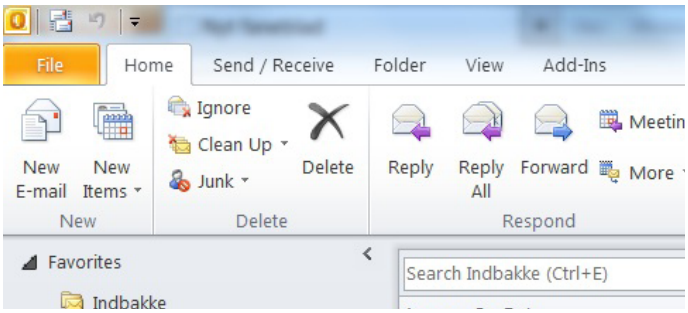
IMPORT PST-FILE TO SERVER OUTLOOK 2010

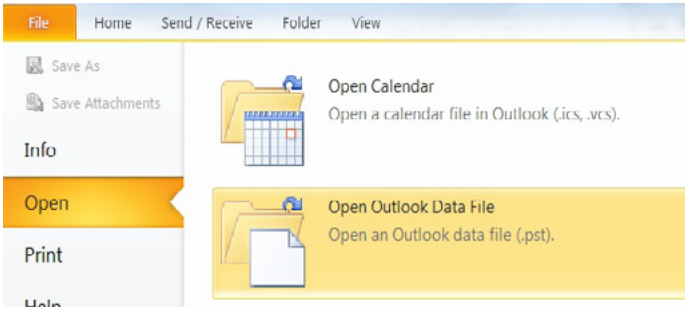
Outlook 2010 is often set to automatically archive mails and other items locally on your personal computer. However, by allowing mails and other items to stay on the mailserver, you can gain access to them from different computers and via your webmail.

This guide will show you how to:

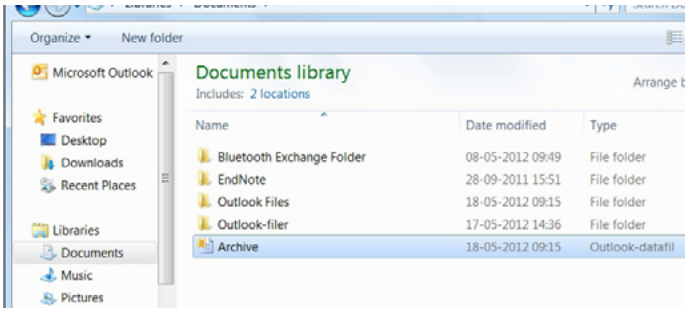
1. move old archives (.pst files) to the mailserver.
2. disable autoarchiving in Outlook so that emails and other items are no longer archived on your computer.



Open Outlook 2010 and choose File in the upper left corner.

