

# Outlook - Importing a PST Archive File to Server

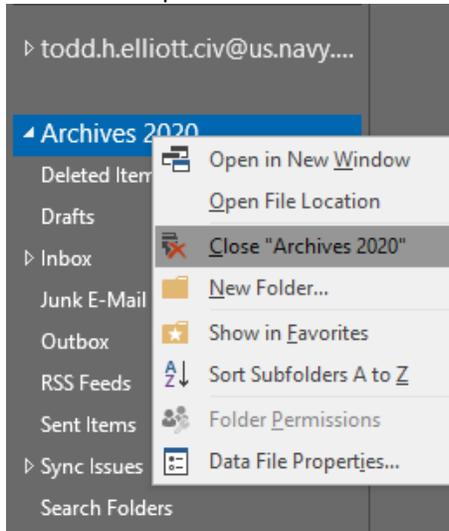
*\*Import these files at the end of the day or on a weekend. The process can take hours with large PST files.  
\*\*You will not be able to use Outlook while the import is processing.*

You can import your entire PST Archive to the email server, and you can get rid of the offline file.

- First, make sure to **close any Archive folders** that Outlook currently has open to avoid errors.
- Then create a **new Backup folder** inside your Mailbox.
- Second, reference the steps to **find your PST files** if you are not sure where they are.
- Finally, **import the files** to the server.

## Close Existing PSTs

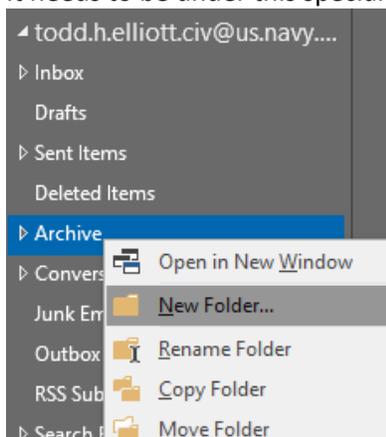
1. Find your Archive folder (PST) in the list on the left.
2. **Right click the top level** of the file, which is usually the name.
  - a. You can also click the arrow next to it to minimize all subfolders.
3. Choose the option for **“Close “FileName”**.



4. Repeat these steps for all your Archive folders.

## Create New Backup Folder

1. Create a new folder in the Archive folder under your main mailbox, and give it a name.
2. It needs to be under this special folder to take advantage of unlimited archiving.

