

Migrating from previous versions of Outlook (2000/XP, 2003) to Outlook 2007

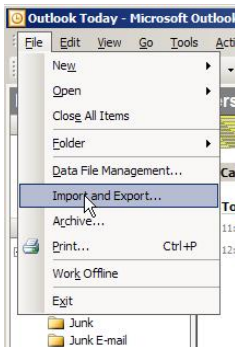
(Exporting from Previous Versions)

Here are the steps needed to export your e-mails and contacts from previous versions of Outlook (2000, 2003). Most of the steps are the same for both versions, though they screens may look a little different.

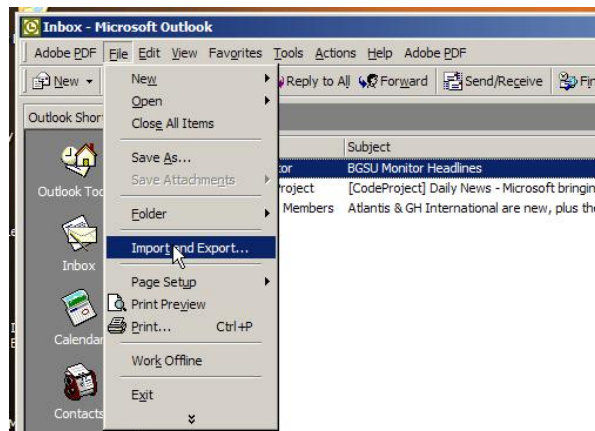
1. Select "Personal Folders" under "Mail" on the left hand side of the application. **(This step is for 2003 users only)**



2. Go up to the top menu and click on File then "Import and Export..."



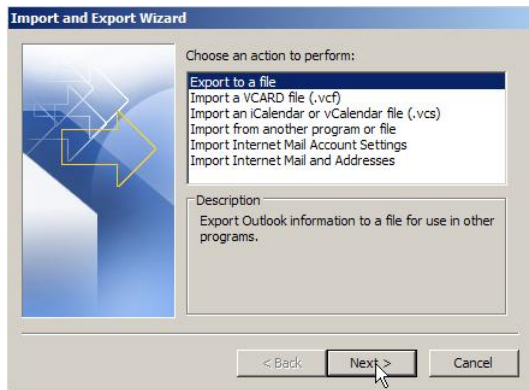
(2003)



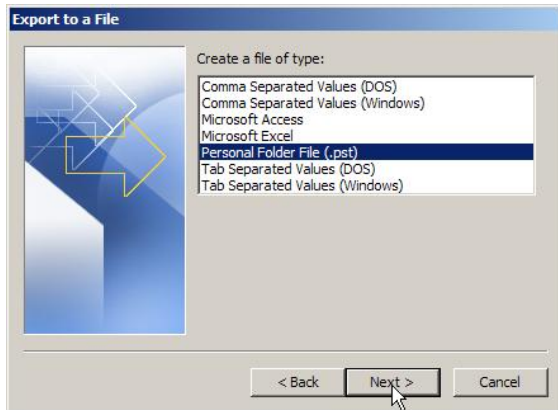
(2000/XP)

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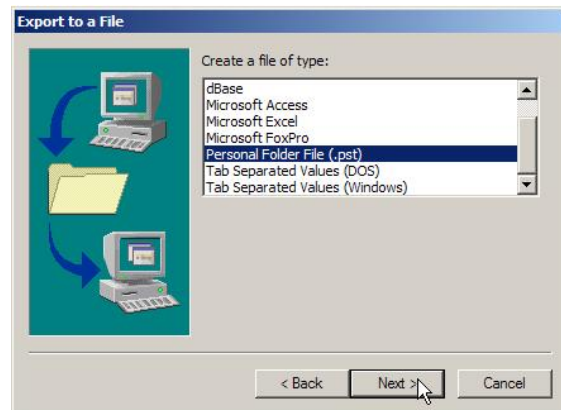
3. On the next window select “Export to a file” and then “Next”. **(2003 only)**



4. Then select “Personal Folder File (.pst)” and then “Next”.



(2003)



(2000/XP)

5. On the next screen you must select “Personal Folders” in the top window and the checkmark for “Include subfolders” must be selected.



