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How to import a PST to Outlook 2010/2013/2016

How to import a PST file to Outlook 2010, 2013, or 2016

Introduction:

The purpose of this documentation is to provide end users complete configuration steps in importing a PST file to Outlook 2010, 2013, or 2016. Outlook 2013 on a PC was used in this example.

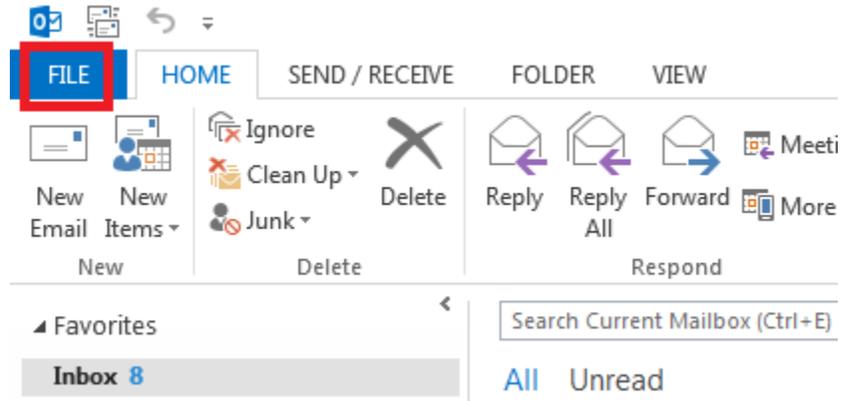
Prerequisites:

- A PST file with your old mailbox data
- Exchange account that has been configured
- Outlook 2010, Outlook 2013, Outlook 2016

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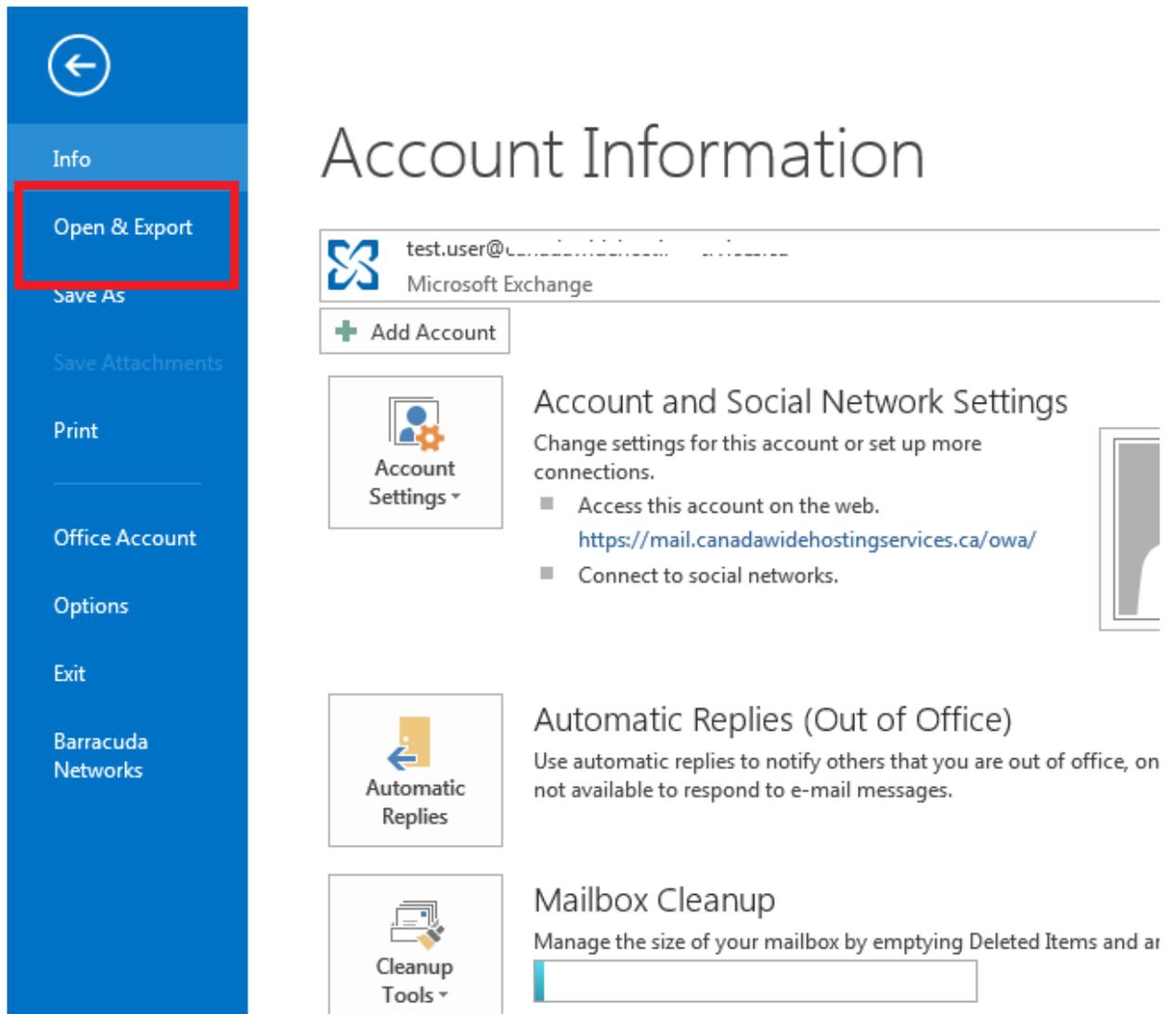
Steps:

