*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.



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.

| 🗐 🖸 📙 🖛 | Search Tools | *.pst - search-ms:displayname=Search%20Results%20in%20Loc | cal%20Disk%20(C%3A)&crumb=locati — 🗆 🗙 |
|--|--|--|--|
| File Home Share | View Search | | ^ (|
| This PC Location | Date modified ▼ ☐ Other pro Refine | opperties ▼ Save search Options Particle Advanced options Open file location Options Options | |
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| > 🦲 Desktop > 🔮 Documents | ^ | 2021.pst C:\Users\todd.h.elliott\Documents\outlook files | Date modified: 12/7/2021 8:10 AM Size: 2.28 GB |
| > 🕹 Downloads | | 2021.pst C:\zBackups\PST Files | Date modified: 12/7/2021 8:10 AM Size: 2.34 GB |
| > Pictures | I-AUTEC | 2020.pst C:\zBackups\PST Files | Date modified: 12/7/2021 8:10 AM Size: 4.54 GB |
| > 💽 Roxio Burn Drive (D: |) | Archives - 2019.pst C:\zBackups\PST Files | Date modified: 4/21/2021 2:40 PM Size: 671 MB |
| > 🛖 NAVSEA_WPBF_N66 | 604_2 (\\NAEA | PCS Property Archive 3-3-20.pst C:\zBackups\PST Files | Date modified: 3/3/2020 3:50 PM Size: 137 MB |
| > DVD RW Drive (D:) > 70FileExchange (\\n > GLOBAL (\\nuwcnp) | uwcnptuser.nv tuser.nwpt.nuv | online archive backup.pst C:\zBackups\PST Files | Date modified: 12/5/2019 9:55 AM Size: 808 MB |

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

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 \rightarrow Import/Export.



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



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

Select file type to import from:

Comma Separated Values Outlook Data File (.pst)

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

| Import Outlook Data File | | × |
|--------------------------|----------------------|---|
| | File to import | |
| | < Back Next > Cancel | |

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

- 7. 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.

| Import Outlook Data File | | × | |
|--------------------------|--|--------|--|
| | Select the folder to import from | n: | |
| | Include subfolders Import items into the currer | Filter | |
| | todd.h.elliott.civ@us.navy.mil | | |
| | | | |

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

| Microsoft Outlook | | |
|-------------------|---|------------|
| ò | Ø | |
| Importing 'zDone' | | Cancel |
| | - | Guncel |

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

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

