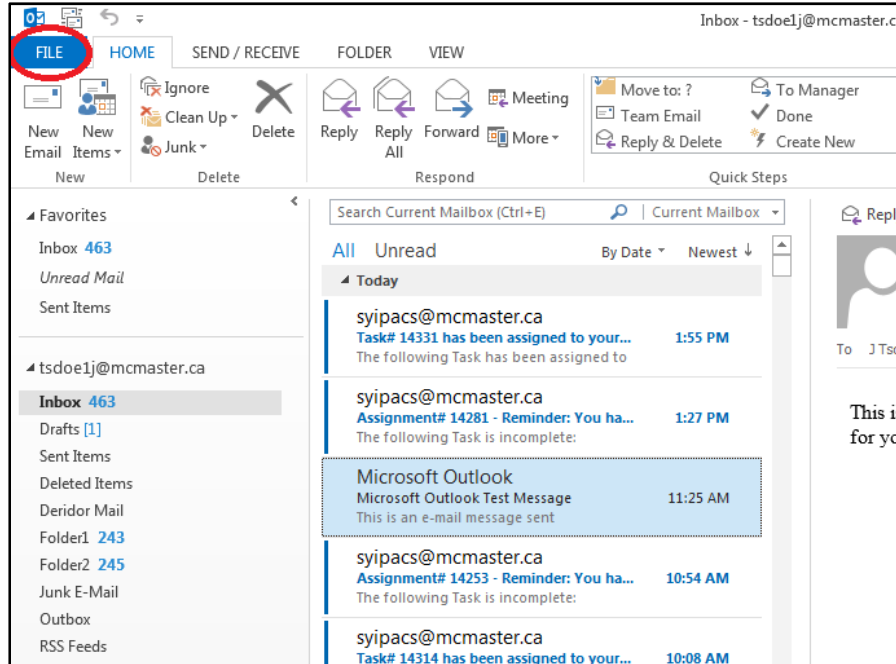
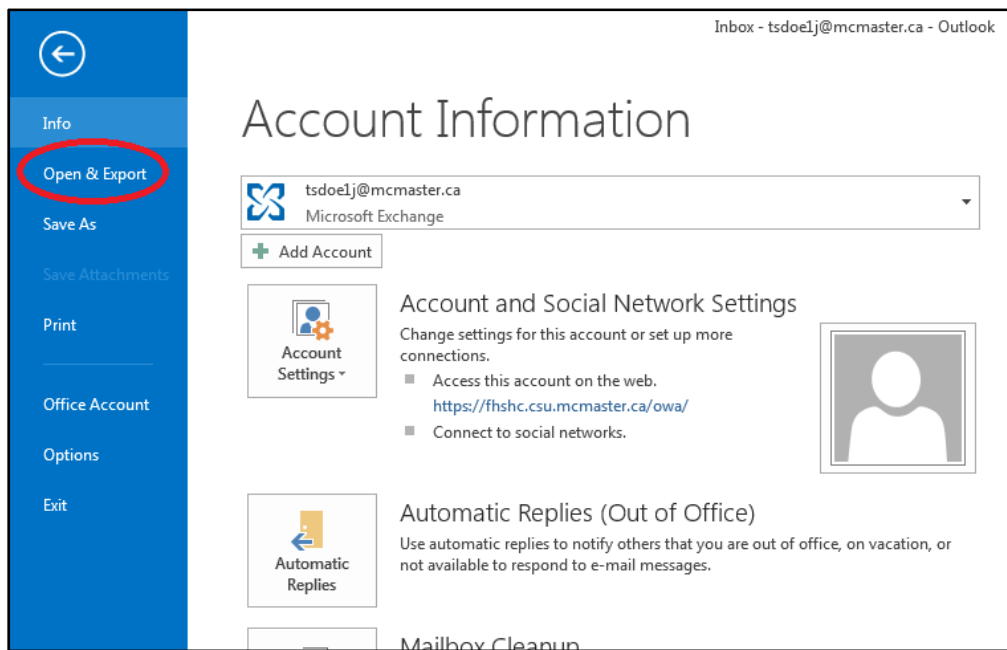


User Guide: How to Import Outlook Data File into Outlook (2013)

