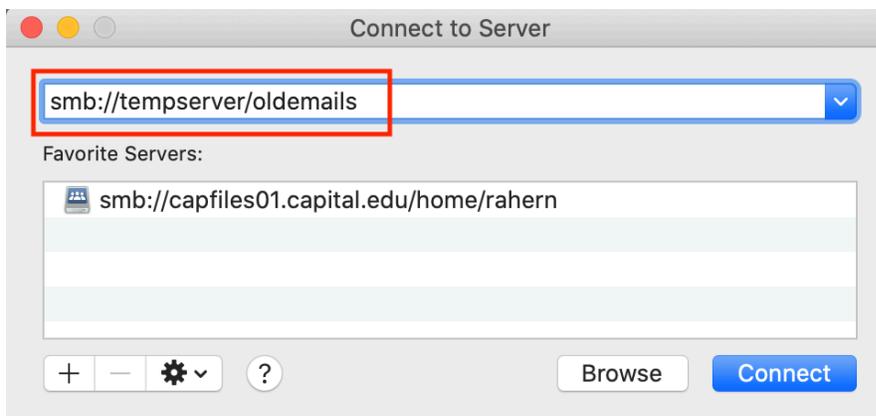


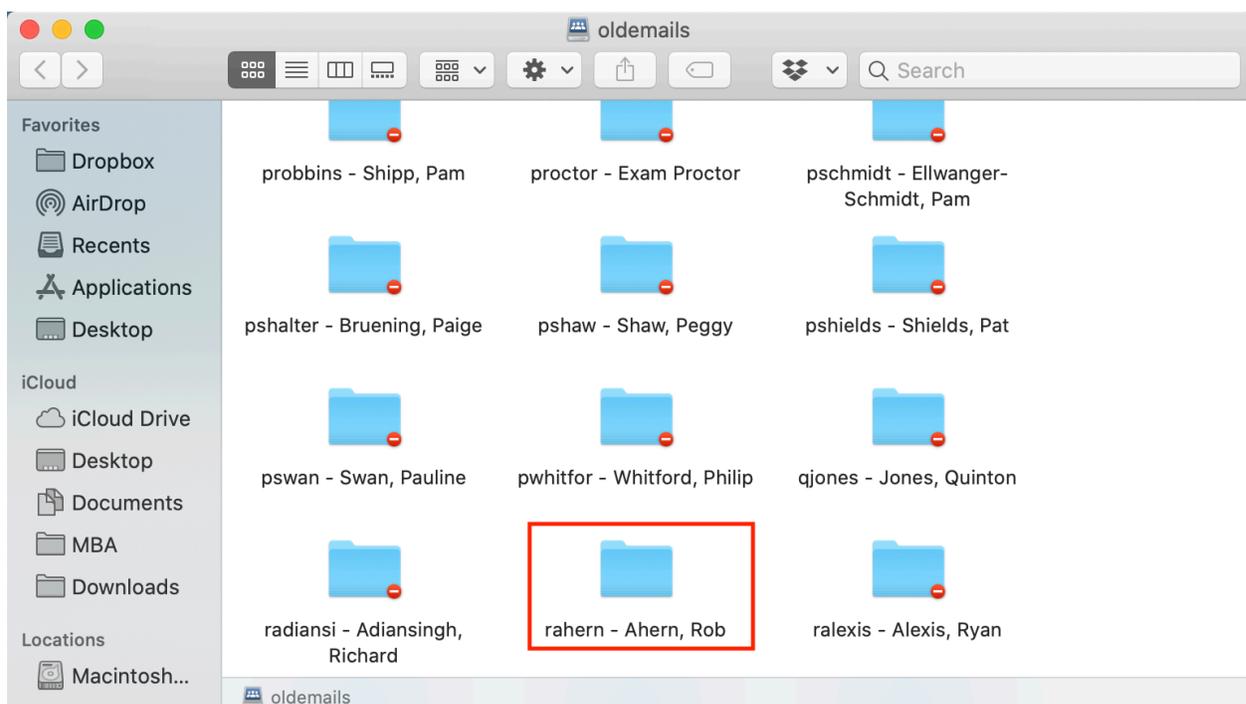
## How To Import A .pst File Into Outlook For Mac

The first thing you need to do is get your .pst file onto your Mac. You can either do this process on campus, or over a VPN connection. If you do it over VPN, it can take quite some time, so we recommend you start the file copy at the end of the day, and let it run overnight.

1. Make sure it says Finder in the upper left corner of your screen, and if not, click on the left most icon on your dock (row of icons at the bottom of your screen). Then click Go, and Connect to Server
2. In the field where you can type in the server location, put in: smb://tempserver/oldemails



3. Now you'll see a large list of folders. Find the one that is yours, and drag it to your Mac's desktop, or where ever you want to store the file.



