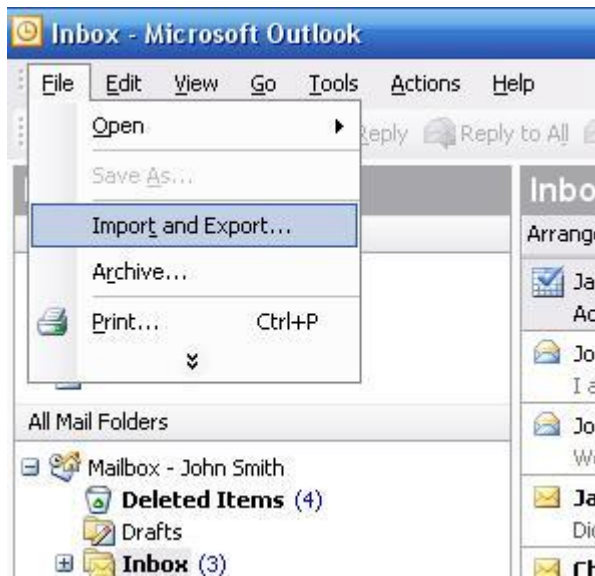


Importing and Exporting Data From Outlook 2003

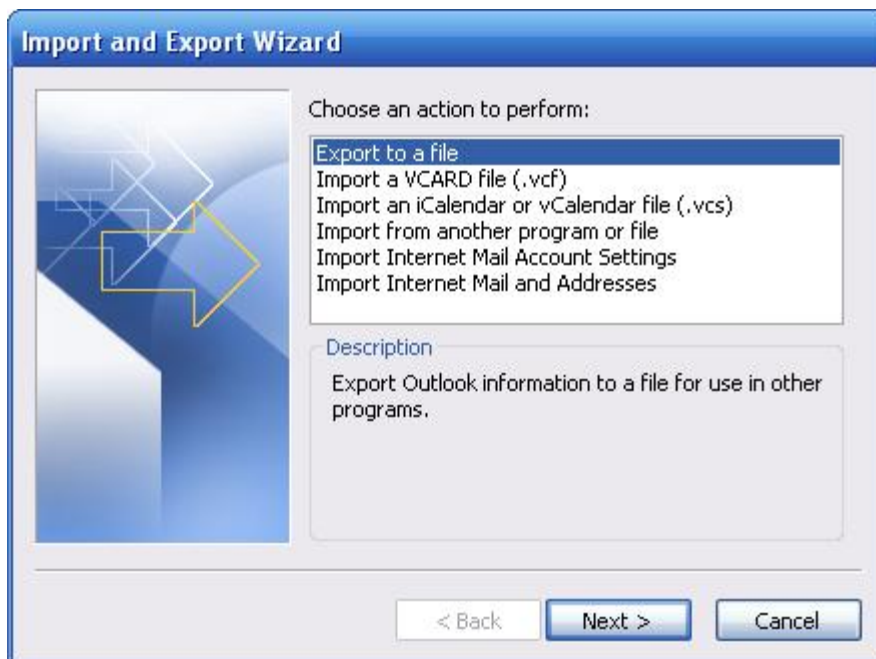
If you are already using Outlook for your email, contacts and calendar, it is easy to export your data and then import it into your IceMAIL profile. This simplifies your transition from your old email system and saves you the trouble of having to input your contacts and calendar from scratch.

To export your data:

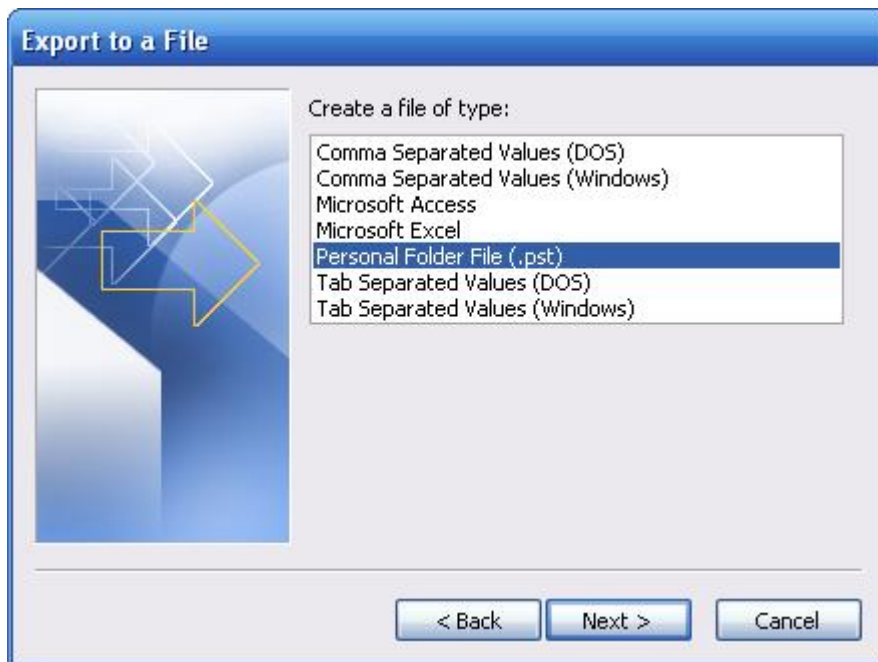
1) Make sure that you have the correct Outlook profile open (generally this would be the profile you used for your old email system). If not, close Outlook and open the correct profile. In Outlook, select File>Import and Export.



