

GSW Student Email Import How-to Guide

Purpose:

The purpose of this guide is to provide step-by-step instructions for the import of student email from the exported .pst to the Microsoft O365 mailbox.

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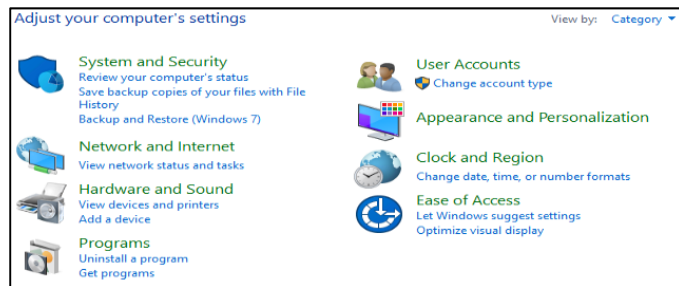
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Create New Outlook Profile

Prerequisite: Mail from student Gmail must be exported as described in the previous document.

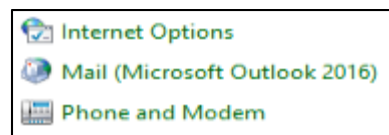
Step 1

If **Outlook** is open, close it. Open the **Start** menu and type **Control Panel**. If your control panel is sorted by categories, as shown here, click the word **Category** in the top right and select either **Large** or **Small icons**.



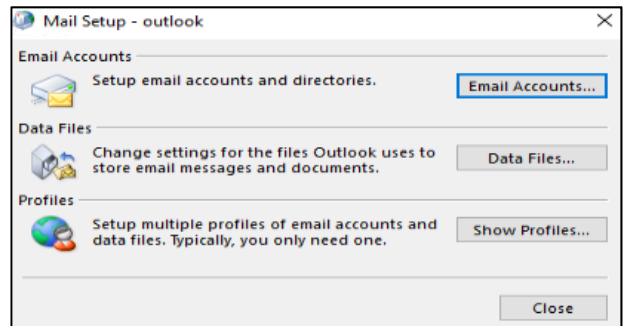
Step 2

Locate and double-click on the **Mail** settings icon.