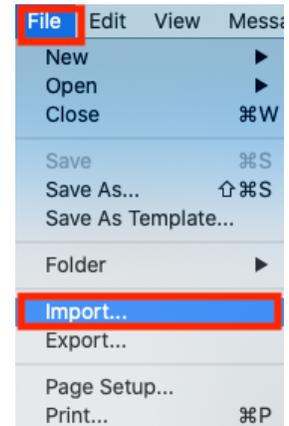
4. Inside the folder, will be the pst file that you'll now import.



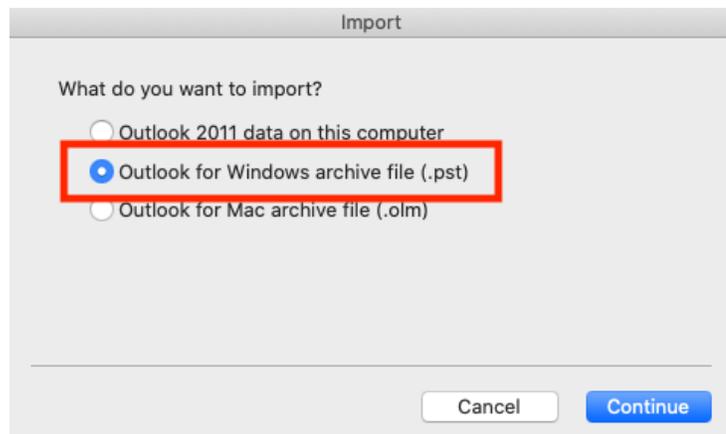
Ahern, Rob.pst

The import process is next.

1. Open Outlook, and go to File, then Import



2. Choose the option to import "Outlook for Windows archive file (.pst), and click Continue

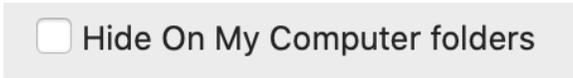


3. Now select where you have the .pst file saved, and wait for the import. When it is done, click Finish.

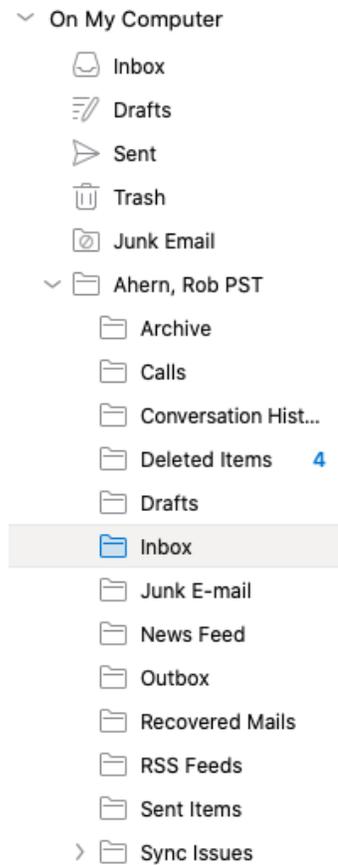


All of your data is not stored locally on your Mac. This means that you will only be able to access it on this particular machine, and only in Outlook. You'll find the items in the left hand column, under the section called "On My Computer". Then all of the imported items will be under the name of the file, which is your last name, first name PST. For example, Smith, John PST.

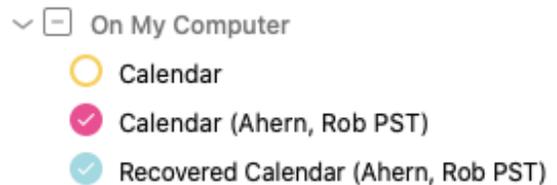
If you do not see On My Computer, go to the word "Outlook" in the upper left corner, and then choose Preferences and General. Make sure the box is unchecked that says "Hide On My Computer folders".



For mail and folders, you can leave them in the On My Computer area, but IT recommends you drag the messages and/or folders into your normal mailbox, so that it is stored in the cloud.

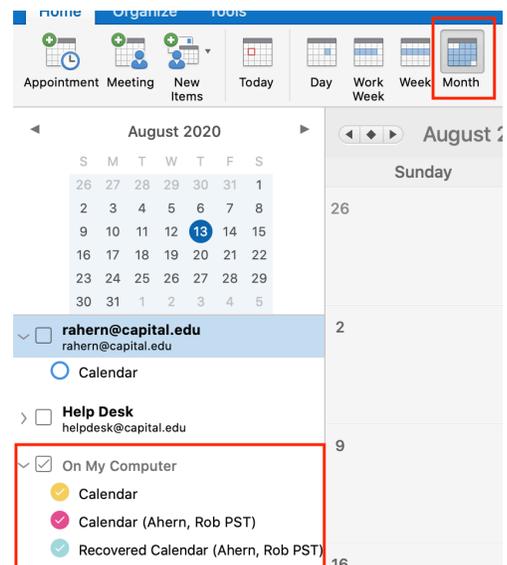


If you go to your calendar you'll see the old calendar items also under the On My Computer, again with the Last Name, First Name PST, and possibly under "Recovered Calendar".