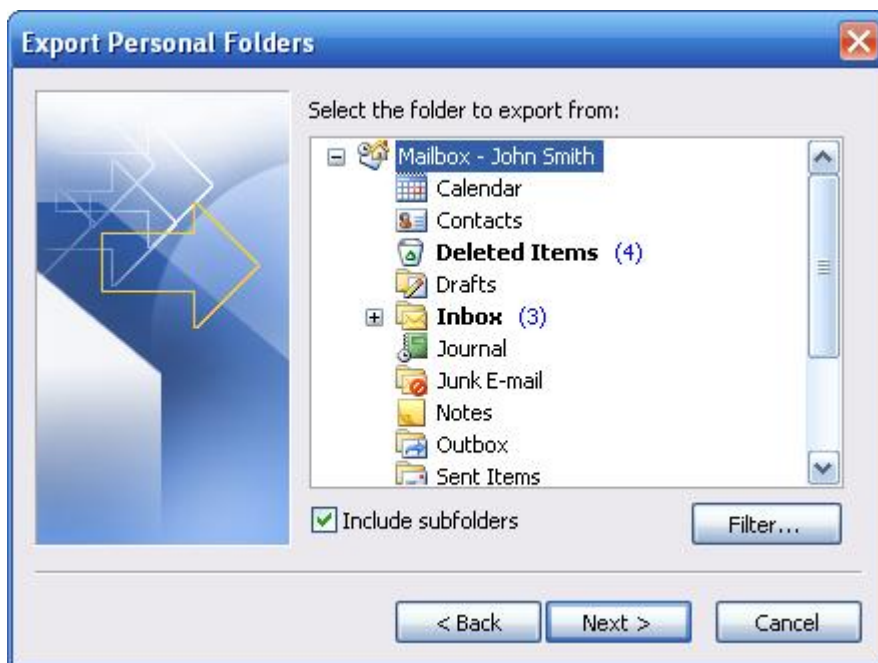
2) In the box that opens, select "Export to a file" and click **Next**.



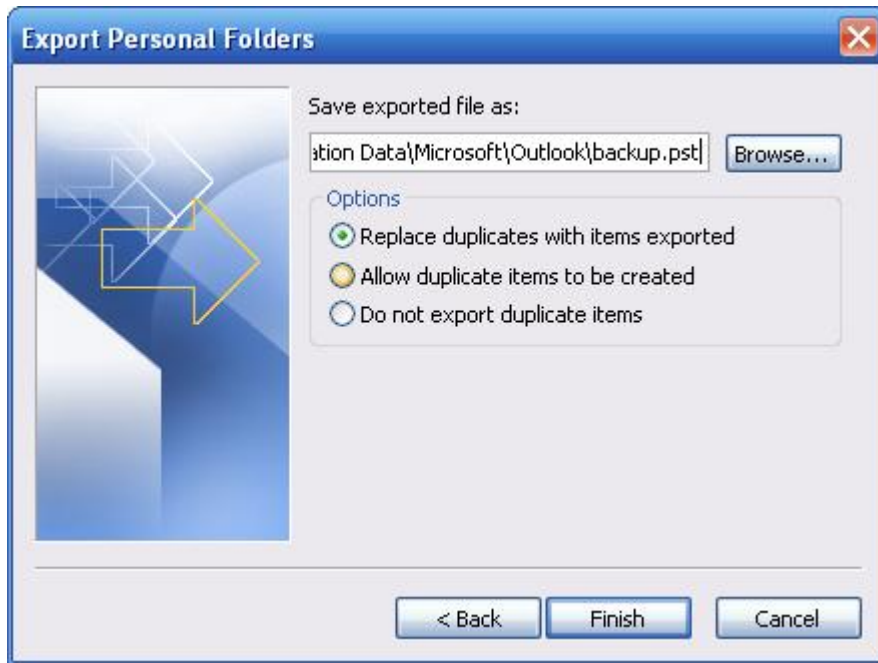
3) In the next screen, select "Personal Folder File (.pst)" and click **Next**.