1. From Outlook 2013, go to the **FILE** tab.



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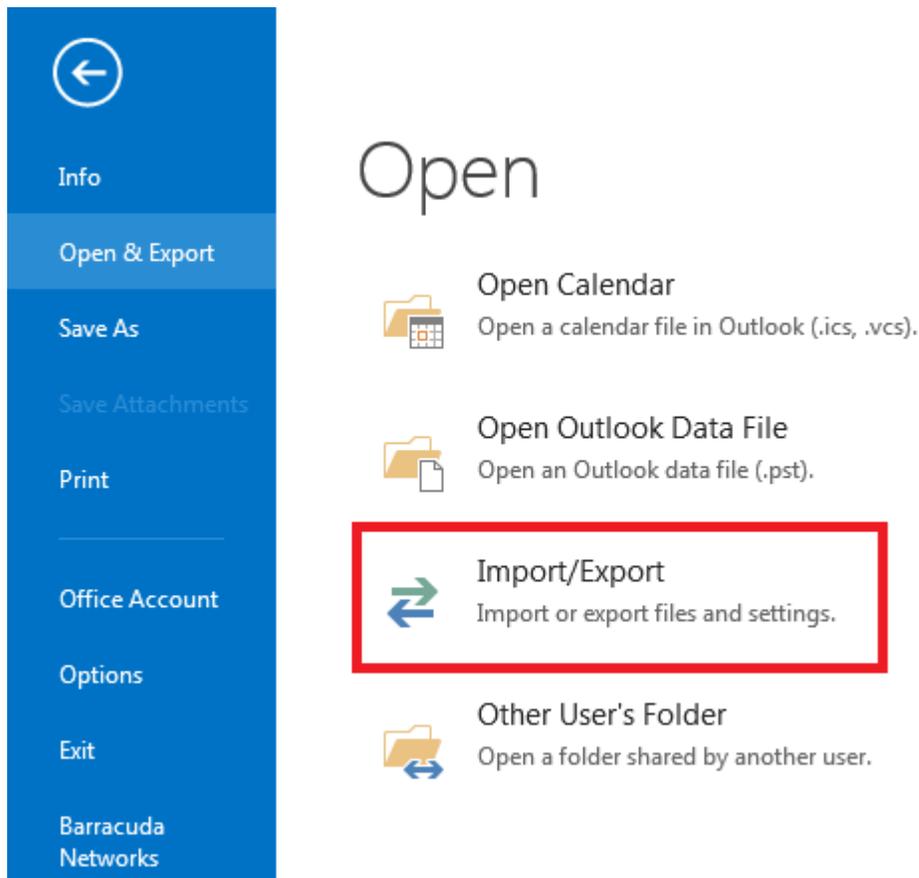
2. Select “**Open & Export**” on the left.