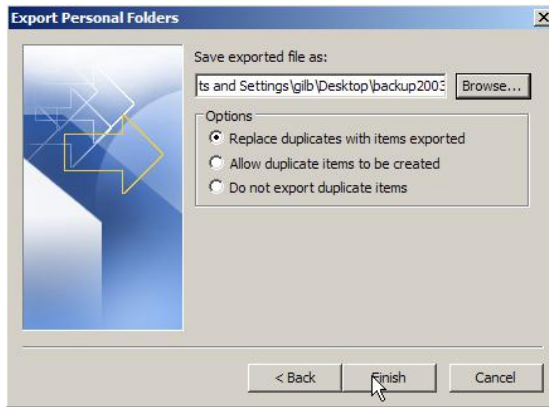
(2003)



(2000/XP)

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- The next screen will ask where you would like to save your exported email and contact list to. Click on the “Browse...” button and select a location to save to.

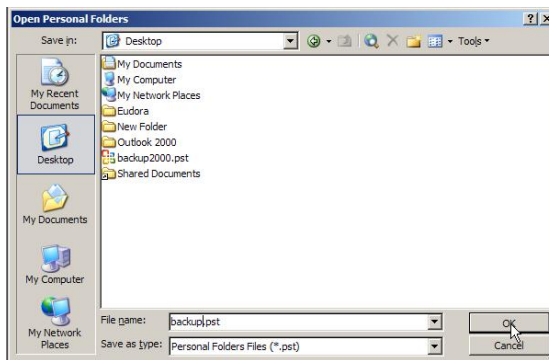


(2003)

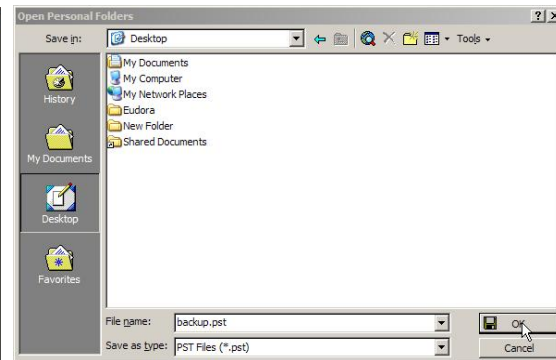


(2000/XP)

I would recommend saving to the Desktop.

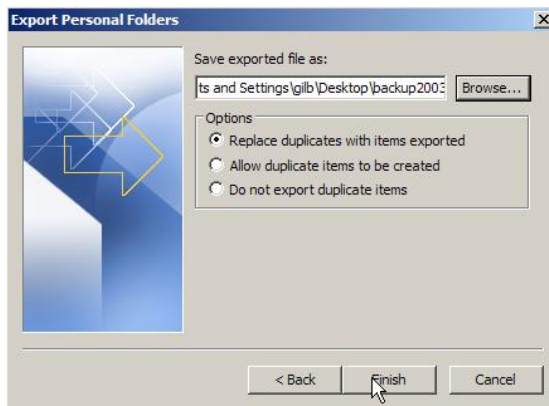


(2003)



(2000/XP)

Once a save location has been selected, make sure “Replace duplicates with items exported” is selected and then click “Finish”.



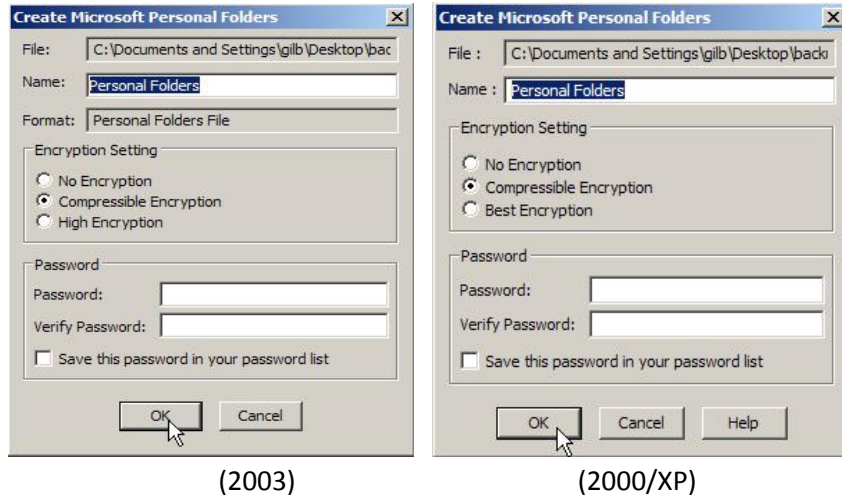
(2003)



