

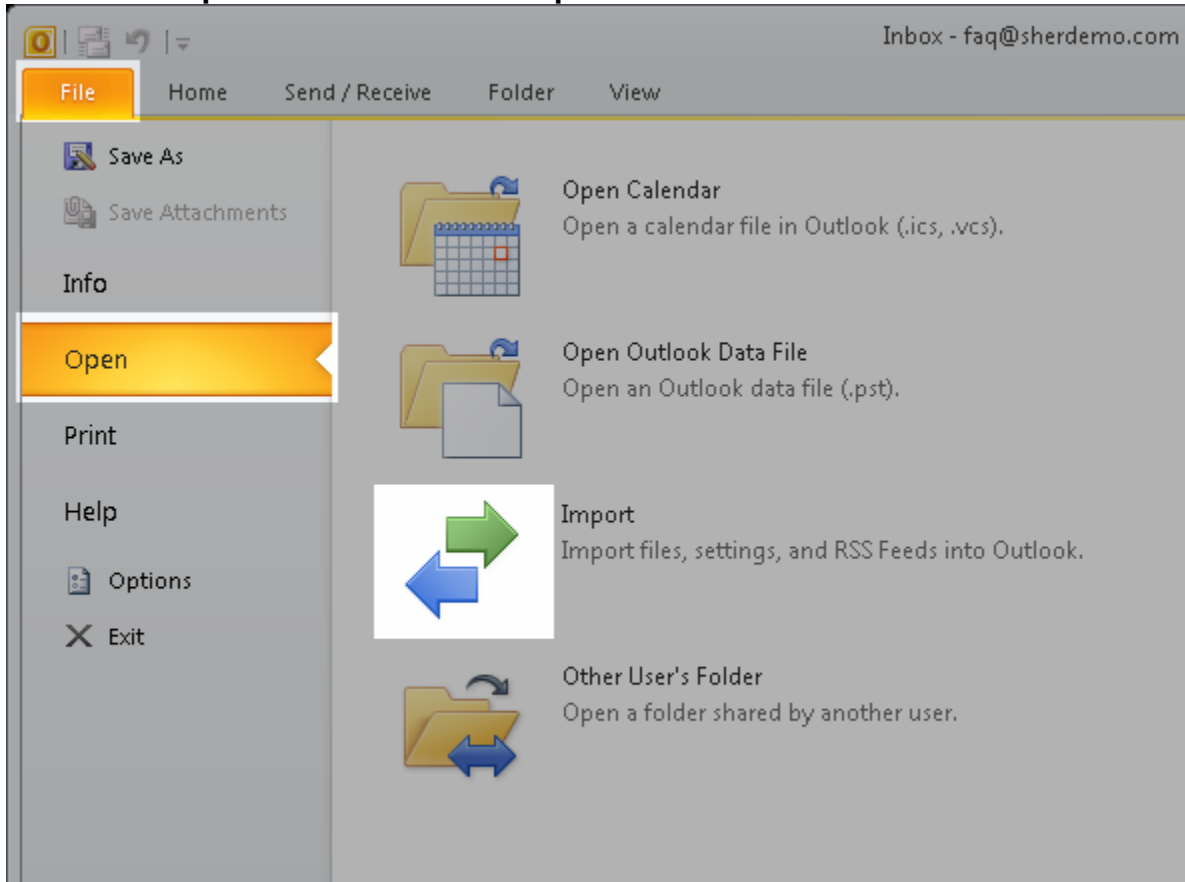
How to Import an Outlook 2010 .pst file (Exchange 2010)

- **Synopsis**

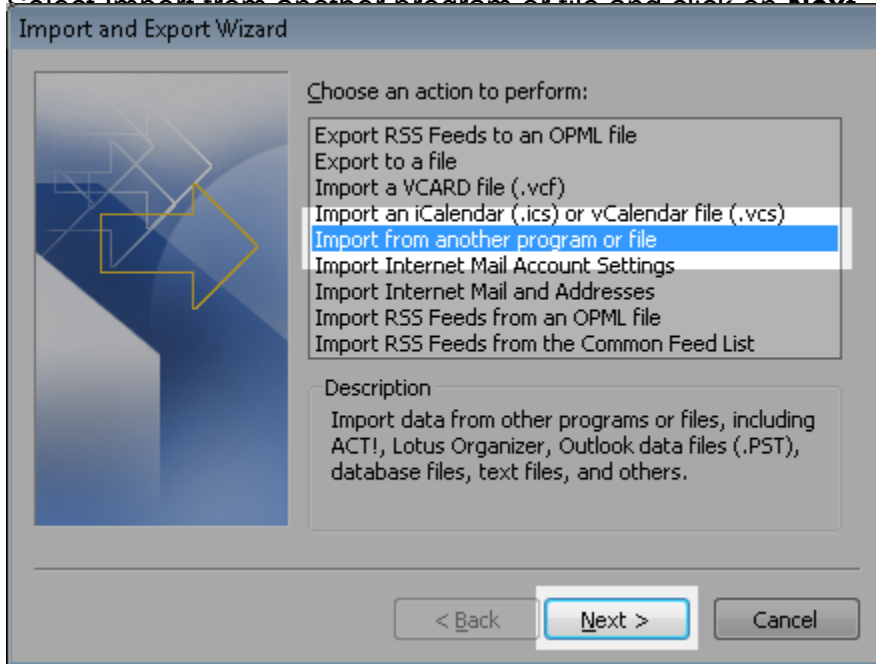
This guide will show you how to export a PST file from Outlook 2010.

