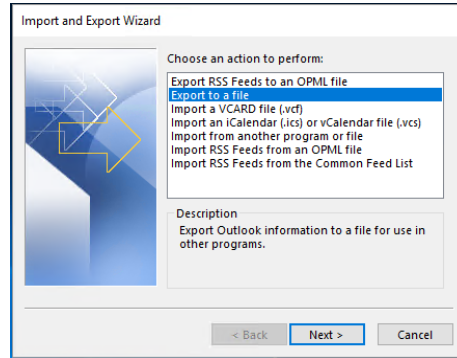# Archive Mail Export-Import
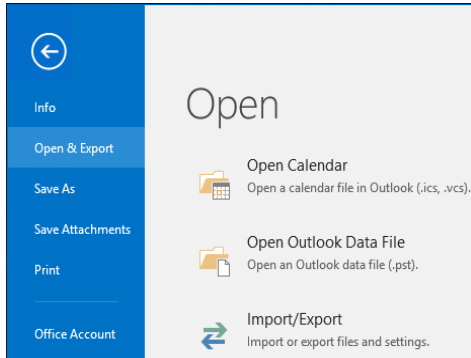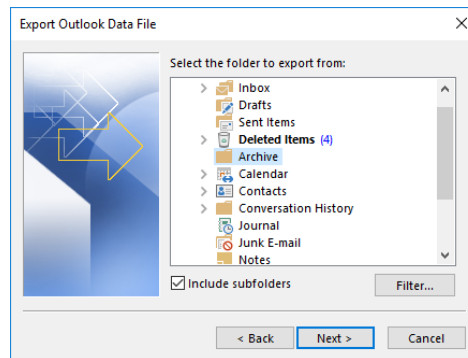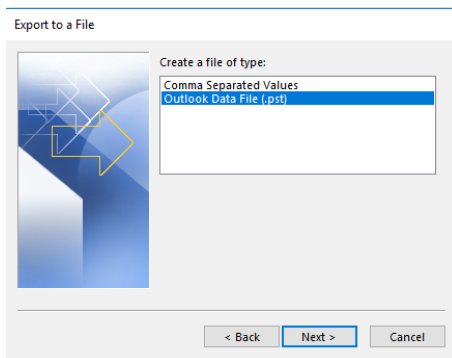
The instructions listed below must be performed form the Outlook Desktop client

- ➢ **Export:**
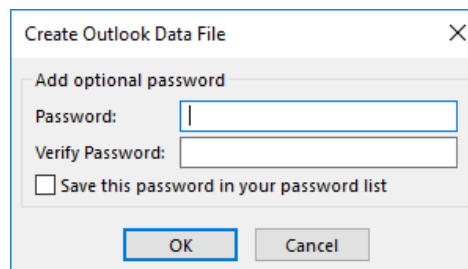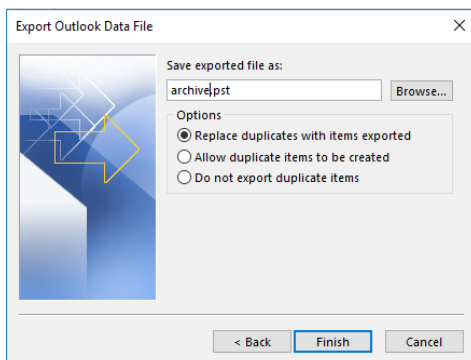   1) Select "File" from the toolbar
    2) Select "Open & Export", then the "Import/Export" option
    3) Select "Export to a file" > Next

   4) Select "Outlook Data File (.pst) > Next
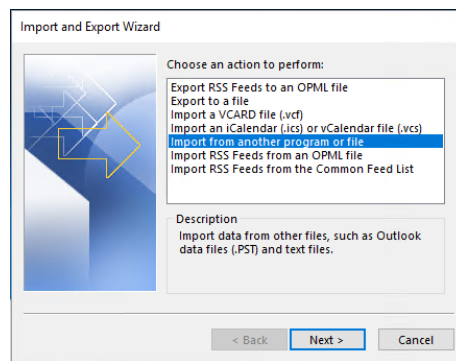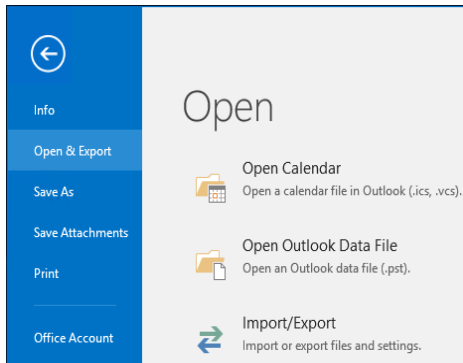   5) Select the "Archive" folder > Next

   6) Click "Browse" and specify desired name and location for the saved PST file > Finish
   7) Password option: Leave blank for no password
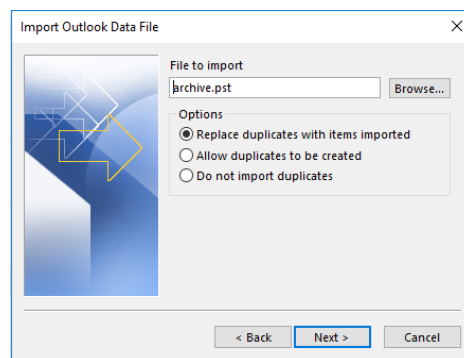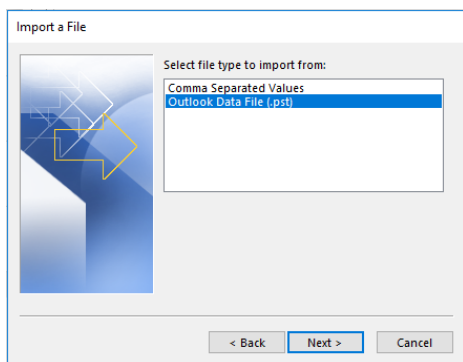
Archive Mail Export-Import

➢ **Import:**

1) Select "File" from the toolbar
2) Select "Open & Export", then the "Import/Export" option
3) Select "Import from another program or file > Next

4) Select "Outlook Data Files (.pst) > Next
5) Click "Browse" and select your saved PST file > Next
   - Options: Choose the "Replace duplicates with items imported"

6) Expand and select the "Archive" folder
   - Check the "Import items into the same folder in:" with the desired email account
7) Select "Finish"