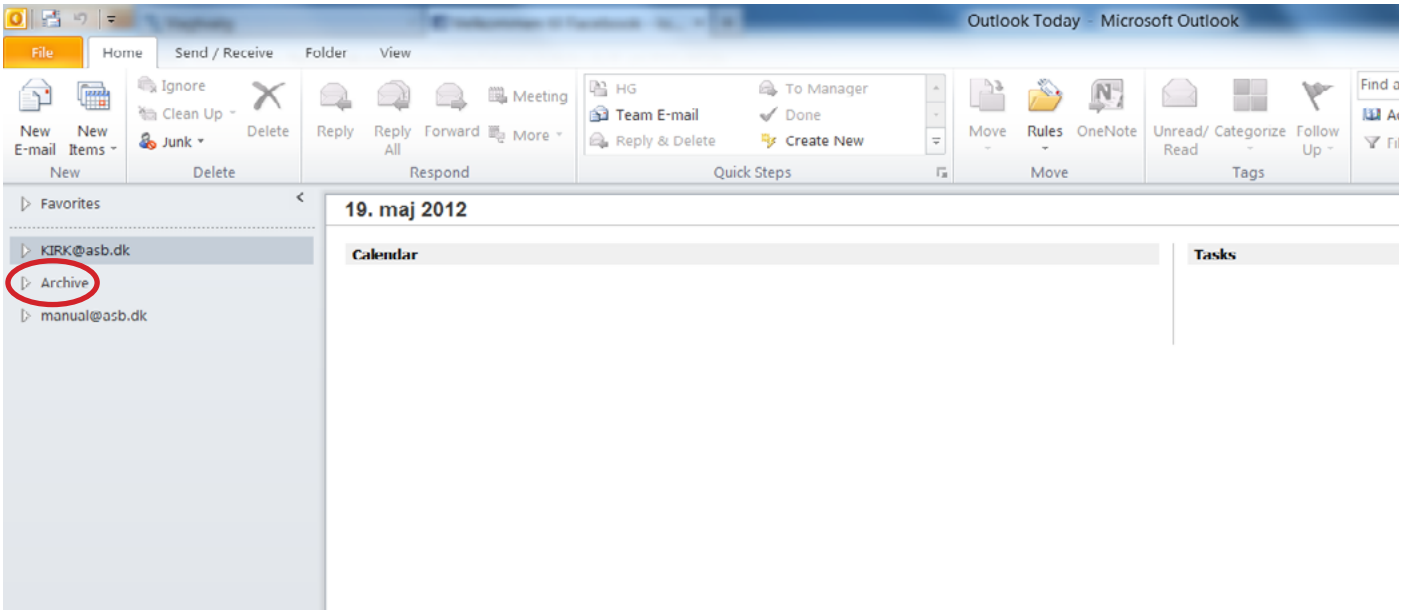


Choose Open and select Open Outlook Data File.



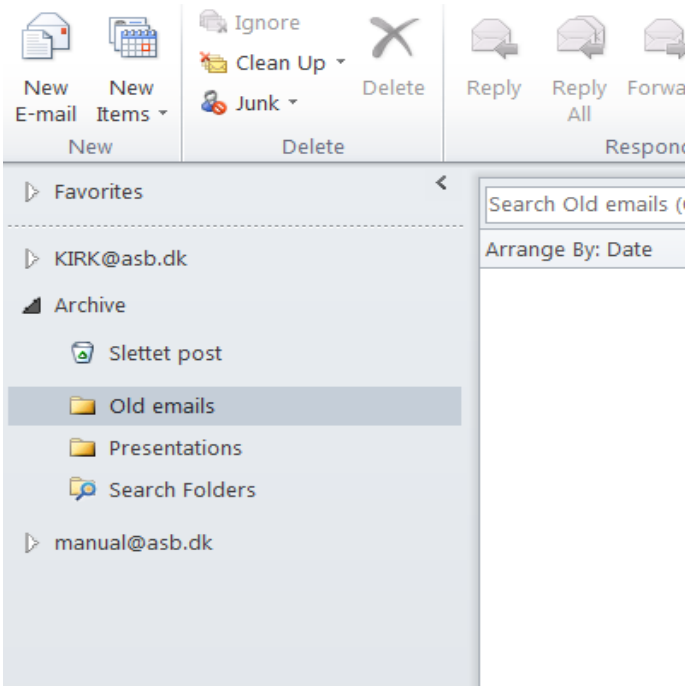
Browse your computer using the dialogue box that appears and find the Outlook Data File you wish to open. Choose the data file and press OK.

In the example to the left, the file is located under Documents and is called Archive.



The data file now appears in the Navigation Pane to the left underneath your mailbox. Unfold the file to see its contents by clicking the arrow to the left.