- **How to**

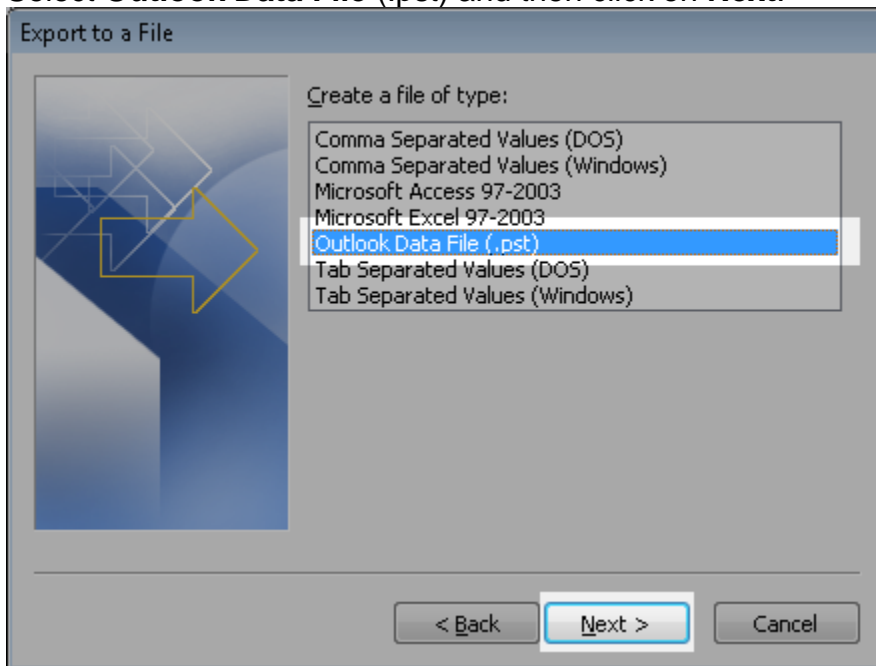
1. Open Outlook 2010.
2. Go to **File - Open** and then click on **Import**.