The screenshot shows the Outlook 'Account Information' page. On the left is a blue sidebar with a back arrow at the top. Below it are menu items: 'Info', 'Open & Export' (highlighted with a red box), 'Save As', 'Save Attachments', 'Print', 'Office Account', 'Options', 'Exit', and 'Barracuda Networks'. The main content area is titled 'Account Information' and shows details for a Microsoft Exchange account: 'test.user@...' and 'Microsoft Exchange'. Below this is an 'Add Account' button. The 'Account and Social Network Settings' section includes a link to 'https://mail.canadawidehostingservices.ca/owa/'. The 'Automatic Replies (Out of Office)' section has a description. The 'Mailbox Cleanup' section has a description and a progress bar.

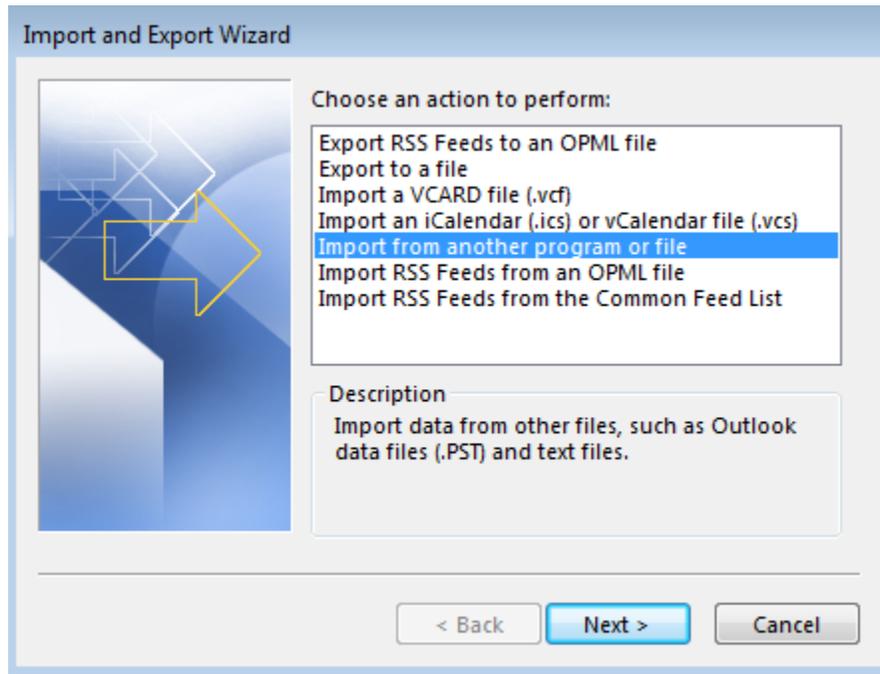
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3. Select “Import/Export”.

