# **IMPORT PST IN OUTLOOK 2013**





Import/Export Import or export files and settings. Other User's Folder Import an iCalendar (ics) or vCalendar file (.vcs) Import RSS Feeds from the Common Feed List

Import data from other files, such as Outlook data files (.PST) and text files.

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### ➢ OPEN & EXPORT → IMPORT/EXPORT.

# SELECT IMORT FROM ANOTHER PROGRAM OR FILE AND CLICK ON NEXT.





# SELECT THE "OUTLOOK DATA FILE (.PST) " THEN CLICK NEXT.

BROWSE THE .PST FILE FROM WHERE YOU HAVE SAVED AND SELECT " DO NOT IMPORT DUPLICATES " THEN CLICK NEXT.





- FOLLOW ALL THE MARKED BOXES AND SELECT TASKS THEN CLICK ON FINISH.
- **NOTE**: DO THE SAME WITH CONTACTS, CALENDAR, NOTE.
- ➢ RULES NEED TO RECREATE.