4) In the next screen, select the data you wish to export. If you wish to export the entire contents of your mailbox, including your Calendar and Contacts, into a single file, then select the top "Mailbox – Your Name" level. If you wish to export a single folder, select that folder. Click on the "Include subfolders" checkbox and click **Next**.



5) In the next screen, select the name and location of the .pst file that you wish to create. The default is generally recommended. Click **Next**.

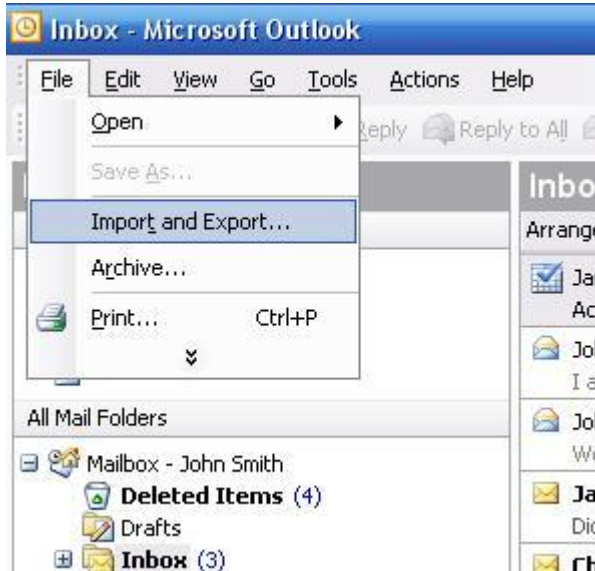


6) In the next screen, you can change the display name of the .pst folder. The default is generally recommended. Click **OK**. Once your data has finished exporting, you can go to the steps below if you want to import your data into another profile.

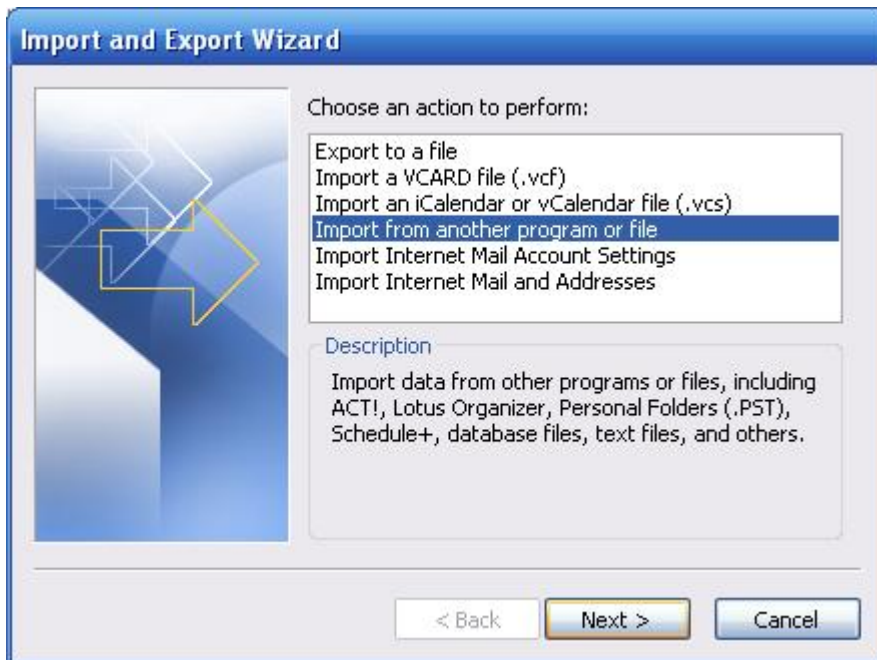


To import your data:

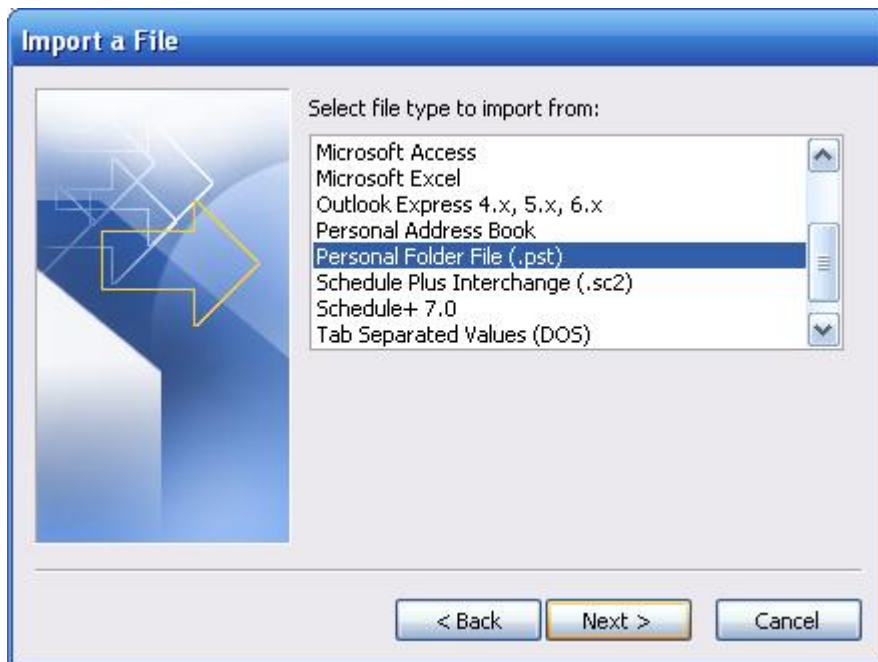
1) Make sure that you have the correct Outlook profile open (generally this would be your IceMAIL profile). If not, close Outlook and open the correct profile. In Outlook, select File>Import and Export.



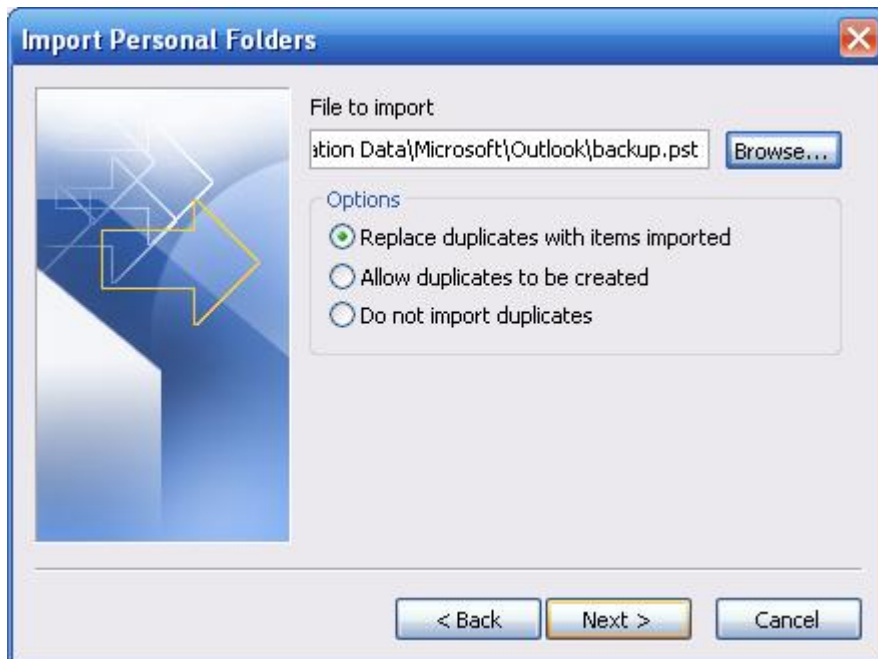
2) In the box that opens, select "Import from another program or file" and click **Next**.



3) In the next screen, select "Personal Folder File (.pst)" and click **Next**.



4) In the next screen, select the data file you want to import from. If you exported to the default location and filename during the export, then the default import file will work. Click **Next**.



5) In the next screen, select the data you want to import. In this example, we will import the Contacts from the backup .pst file. Click the "Include subfolders" checkbox and make sure that "Import items into the same folder in:" is set to "Mailbox – Your Name". Click **Finish**. Your data will then be imported into the same folder on the IceMAIL server. You can repeat these steps if you wish to import other data, such as your Calendar or Inbox. Please keep in mind that any data that you import will be uploaded to your mailbox on the IceMAIL Exchange server and will count toward your mailbox limit (i.e. if you import an Inbox that contains 100MB of messages, you will have 100MB of data less available on the server).