(2000/XP)

- On this last screen just select the “OK” button.

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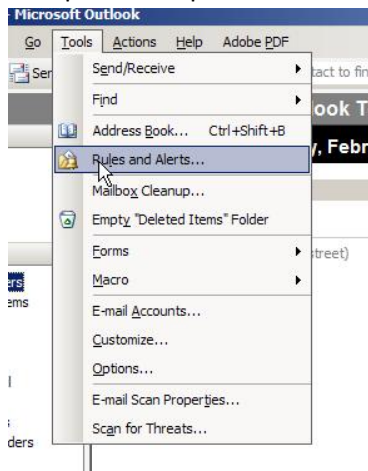


8. Now just sit back and wait for the export process to complete.

(Exporting Rules and Alerts)

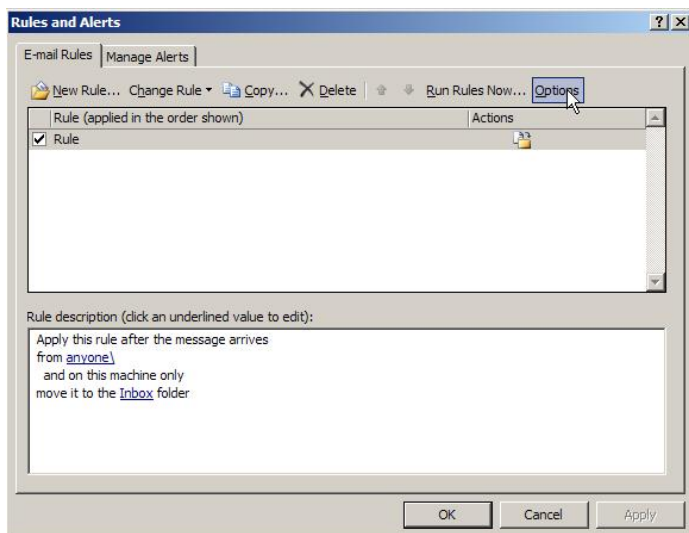
If you have any rules set up that you would like to move to the new version of Outlook complete these steps.

1. Go up to the top menu and select "Tools" and then "Rules and Alerts...".



2. In the "Rules and Alerts" box select "Options".

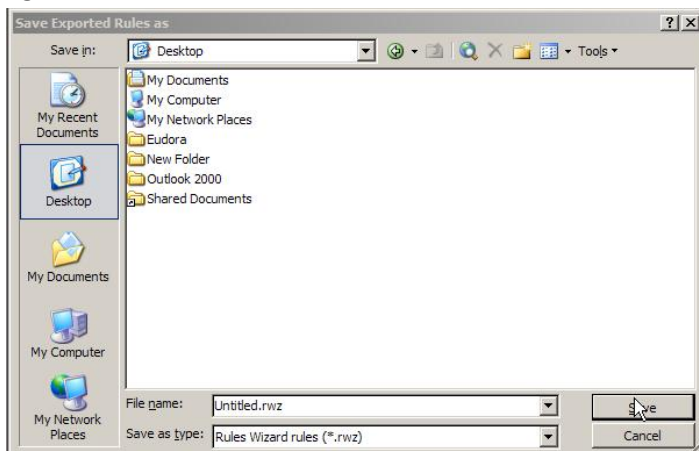
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3. Select "Export Rules...".



4. The next screen will ask where you would like to save your exported rules to. I recommend the Desktop again.



5. Once the above steps are completed just click the "OK" button and you are done exporting.