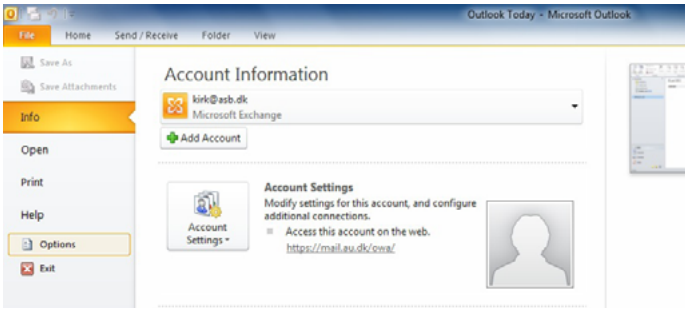
It is now possible to move the contents such as folders, single emails, calendar items etc. to your own mailbox. To do so, drag the items to your mailbox and release as shown below. The items you move to your mailbox will then be synchronized on the mailserver and will be accessible from your webmail.



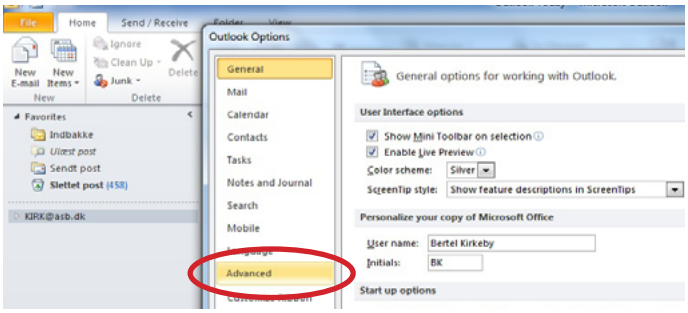
Unfold the data file by clicking the arrow to the left. Choose the items (emails, folders etc.) you want to synchronize, hold down the left mouse button, drag the items to your mailbox and release. The items will then be moved to your mailbox and synchronized on the mailserver.

You can then check your mailbox to verify that the wanted items have been moved to your mailbox. If you need to move more items, simply repeat the last step.

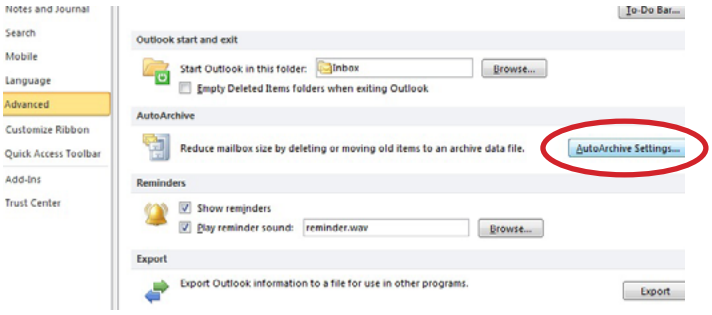
It is important that you move all the items that you may need in the future. Items that are not moved to the server will not be saved for future uses.



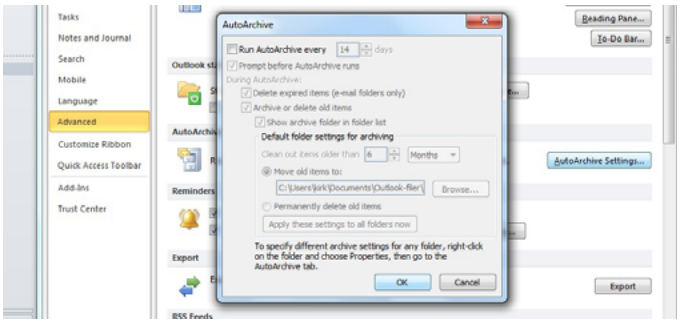
Before you proceed, you must make sure that Autoarchive is turned off. To do so, go to Files and choose Options.



Choose Advanced in the menu to the left.

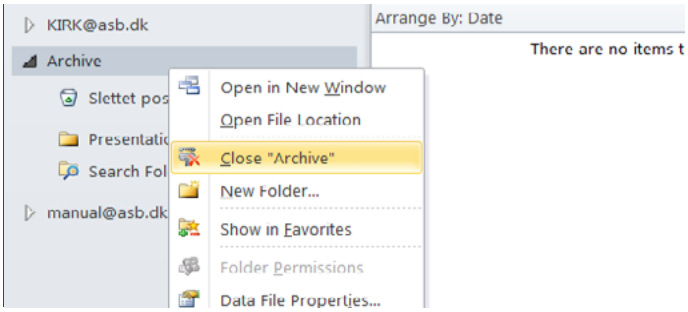


Select Autoarchive Settings.



