

Importing data into Outlook

Problem

You want to import data from a .pst file into Outlook.

Applies To

Outlook 2000

Solution

1. In Outlook go to *File | Import and Export*.
2. Choose *Import from another program or file*.
3. Click on *Next*.
4. In the *Import a file* screen, scroll down the list and choose *Personal folder file(.pst)*.
5. Click on *Next*.
6. Select the file that you want to import.
7. Click on *Next*.
8. Now choose the destination for the imported data.
9. Click on *Next*.
10. Wait for Outlook to complete the import process.

Key Words

import

outlook 2000