

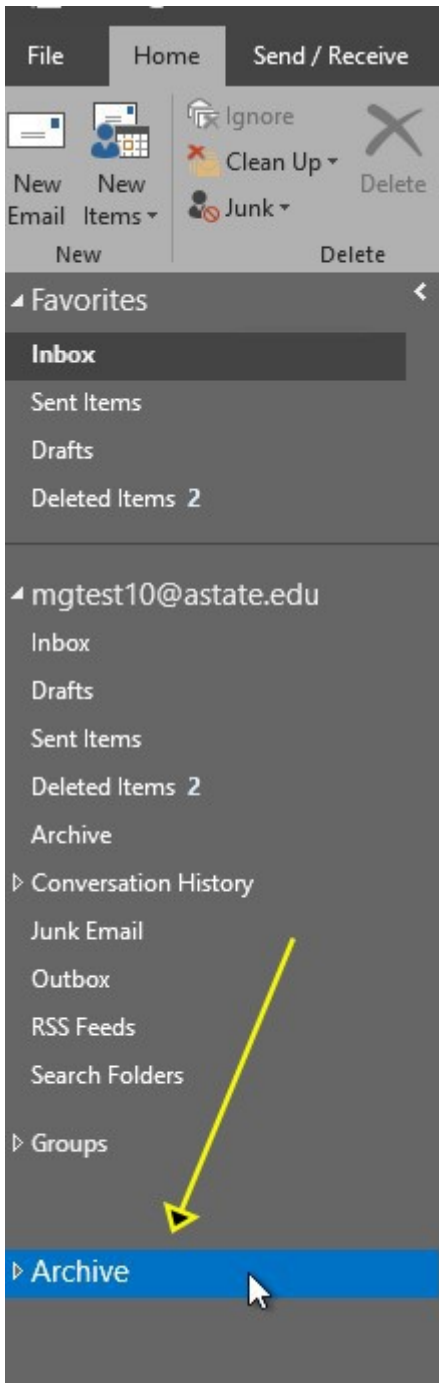
Import Archived Mail from a PST File

You can only import archived mail from the Outlook desktop client. You cannot import for Outlook for the Web.