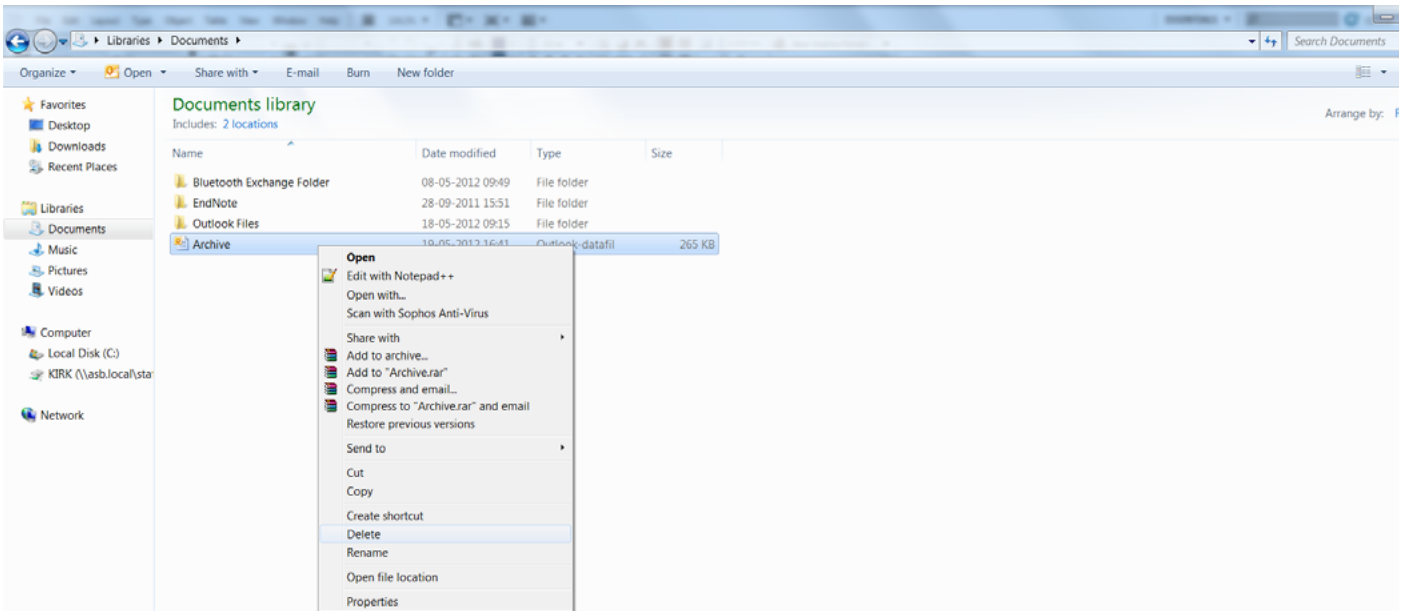
Uncheck the box in the upper left corner "Run autoarchive every...", then click OK in both windows.

Autoarchive is now disabled in Outlook.



Once all the items you wish to save have been moved to your mailbox and when autoarchvie has been disabled, the datafile must be closed. To do so, right click the file and choose Close "(Name of file)". The file will now disappear from the Navigation Pane.

Finally, you must close Outlook 2010 before proceeding.



Once Outlook 2010 is closed, you can delete the data file from your computer in order to free space. Do not delete the file unless you are absolutely sure that all the items you wish to save have been moved to your mailbox in Outlook.

The file can be deleted by pressing the Windows Start button and choosing Computer. Browse to the data file, right click the file, choose Delete and press Yes when asked if you want to move the file to the Recycle Bin.

You have now successfully moved the chosen items from your pst-file to your mailbox which backs up the items on the server making them available from your webmail.