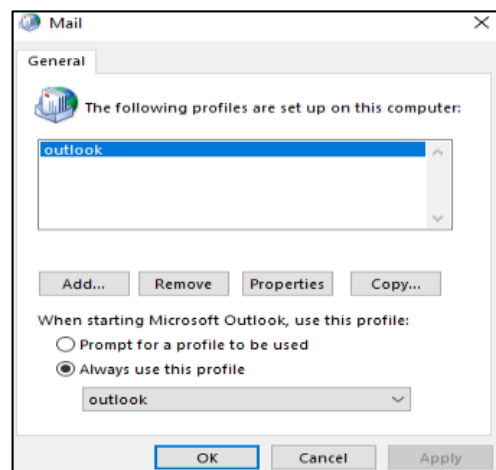
Step 3

In the **Mail Setup** window, select **Show Profiles...**



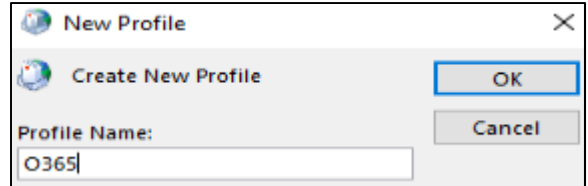
Step 4

Click **Add...**



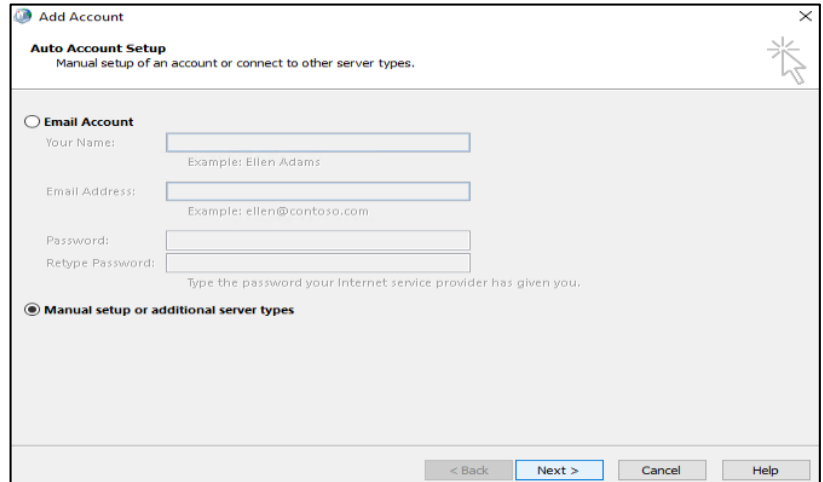
Step 5

Provide a profile name, for example O365, and click **OK**.



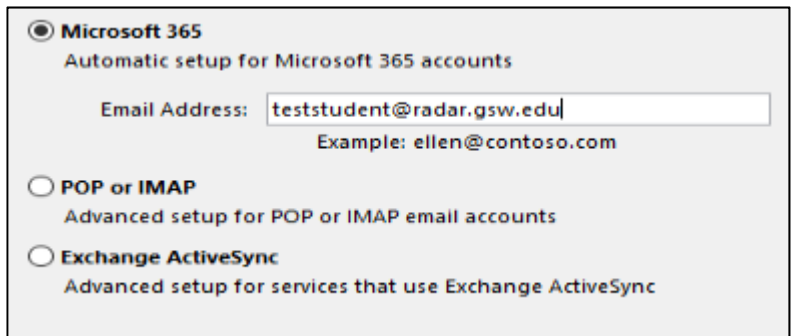
Step 6

Select the **Manual setup or additional server types** radio button, then click **Next**.



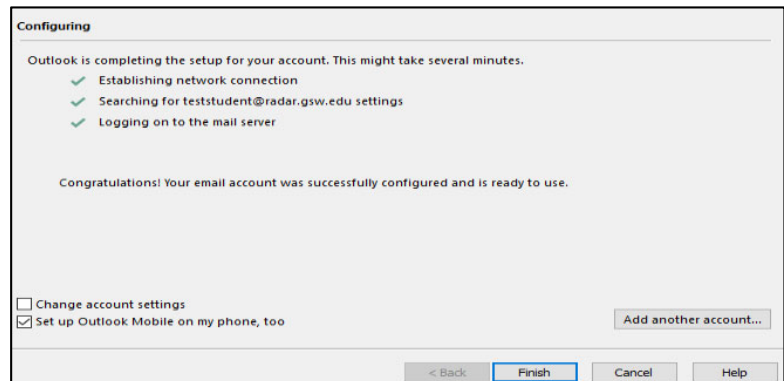
Step 7

Enter the student email address under the **Microsoft 365** heading and click **Next**.



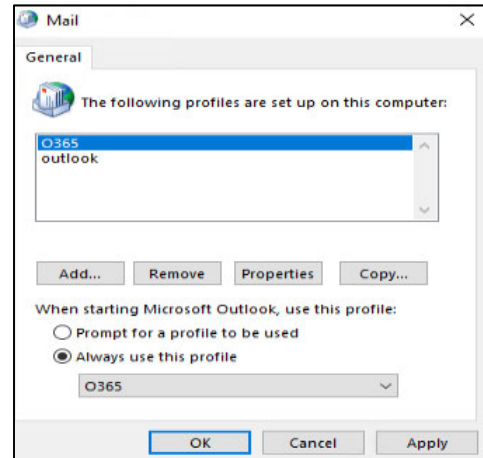
Step 8

Once the automated configuration is completed, uncheck **Set Up Outlook Mobile on my phone, too**. Then click **Finish**.



Step 9

Change the default profile to the newly created, then click **Apply** and **OK**.