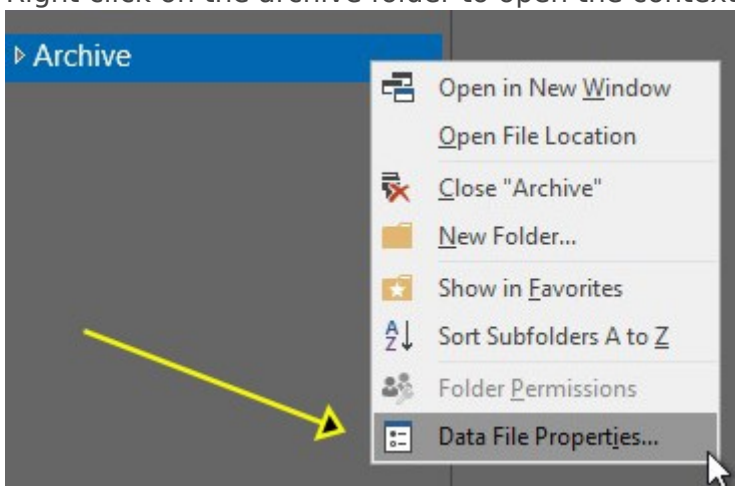
Locate Your Mail Archive File

1. Open Outlook.

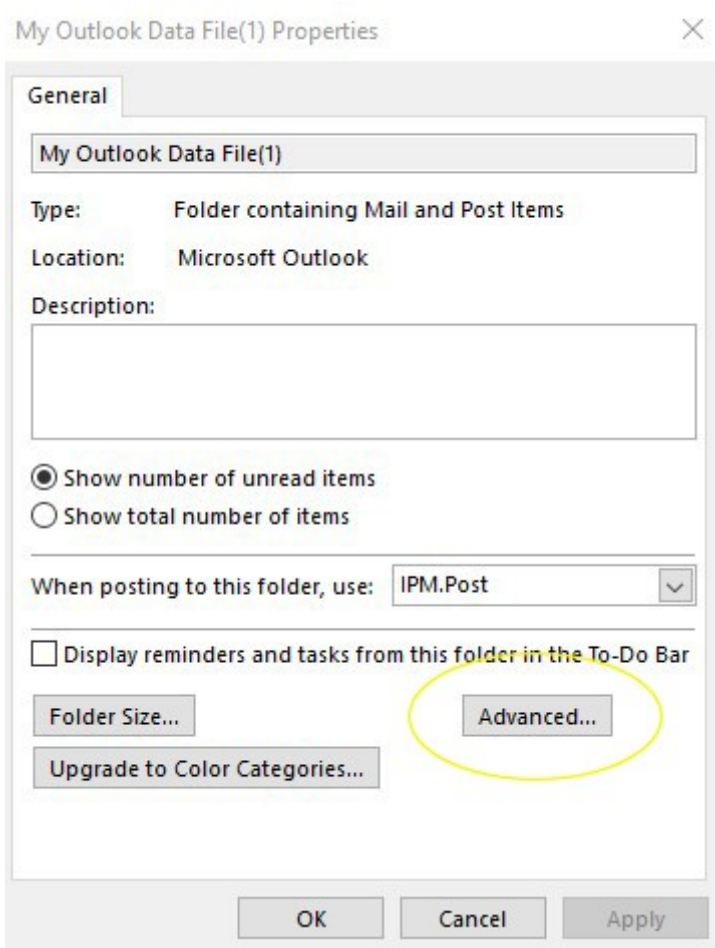
2. Locate the archive in the list of folders on the left side.



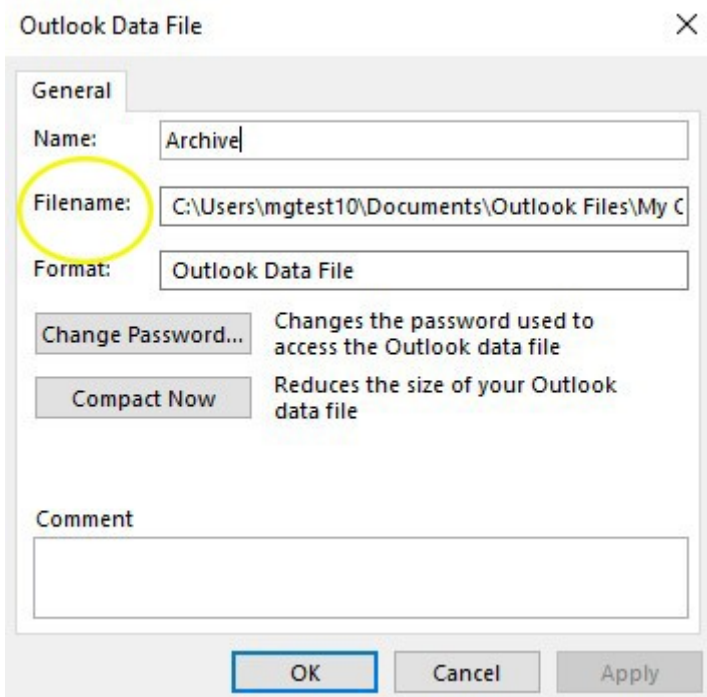
3. Right click on the archive folder to open the context menu and select *Data File Properties*.