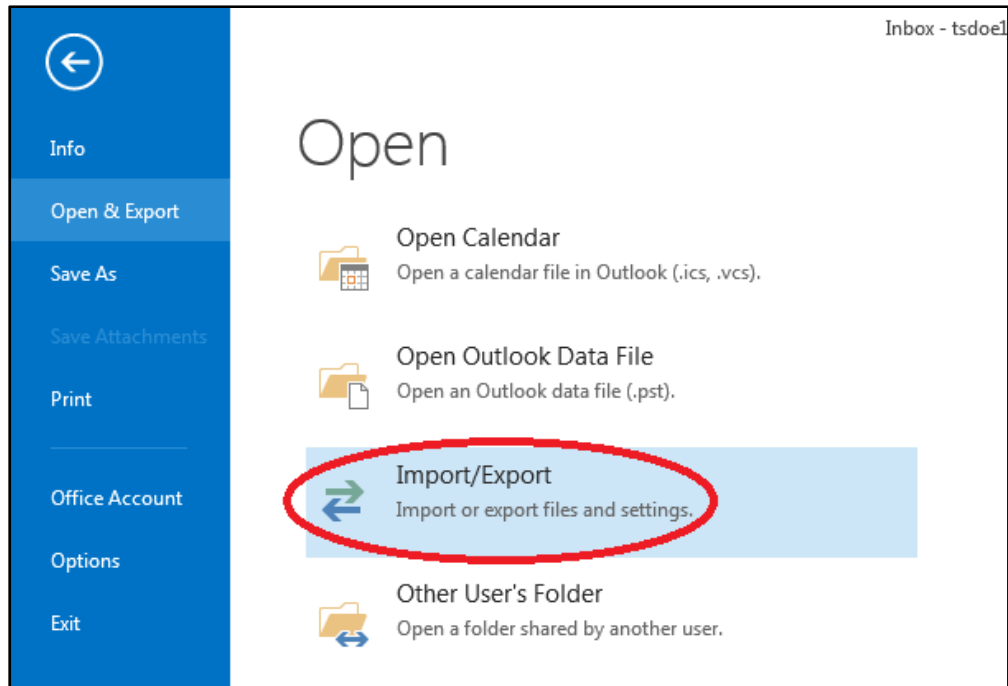
1. In Microsoft Outlook click **File**



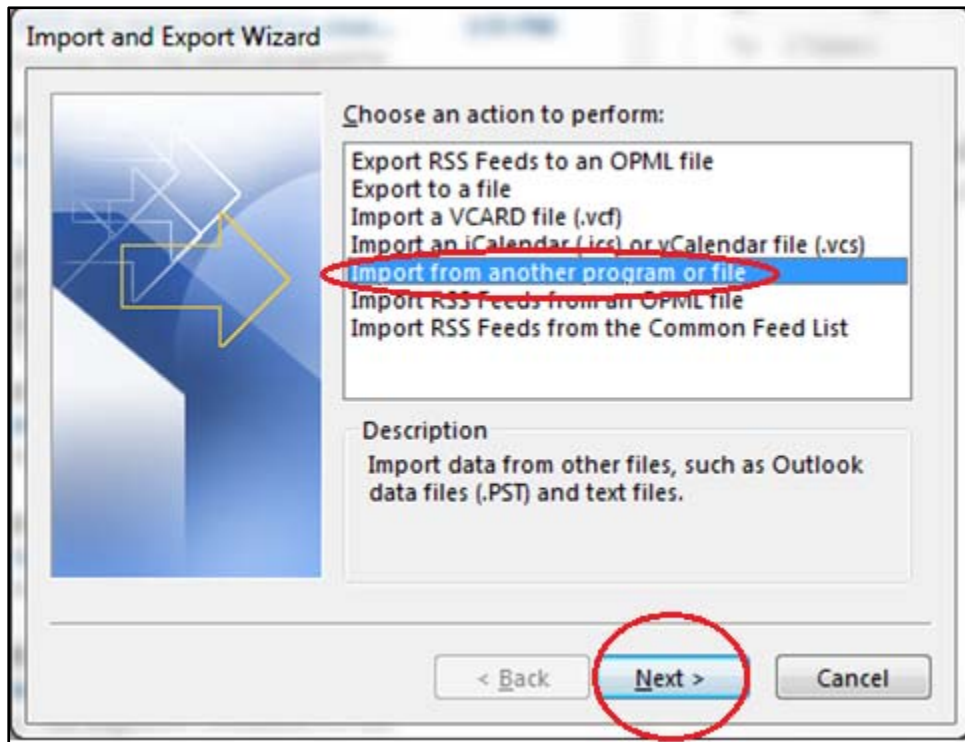
2. Select **Open & Export**



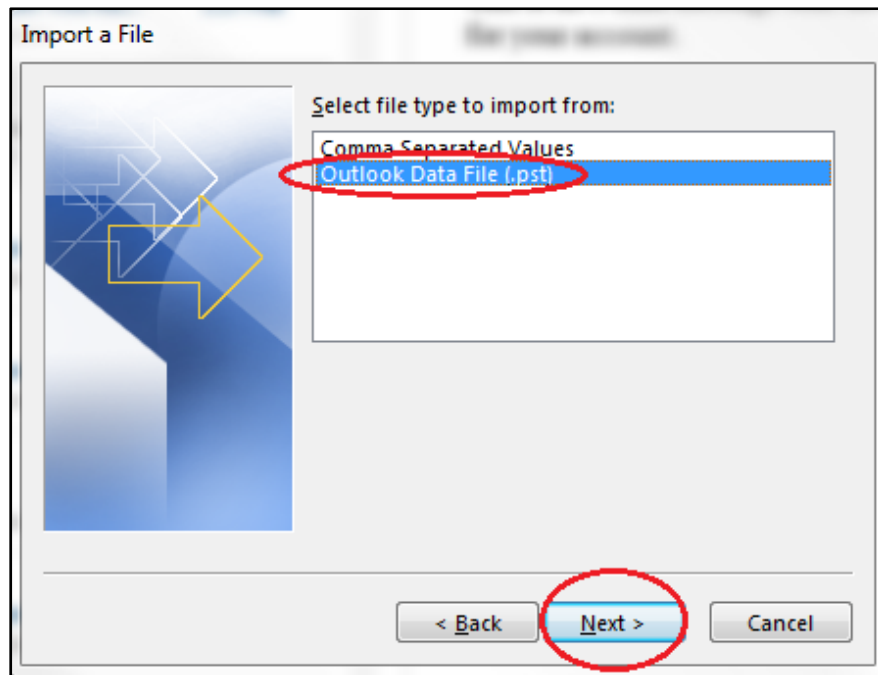
3. Click **Import/Export**



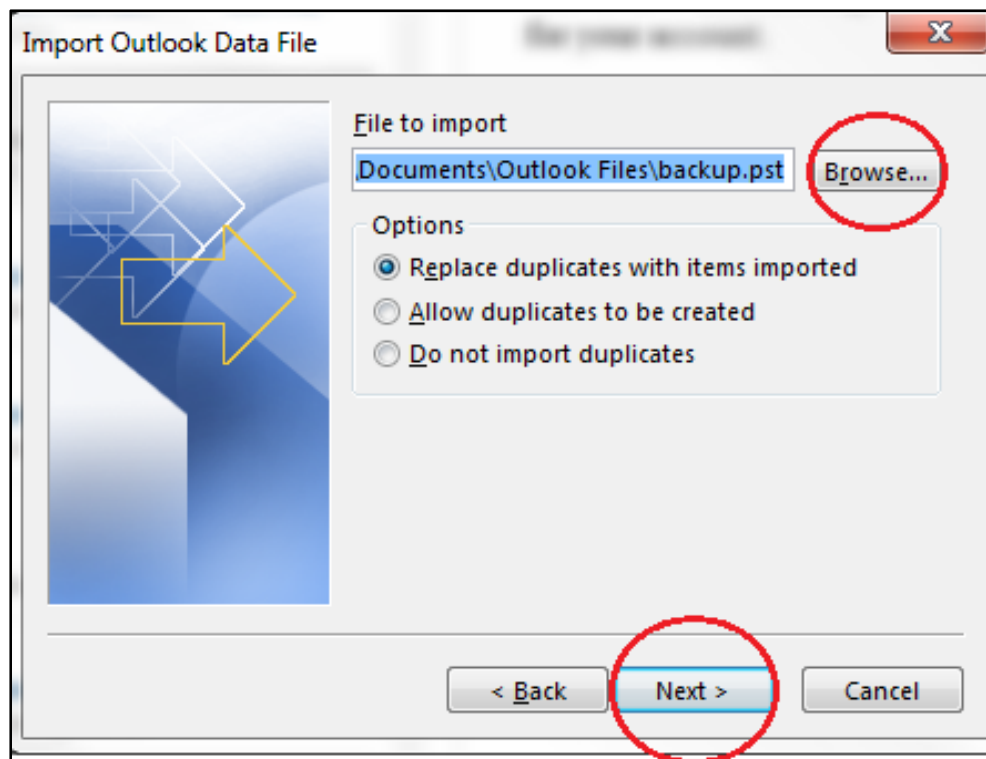
4. Select **Import from another program or file** and click **Next**



5. Choose **Outlook Data File (.pst)** and click **Next**



6. Select **Browse** and point to where you saved the exported .pst file select it and click **Next**



7. Confirm that the pst file will be imported into the **Outlook Data File** and click **Finish**.