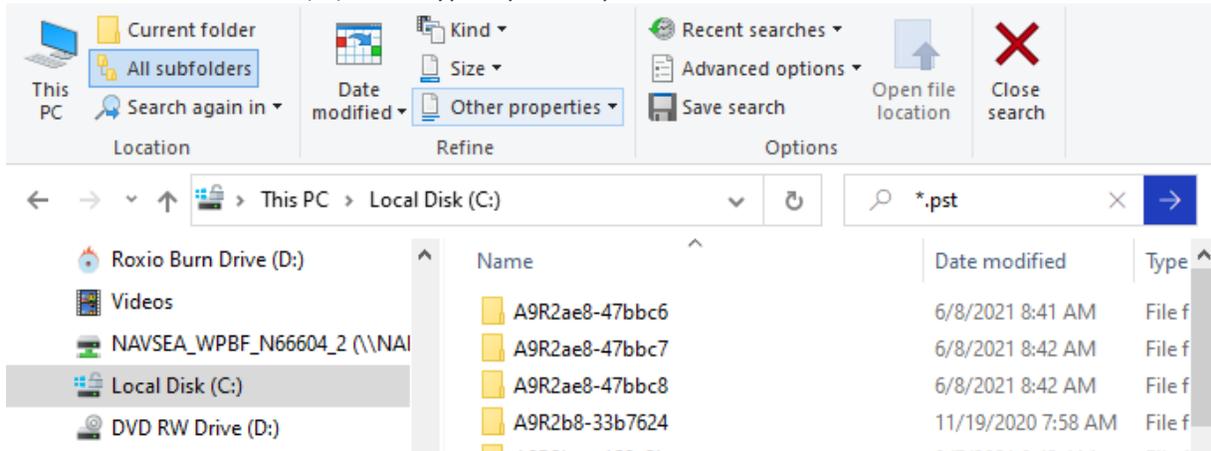


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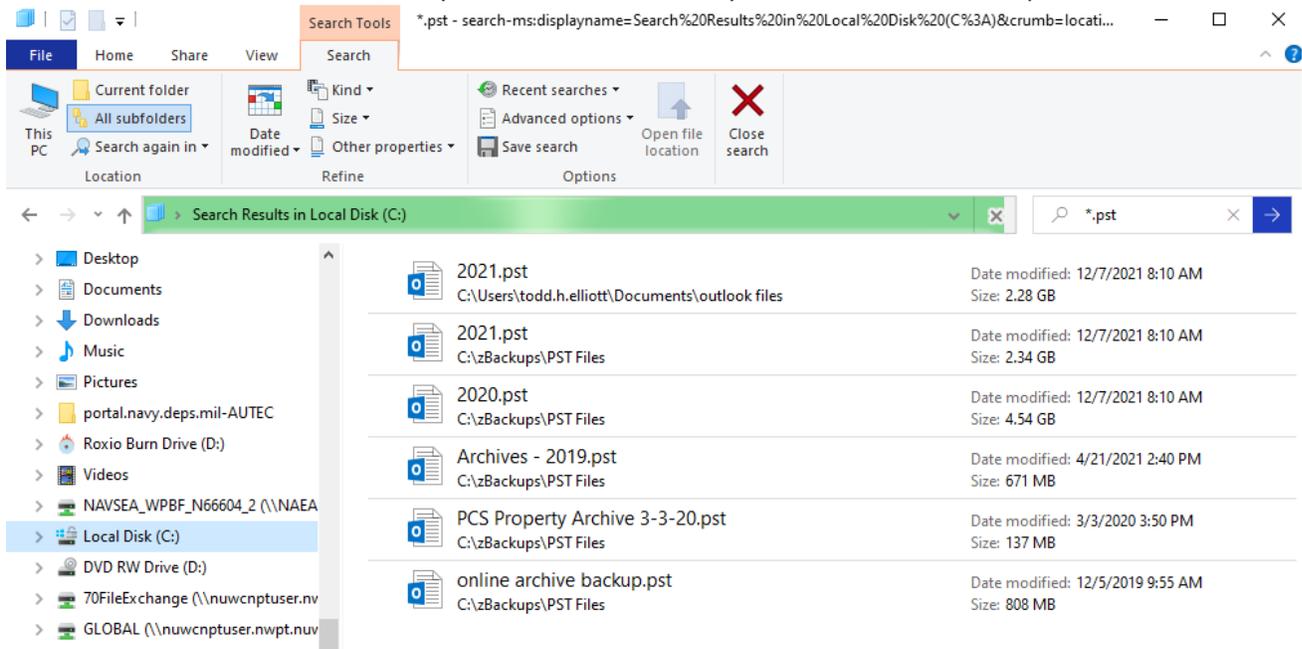
## Search for PST Files

To search your entire computer for Archive files:

- Open the file explorer (**windows key-E**).
- Click on “Local Disk (C:)” on the left hand side. You may need to scroll down.
- In the “Search Local Disk (C:)” box” type \*.pst and press enter.



- It will take some time to search, but you will have a list of all your PST files on the computer.

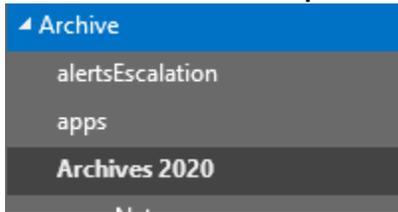


- You can then use this information in Outlook to import your files.

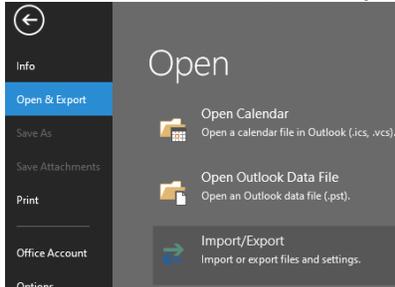
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## Import to Server

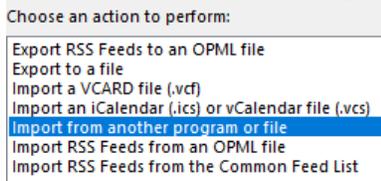
1. **Left-click the new back up** folder you made under Archive to highlight and select it.