4. In the data file properties dialog, click on the *Advanced* button.



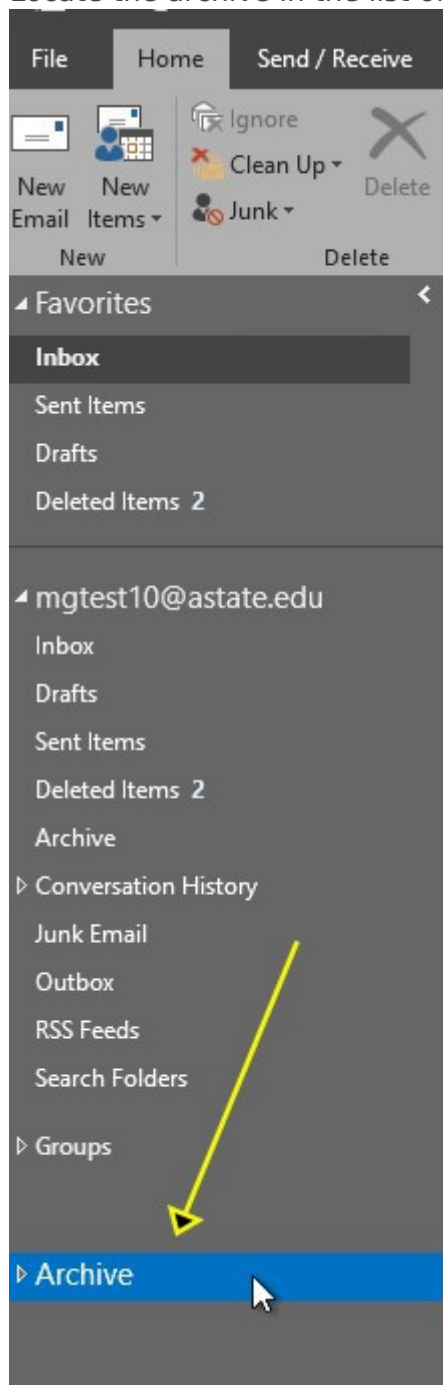
5. The location of your archive file is listed next to the *Filename* field. In most cases, this file will be located in your Documents in a folder called *Outlook Files*. Remember this location. Copy it to a text file if you need to.



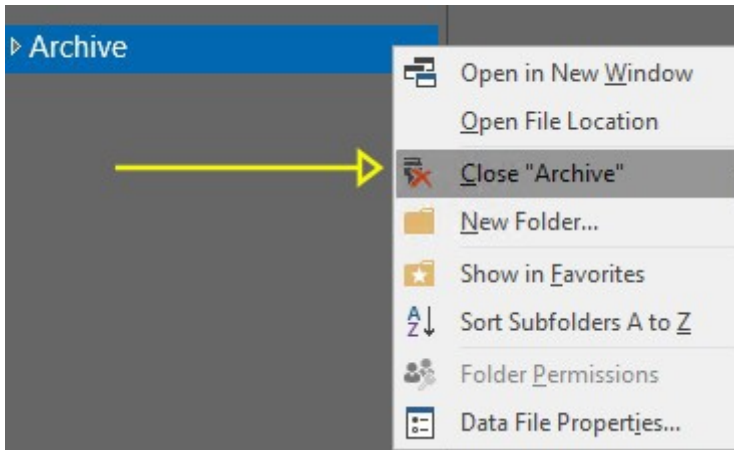
Repeat steps 2-5 if you have more than one archive file.

Close the Archive File

1. Open Outlook.
2. Locate the archive in the list of folders on the left side.



3. Right click on the archive folder to open the context menu and select *Close "Archive"*. *Archive* may be different than what is shown in the image below. It will be whatever the name of the Outlook Data File is. In this case, it is called *Arhive*. If the name was *archive1*, then the context menu would show *Close "archive1"*.



Repeat steps 2 and 3 if you have more than one archive file.

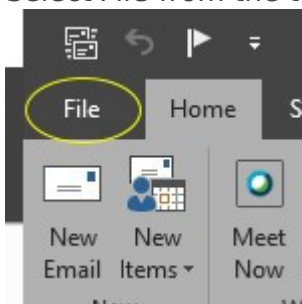
Importing you Archived Mail using Outlook.

Now that you have the location of the archive file(s), it is time to import the messages. The following instructions are valid for Outlook 2013, 2016, 2019 and M365.