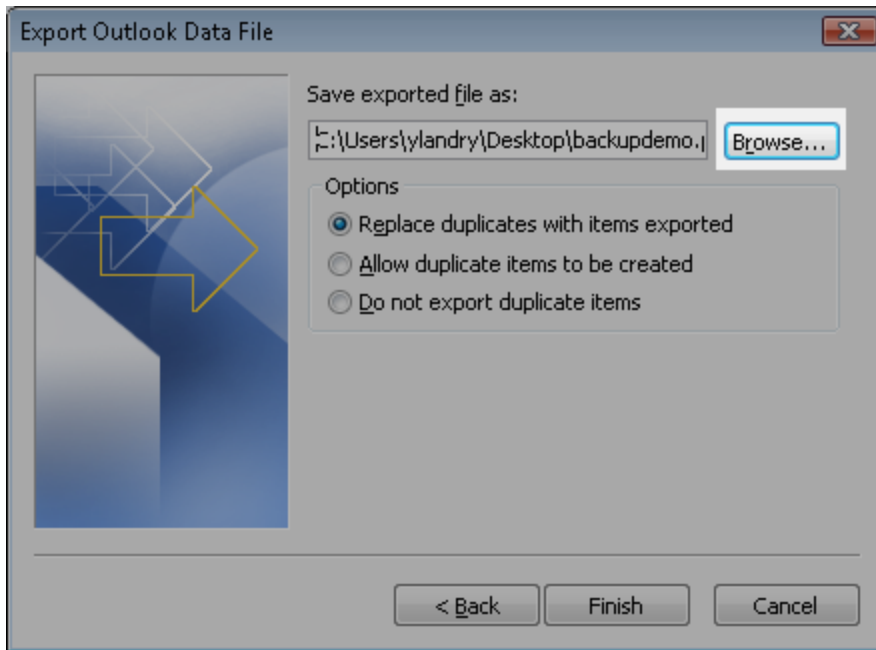


3. Select **Import from another program or file** and click on **Next**.

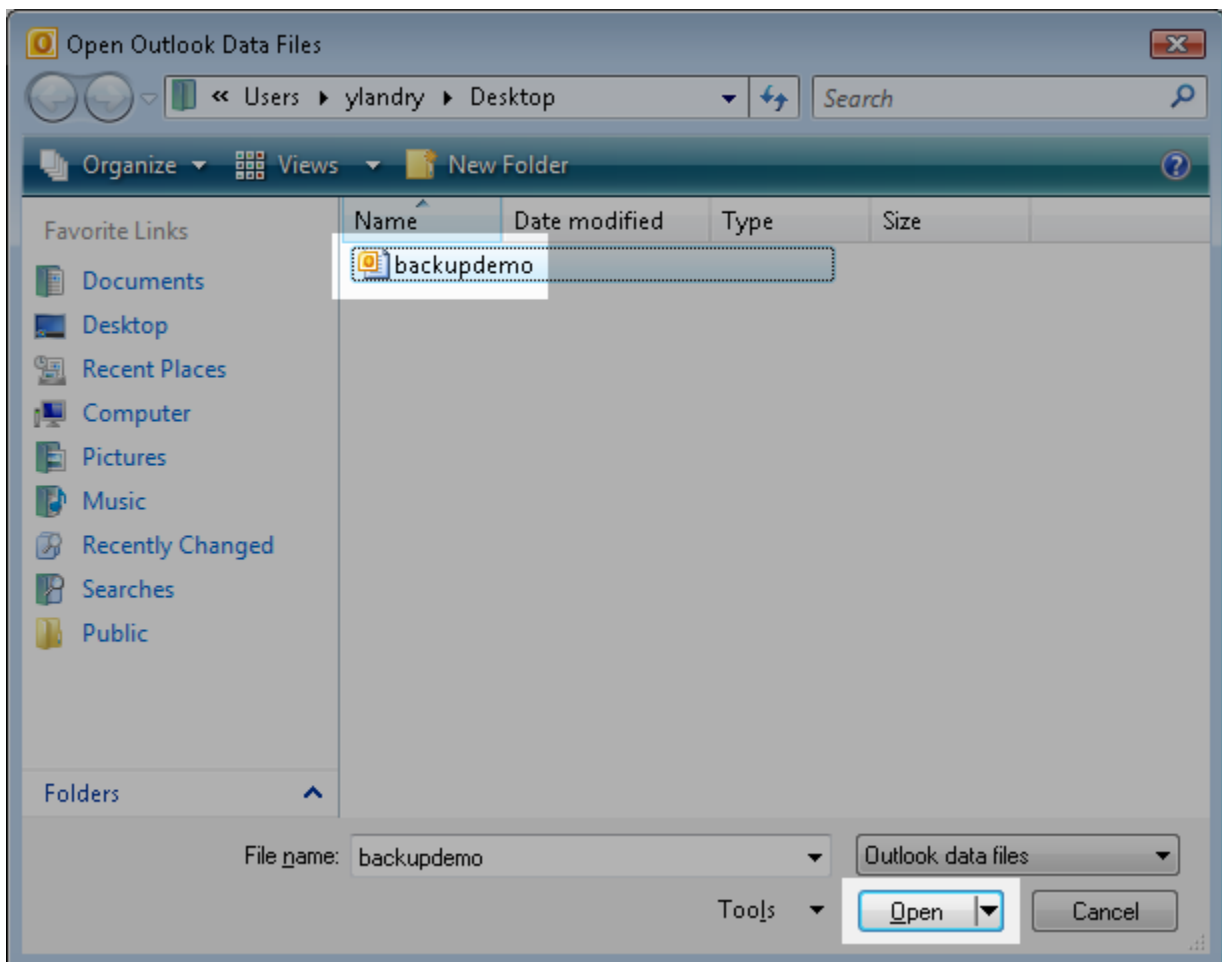


4. Select **Outlook Data File (.pst)** and then click on **Next**.





5. Click on the **Browse** button
6. Select the desired .pst backup file and then click on **Open**.



7. Click on **Next**.

8. Click on **Finish**.
9. A window containing a progress bar will appear. When it closes, the files will be imported in the mailbox.

