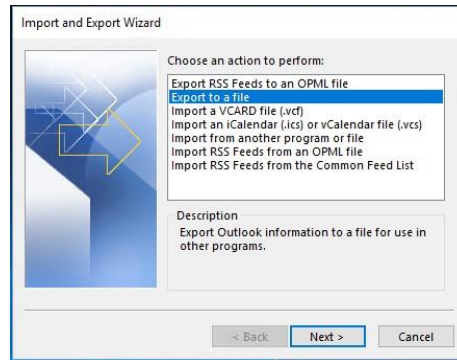
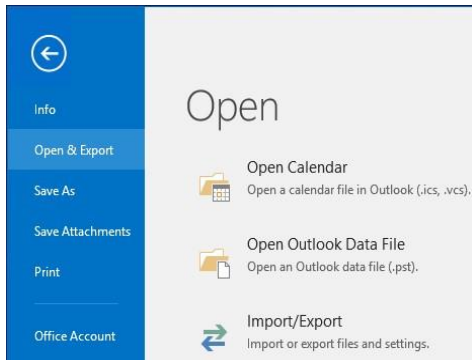


Archived Mail Export-Import: DCTC only

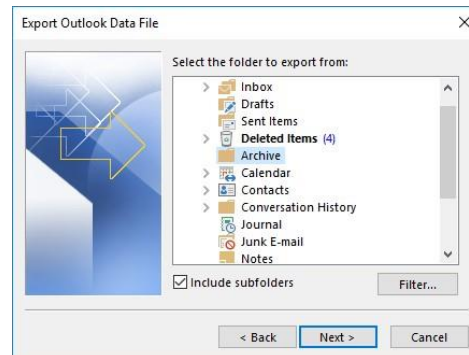
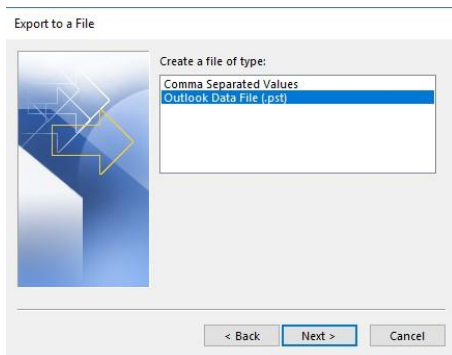
The instructions listed below **must** be performed from the Outlook Desktop client

○ Export:

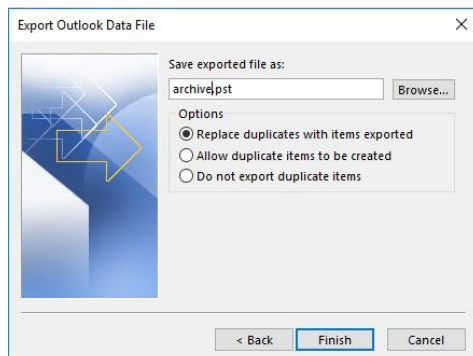
- 1) Select "File" from the toolbar
- 2) Select "Open & Export", then the "Import/Export" option
- 3) Select "Export to a file" > Next



- 4) Select "Outlook Data File (.pst)" > Next
- 5) Select the "Archive" folder > Next



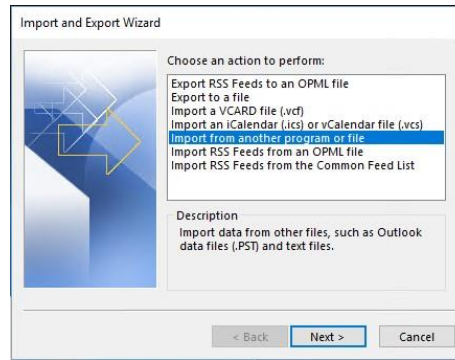
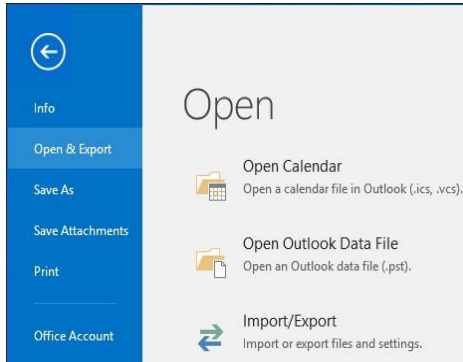
- 6) Click "Browse" and specify desired name and location for the saved PST file > Finish
- 7) Password option: Leave blank for no password



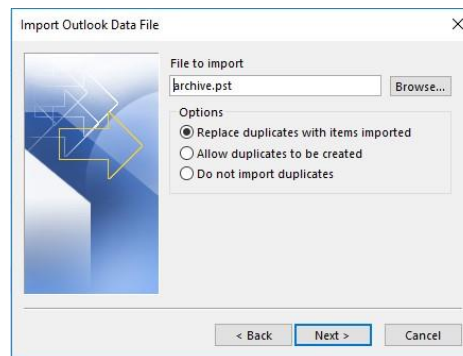
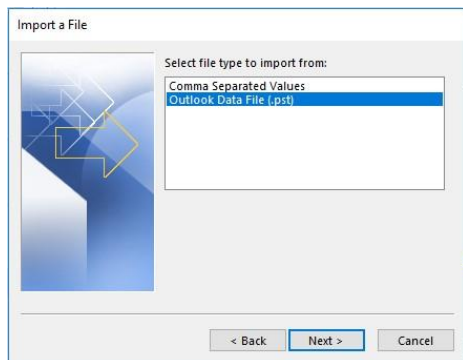
Archived Mail Export-Import: DCTC only

○ Import:

- 1) Select "File" from the toolbar
- 2) Select "Open & Export", then the "Import/Export" option
- 3) Select "Import from another program or file > Next



- 4) Select "Outlook Data Files (.pst) > Next
- 5) Click "Browse" and select your saved PST file > Next
 - Options: Choose the "Replace duplicates with items imported"



- 6) Expand and select the "Archive" folder
 - Check the "Import items into the same folder in:" with the desired email account
- 7) Select "Finish"