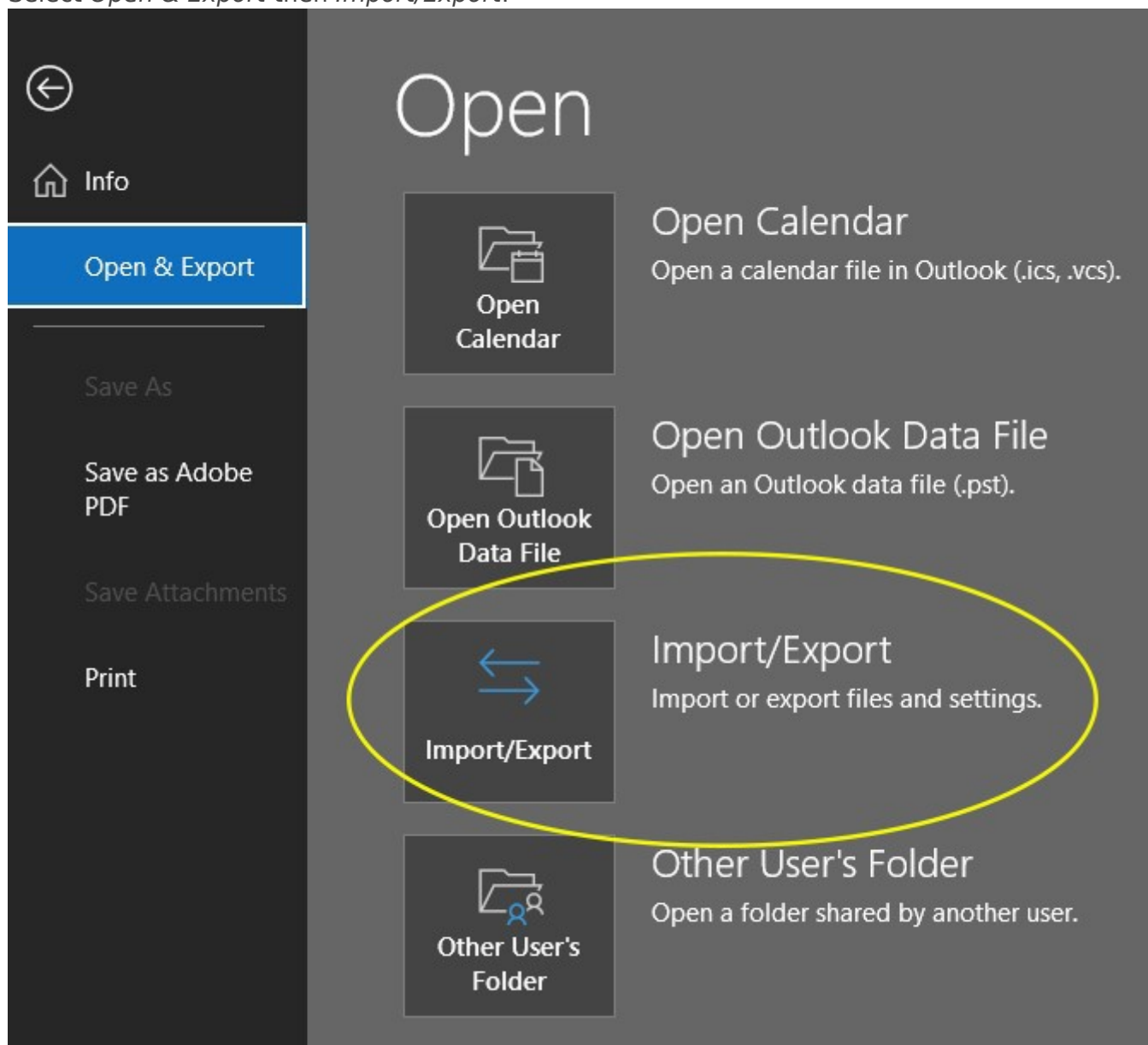
Note: The Open dialog in Outlook 2013 uses a different set of icons and will look slightly different than 2016 and 2019. All images below are from Outlook 2019. While the icons may be different the text is identical in all three versions.

