

Export your Outlook mailbox

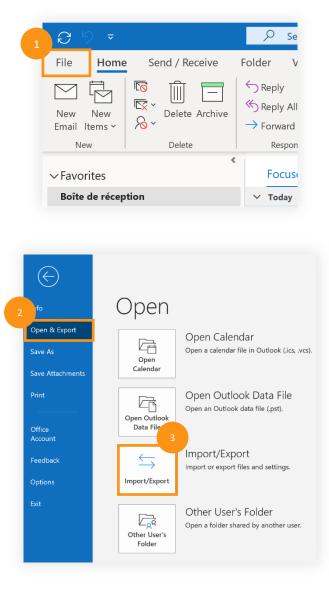
Because your mailbox is set up in IMAP on the old email, we are able to migrate messages from server to server from your mailbox. However, we are not able to migrate your Outlook calendar and contacts.

This procedure aims to help you in the export of your Outlook calendar and contacts in 2 local PST archives, steps you need to do before **you've set up your new mailbox** in the Outlook Desktop App.



II. Follow the step-by-step below to export your calendar

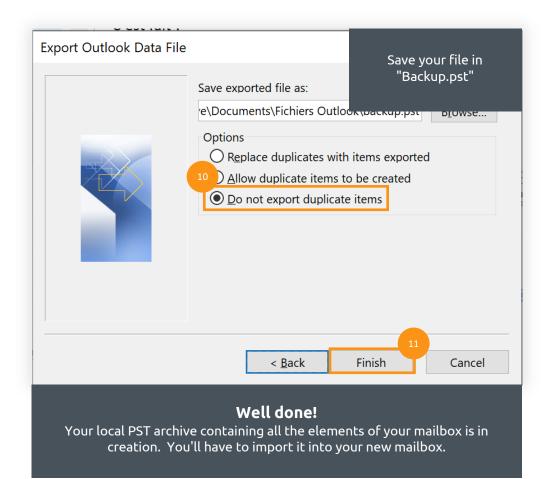
Open Outlook Desktop App



Import and Export Wiza	ard
	<u>C</u> hoose an action to perform:
	Export RSS Feeds to an OPML file 4
	Export to a file
	Import a VCARD file (.vcf)
	Import an iCalendar (.ics) or vCalendar file (.vcs)
	Import from another program or file
	Import RSS Feeds from an OPML file
	Import RSS Feeds from the Common Feed List
	Description
	Export Outlook information to a file for use in other programs.
· · · · · · · · · · · · · · · · · · ·	5 < <u>B</u> ack <u>N</u> ext > Cancel

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (.pst)
	7 < <u>B</u> ack <u>N</u> ext > Cancel

Export Outlook Data File		×
	 elect the folder to export from: a.piel@alfun.fr Boîte de réception Brouillons [4] Éléments envoyés Éléments supprimés (34) Archive Boîte d'envoi Calendrier R= Contacts Courrier indésirable [63] Include subfolders 	~
	9 < <u>B</u> ack <u>N</u> ext > Ca	ncel



Solutions 30

A computer problem?

Email us at **supportmigration.it@solutions30.com** or call us on +39 0294751797 (phone support available from 8:30 a.m. to 6:30 p.m.)