Outlook 2007 Import PST to Exchange Account

Author:
Webservio Inc.

Created On: 30 Oct 2012 4:46 PM

Outlook 2007 Import PST to Exchange Account

1. Go to File > **Import and Export**

2. Select **Import from another program or file** and click **Next**

3. 3. Select **Personal Folder File (.pst)** and click **Next**

4. Browse to the location of your most recent PST file backup, select **Do not import duplicates**, and click **Next**

5. Select **Personal Folders**, and check the **Include subfolders** box. Select **Import items into the same folder in:**, then choose your Exchange account (if it is not displayed by default) in the drop-down box. Click **Finish**. The importation process may take several minutes to complete depending on the amount of mail, contacts, appointments, etc. being imported.