Migrating your Outlook to the O365 Cloud

Part 1: Connecting your new Office 365 account

We will start by removing the “old” Outlook profile in the Control Panel.

* 1. On your computer, open the **Control Panel** by searching for it



* 1. Select **View by: Large Icons** > then select **Mail**
	2. Select **Show Profiles…**

****

* 1. Select your mail profile that’s listed > **Remove**



If you see this popup, say **YES** and proceed to step 5.



If you are met with this popup, select **Use Old Data**. If you don’t see this, proceed to step 5.

****

* 1. Select **Add…** > Name your new profile anything, I suggest “Cloud” > **OK**

****

****

* 1. At this screen your information will auto-fill > select **Next**

****

* 1. **You will be at this screen for a very long time** depending on how much email your account had contained. Upwards of 20 minutes or more.



* 1. It is done when see a Windows login box, enter your password and **check the “remember me” box as well**. Select **finish** when done, then **OK** if the notice popup appears.



* 1. Open Outlook to allow it to start downloading all of your current email messages.

In Part 2 we will import your old emails into the cloud!

Migrating your Outlook to the O365 Cloud

Part 2: Importing your old emails

**If you are working remote, you will need to connect to the VPN before starting this part.**

**This part will take a long time once the import process has started**, it is recommended to do this at the end of your day. This is also because **Outlook will be unusable during this time and is basically locked down until it completes.**

**If you need to wait to do this later in the day, just do step 1 and 2**

1. Open **File Explorer**



* 1. Copy and Paste the following link into the address bar at the top and hit **Enter**
	2. Or you may hold down CTRL + Left-Click the link to open it

[\\tempserver\OldEmails](file:///%5C%5Ctempserver%5COldEmails)



1. You will then see a folder with your name on it, open it. Inside it will be your outlook data file with your name on it, copy and paste it to your **Desktop**

**\*\*\*Remote VPN users\*\*\***

Once the file is on your desktop, you may disconnect from the VPN

(This will help speed things up later on)

1. Open Outlook > File > Open & Export > **Import/Export**



1. The default selection is correct so just click **Next**.



1. Select **Outlook Data File (.pst)** > **Next**



1. **Browse** to your **desktop**, find your file you copied and select it, **Next**





1. The default selection is fine, **Finish**

This process will take a very long time, depending on how much mail you have.

You will also have to close SKYPE before clicking **Finish**



**Please Note: Any inbox rules you have created will need to be recreated again**

1. Once the import process is complete, the last step is to **disable Cached Exchange Mode**.
	* 1. Open Outlook > File > Account Settings > Account Settings



1. Select your account > **Change**…



1. **Uncheck** the box > Next > OK > Finish > restart your Outlook