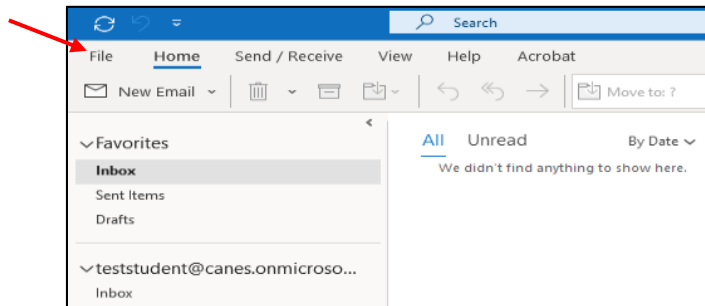
Step 10

Launch Outlook and enter credentials if prompted.

Import mail

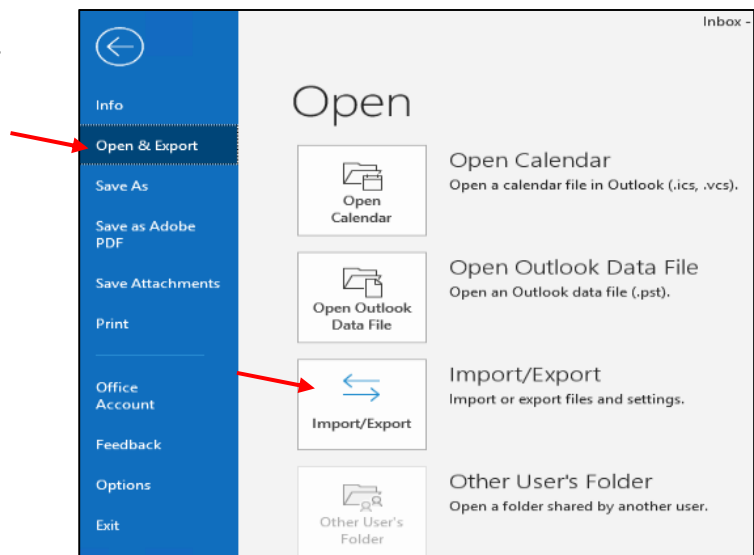
Step 1

Click on **File** in the upper left corner of the Outlook application.



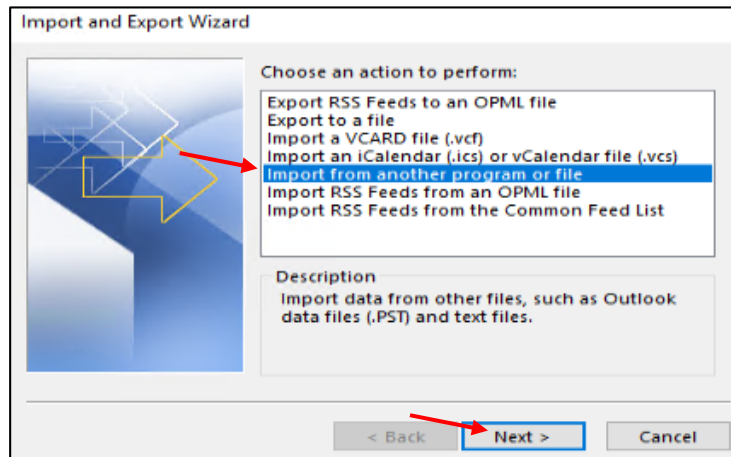
Step 2

Select **Open & Export**, then **Import/Export**.



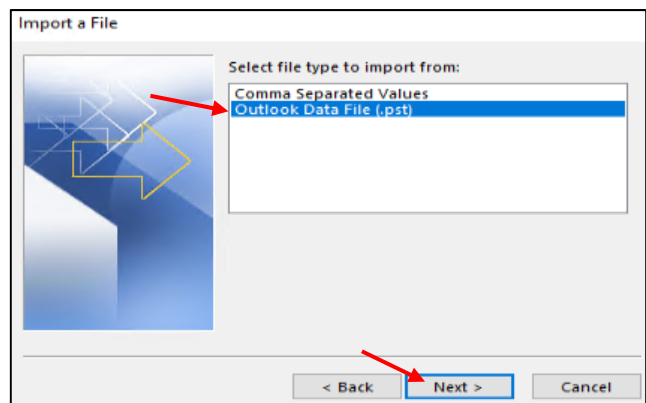
Step 3

Select **Import from another program or file**, then click **Next**.