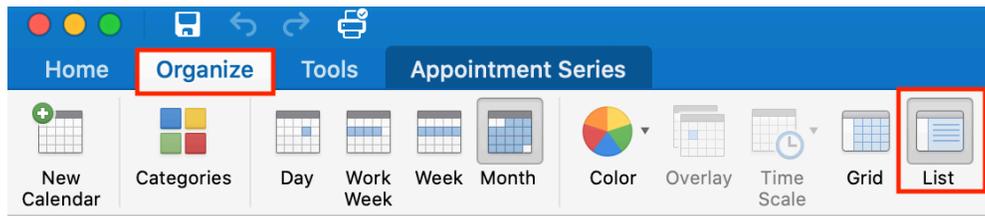


If you want to consolidate your imported local calendar items, and your calendar items in the cloud, follow the steps below. Note, you can only do one month of calendar items at a time.

1. Go to your calendar, and select all calendars underneath the On My Computer area, and then click the month view

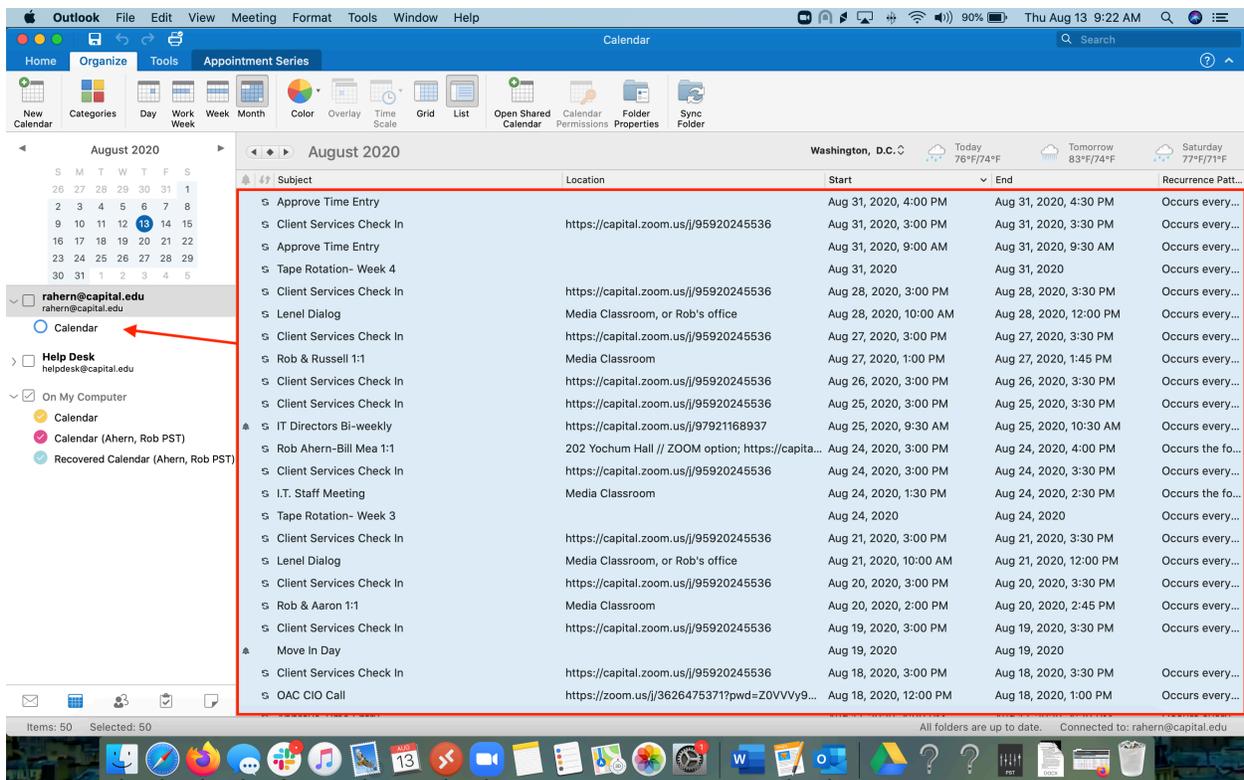


2. Now click the organize tab, and List button



3. Now you'll see a large list view of all of the calendar items for that month. Click anywhere in the list, and then choose edit, and select all. You'll see the entire list is selected.

4. Now you can drag the entire list to your normal calendar, as you can see in the screenshot.



5. Repeat these steps for all months that you want to combine with your Office 365 calendar in the cloud.