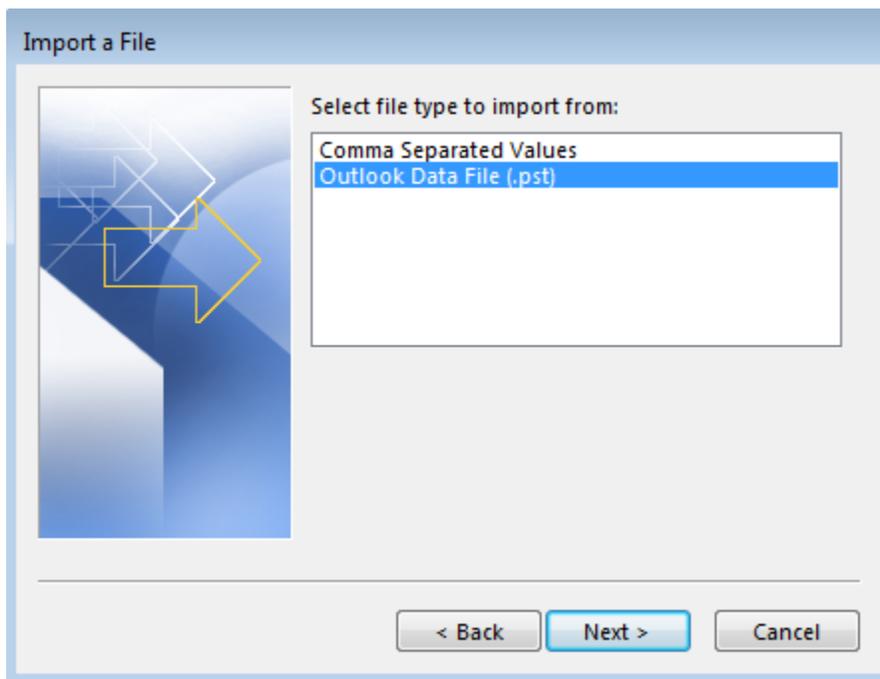


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4. Choose “**Import from another program or file**” and select “**Next**”.

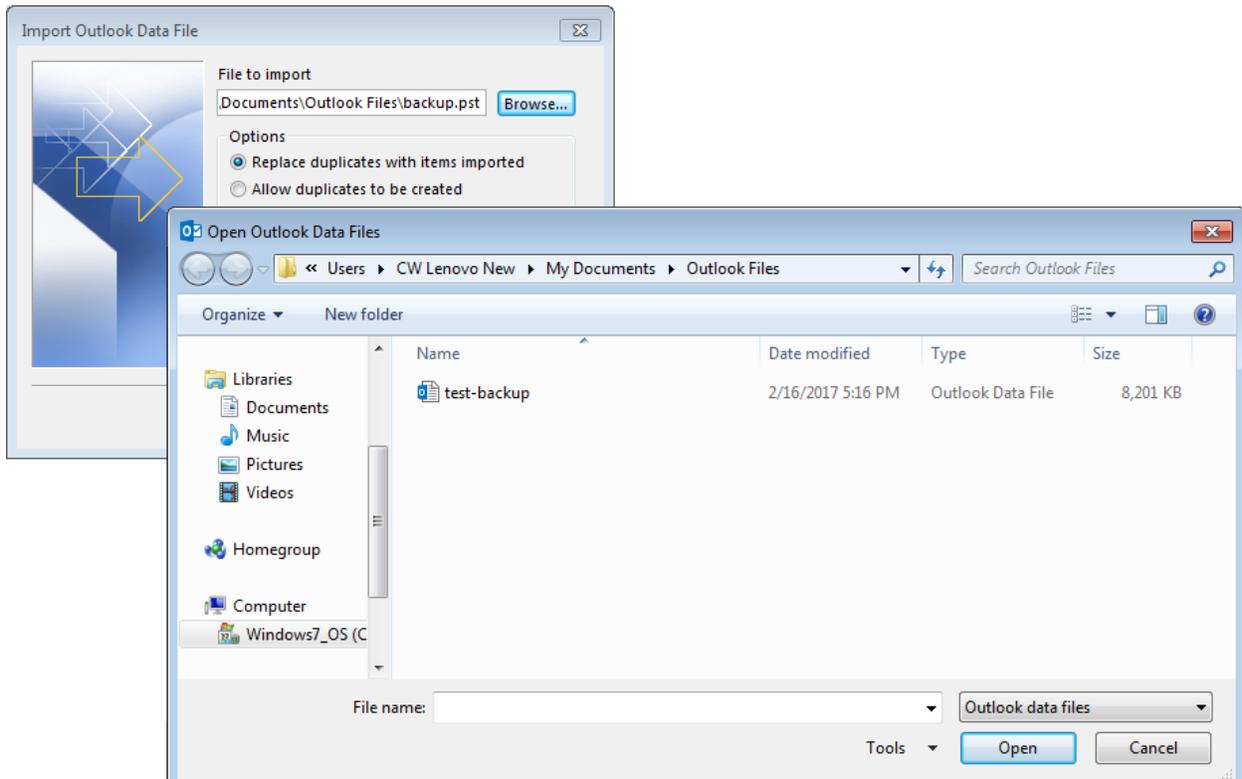


5. Select “**Outlook Data file (.pst)**” and select “**Next**”.



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6. Browse for your backup PST file. Select “**Next**” to continue.



7. Select what you want to import, highlight the top to import the entire contents with subfolders checkbox selected. Select “**Finish**” to complete the import.