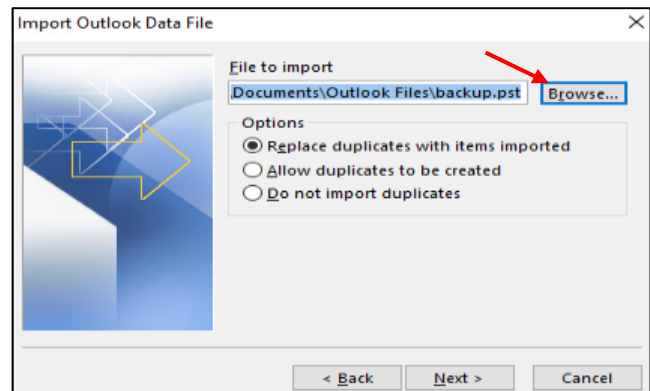
Step 4

Select **Outlook Data File (.pst)**, then click **Next**.



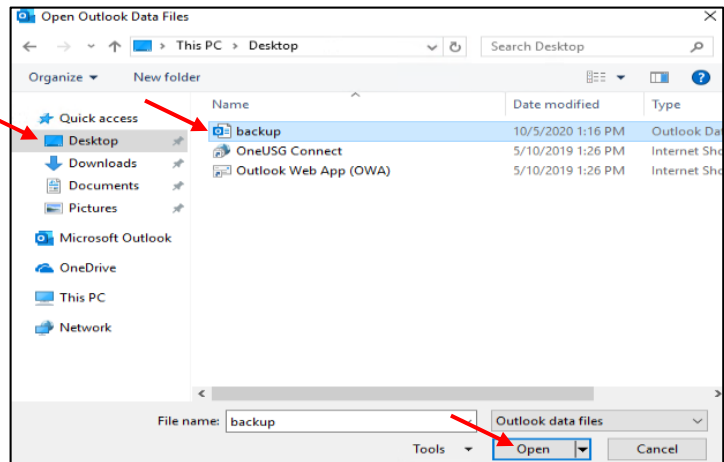
Step 5

Click **Browse**.



Step 6

Navigate to the **Desktop**, then highlight the **backup.pst** file. Click **Open**. Then click **Next**.



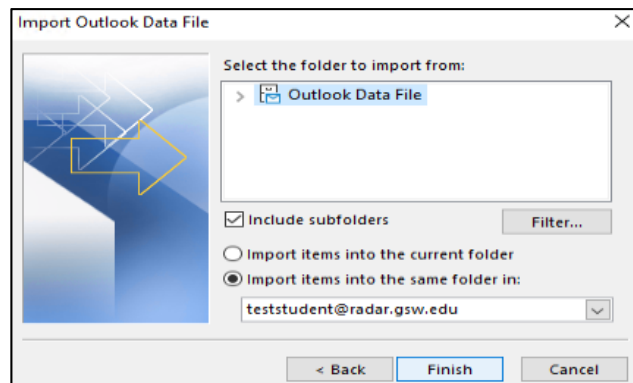
Step 7

Enter the password for the backup file, then click **Ok**.



Step 8

Ensure your student email is listed as the folder to import mail to, then click **Finish**.



Step 9

Allow the import to complete. This may take some time.

Step 10

At the bottom of the Outlook application you will see **Synchronizing 'Inbox'**. This process will take several minutes to complete. Once this is completed the synchronization process is complete and the mail previously housed in Gmail will now be housed in O365.



This completes the steps to import mail from a .pst file.