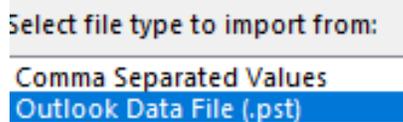
2. Click on the **File** menu, then **Open & Export** → **Import/Export**.



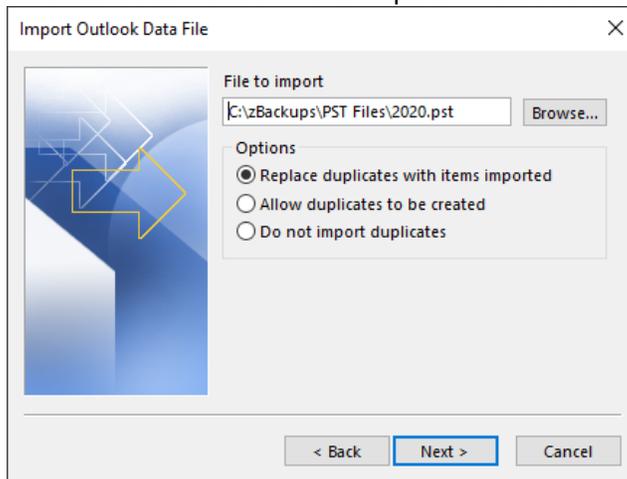
3. Select **Import from another program or file**, and click **Next**.



4. Select **Outlook Data File (.pst)** and click **Next**.



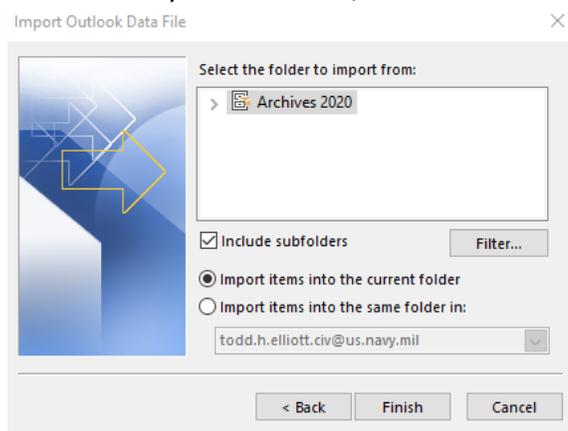
5. Click the **Browse** button under File to Import. The default location is Documents\Outlook Files.



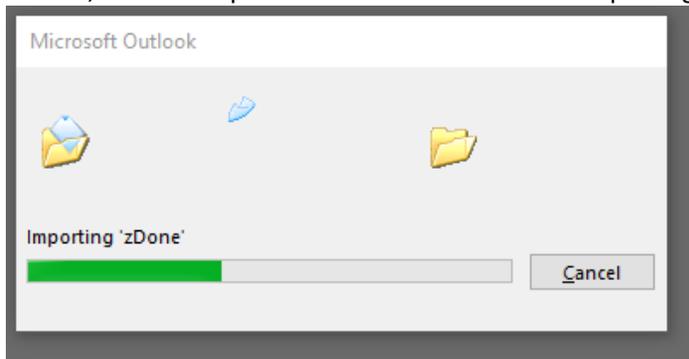
6. Change the options for duplicates if desired, and click **Next**.

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- Change the option to **Import items into the current folder** because you already selected it.  
\*If you did not select your folder first, cancel and start over. Otherwise it will not upload to your Archive.



- Click Finish, and the import will start. You will see it importing your folder names.



- If your internet connection gets interrupted, the import will pick up after the connection is re-established.
- After importing, it will take time for the data to copy from your local Mailbox (cached copy) up to the server.
  - You may see a message at the bottom right that says Outlook is updating XXX folder.
  - Leave Outlook open so it can finish copying from your local computer up to the server.

Updating zProperty and zDone. This folder is up to date. Connected to: Microsoft Exchange

- You may also get extremely old Calendar reminders, which you can dismiss.

