**Importing a Resource Mailbox .PST File (Windows)**

**\*Important Notes\***

**It is recommended that you read this entire document prior to install for understanding/clarity/preparation**

* **You MUST have the resource mailbox already added in your MS Outlook Client**
* **If you are remote, you MUST connect to the VPN before beginning this process**
* **This process will take a long time depending on the size of your resource .PST file and it is recommended that you do this process at the end of your day**
* **During the install process, your MS Outlook Client will not be operational and will be locked down until the process is complete, however, you can still access and use the** [**Outlook Web App**](file:///C%3A%5CUsers%5Cashort%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTS3H5PKN%5COutlook.office.com)
* **This process only needs to be completed once for each resource mailbox and all mail will show up for all those who have access to it**
1. Copy and paste your **Resource Mailbox .PST** file from this location [HERE](file:///%5C%5Ctempserver%5COldEmails) to your desktop
2. Open Outlook > **File** > **Open & Export** > **Import/Export**



1. The default selection of **“Import from another program or file”** is correct so just click **Next**



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



1. Click **Browse** and go to your **desktop** to find your resource .PST file you copied. Select **Next**



**\*\*\*IMPORTANT NOTE\*\*\***

**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 because the **MS Outlook Client will not be operational during this time and is basically locked down until the process is complete.**

1. Make sure the correct **Name of your Resource Mailbox** is showing in the Import Outlook Data File window like the example below. This ensures that the file gets imported into the correct location.



1. Click the **Finish** button to complete the process.