

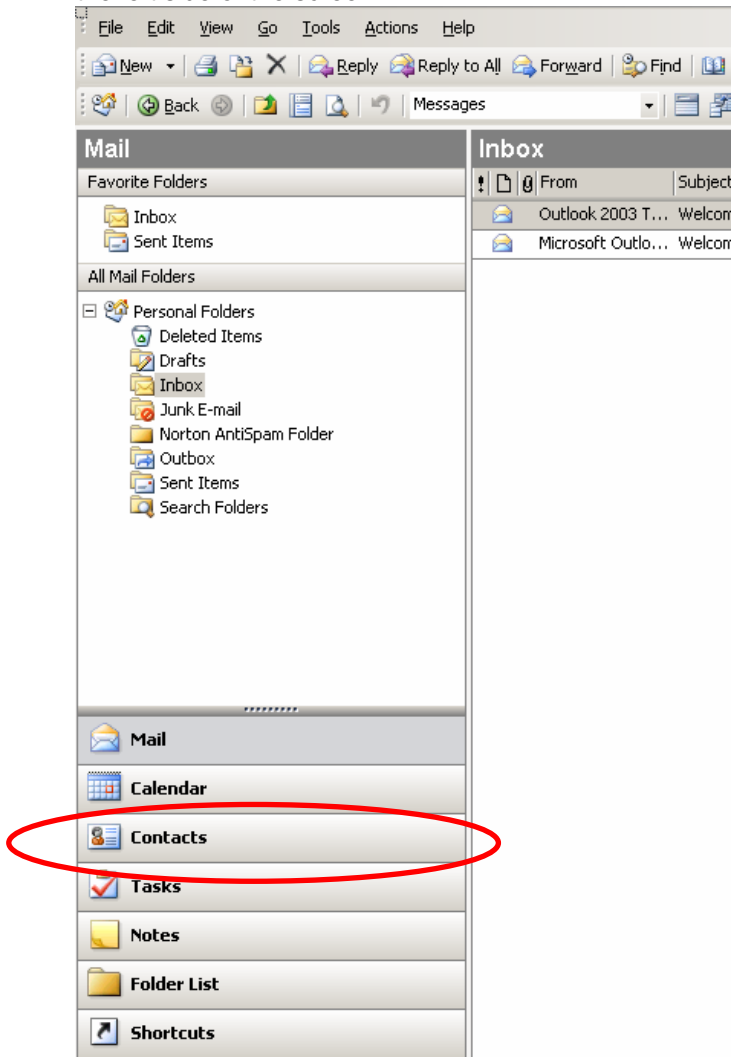
HOW TO IMPORT A PST FILE INTO OUTLOOK 2003. Rdvised 2/26/07.

Every week a **PST File** will be e-mailed/sent to you. The following are instructions that explain how they will import these files into Outlook in their Computers:

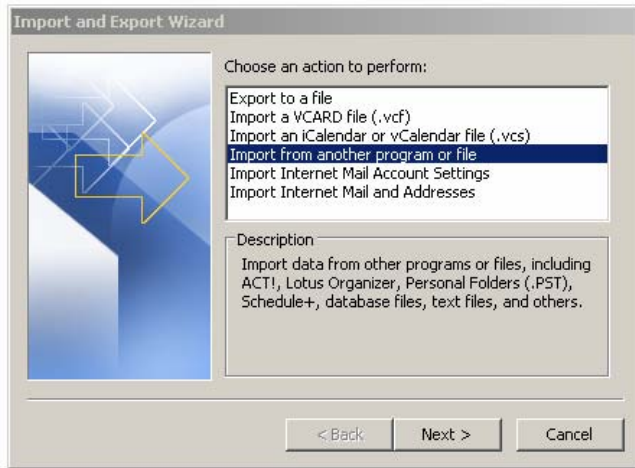
1. Download from your e-mail or flash drive/CD the PST file (example: 01.08.07.pst) and save it on your desktop.
2. Open Outlook by **double clicking** its icon on the desktop (or wherever it is saved in your computer).



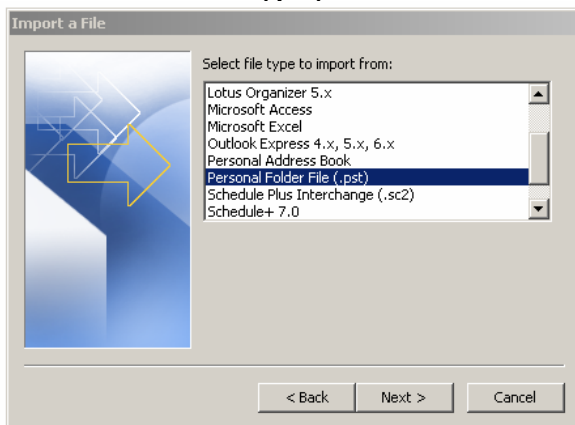
3. Open Contacts folder in Outlook (only if this doesn't open automatically) by clicking on **Contacts**, located on the left side of the screen.



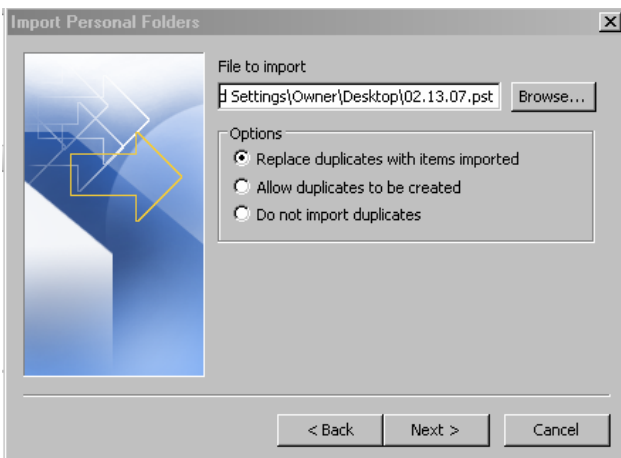
4. Under the File menu, click **Import and Export**. An “Import and Export Wizard” window will appear. Under “Choose an action to perform” select “**Import from another program or file.**” Click **Next**.