You cannot import an archive file that is already loaded in Outlook. It must be closed before you can import it. Please refer to the previous section for instructions on closing the archive file.

1. Open Outlook.
2. Select *File* from the top menu bar.

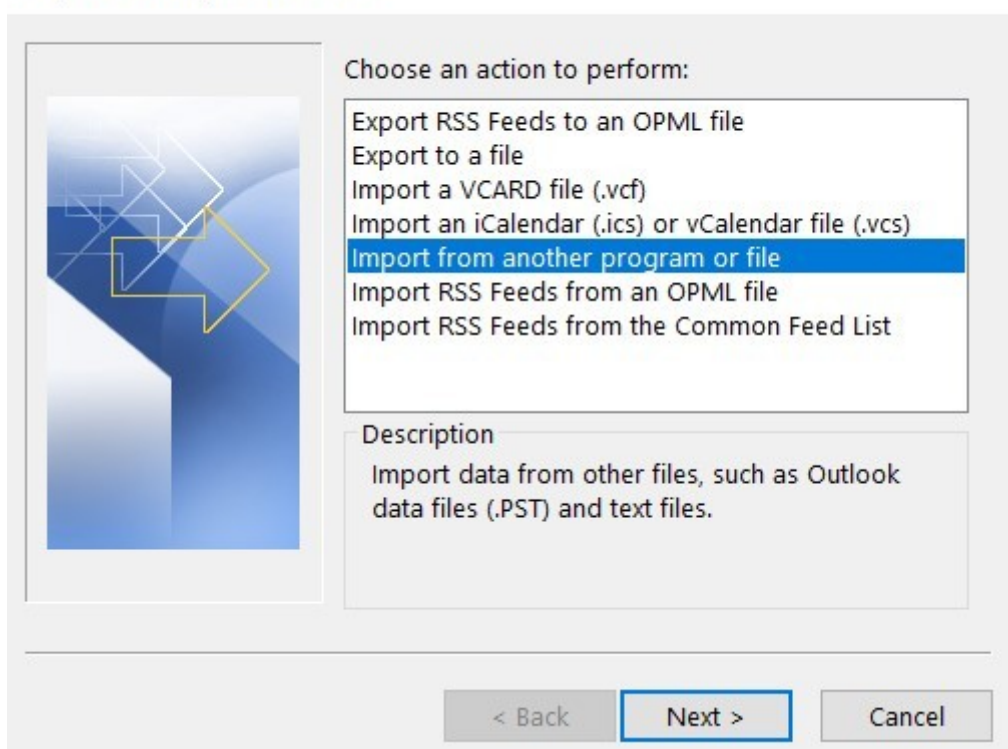


3. Select *Open & Export* then *Import/Export*.



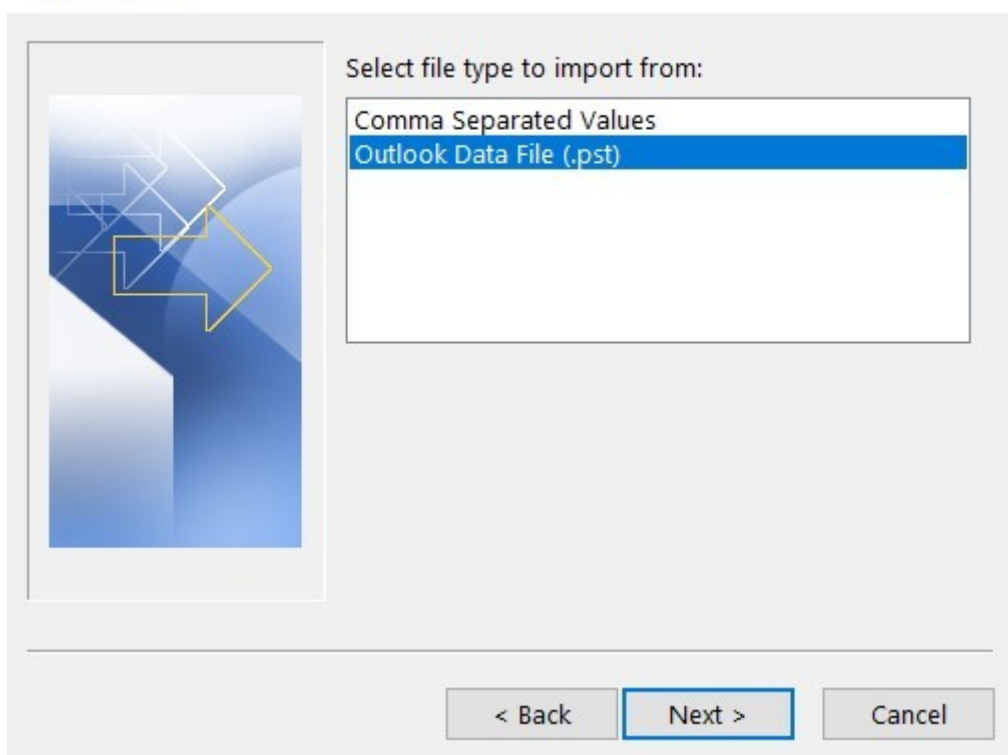
4. On the *Import and Export Wizard* dialog, select *Import from another program or file* and click on *Next*.