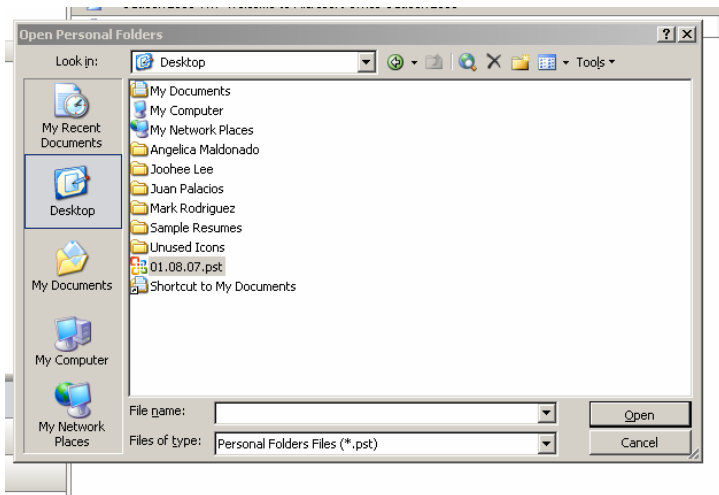
5. The same window will now be called “Import a file.” Under “Select file type to import from” scroll down to “**Personal folder file (.pst)**” and select it. Click **Next**.



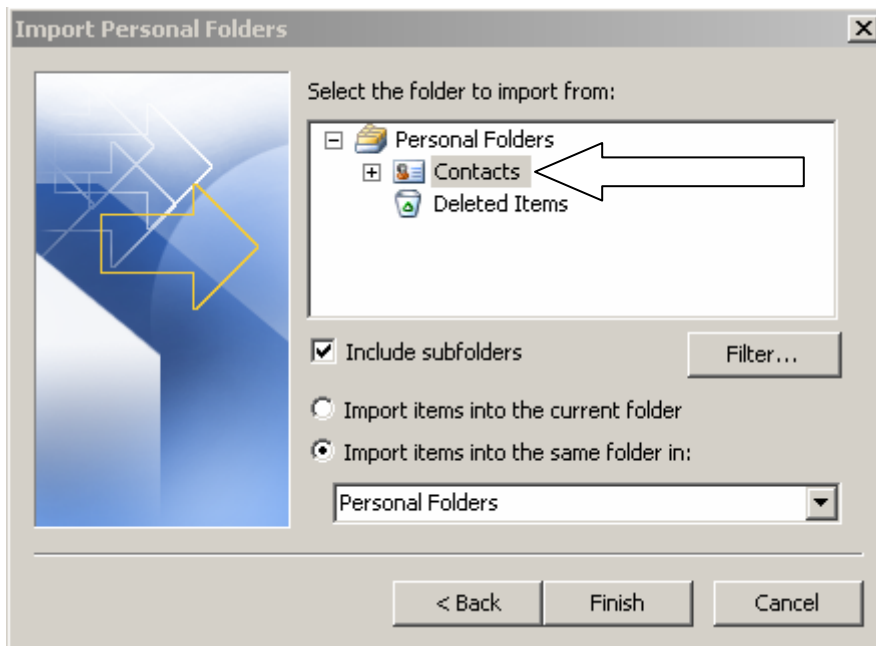
6. The same window will now be called “Import Personal Folders.” Next to “File to import” click on **Browse**. A new window will appear: “Open Personal Folders”. Click on the **Desktop icon** located to the left-hand side of the window. On the “Import Personal Folders” windows, under options, make sure “**Replace duplicates with items imported**” is selected. Click **Next**.



- 4.
5. To the right, you will see the PST file among all the other documents on your desktop. **Highlight the PST file.** Click **Open**.



6. A new window will appear: "Import Personal Folders". Under "Select the folder to import from" highlight the dated folder (example: "01.08.07.pst") and click **Next**. A new screen will appear and highlight **Contacts**, under the Personal Folders. Make sure that the box marked "Included Subfolders" is checked. Also make sure that "Import items into the same folder in" is checked and that Personal Folders is selected. Click **Finish**.



NOTE: If you completed this operation and the new database has not appeared under your contacts. Close Outlook 2003 and reopen and it should be there.

7. All the windows will close (except for the Outlook program) and a few seconds later a small window will appear indicating the files importation. Once that window disappears, the new database will be imported into your Outlook.
8. Note that you will have two databases: the old database (previous dated folder) and the new database that you just transferred. To avoid confusion, delete the old dated folder and use only the one with the current date.
9. To delete the old folder:
 - Highlight and right click it.
 - A drop-down menu will appear.

- Select Delete “Name of Folder” (example: “Delete 12.01.06”)
 - A window will appear asking you to verify that you would like to the folder and its content moved to the Deleted Items. Click Yes.
10. At least once a week, permanently empty the Deleted Items to free up memory on the program. To do this:
- Click on Folder List, located on the left-hand side of the screen.
 - Highlight the Deleted Items icon and right-click it.
 - A drop down menu will appear. Select “Empty Deleted Items Folder”.
 - A window will appear asking you to verify that you wish to permanently delete the contents of the Deleted Items. Click Yes.