Import and Export Wizard

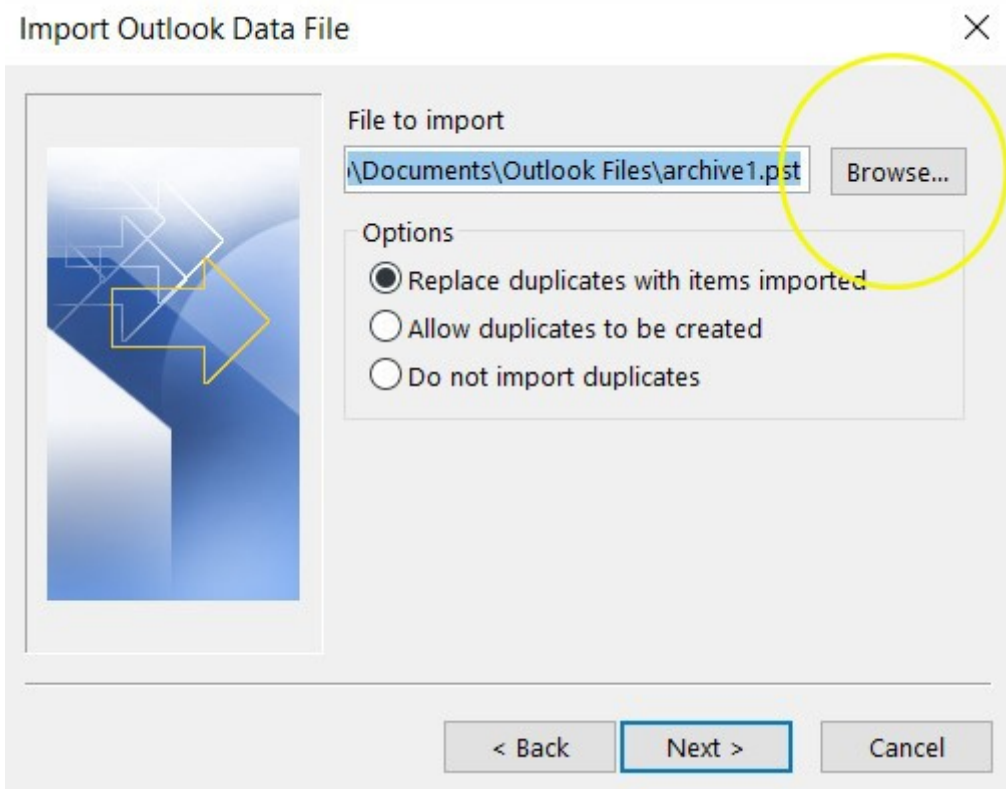


5. On the *Import a File* dialog, select *Outlook Data File (.pst)* and click *Next*.

Import a File

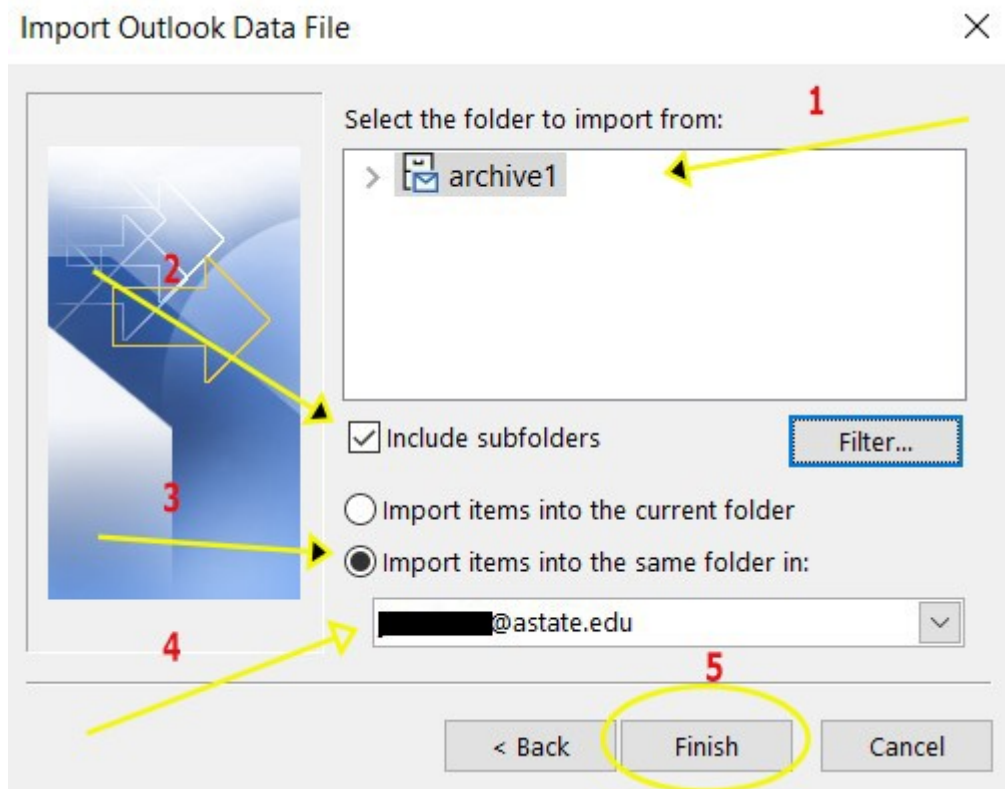


6. Use the *Browse* button on the *Import Outlook Data File* dialog to locate the archive file you identified previously. Under the *Options* section, leave the default selection *Replace duplicates with items imported* and click on *Next*.



7. To copy all of the messages (including folders) to your A-State M365 inbox:
1. Under *Select the folder to import from:*, click on the top level. This is the default unless you change it.
 2. Select *Include subfolders*. This is the default unless you change it.
 3. Select *Import items into the same folder in:*. This is the default unless you change it.
 4. Make sure your email address is select in the dropdown box.

5. Click on *Finish*.



Depending on the size of your archive file, it may take some time to import all the messages.

Repeat steps 2-7 for each additional archive file you want to import.

Additional Microsoft resources

- [Quick Start Guide](#)
- [Outlook Training](#)
- [Outlook Help](#)
- [eBook: Outlook Tips & Tricks](#)
- [Download PDF: Outlook Quick Start Guide](#)

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