



Moving Local Information from Personal Folders in Outlook to the SoHosted Mailbox

Requirements

Completion of Document '*Integrating SoHosted and MS Outlook 2003*'

Purpose of this document

Your SoHosted email account has now been integrated into your Outlook e-mail on your PC. Your new SoHosted account will contain no e-mails or only new e-mails and no contacts, calendar or tasks from Outlook 2003. This document will talk you through the process of integrating mail from other mail boxes into your SoHosted account. The advantage of this service is that any e-mail held on the SoHosted server is essentially backed up instead of being held in one location.



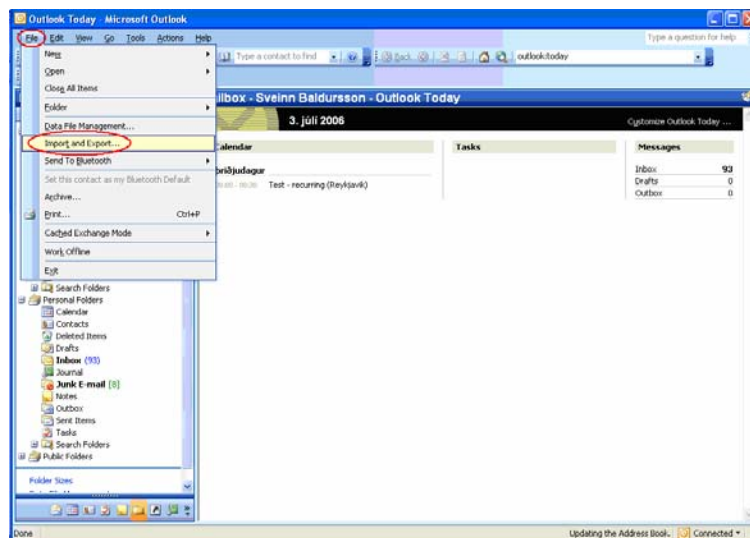
Exporting Local Data to a File

The most straightforward way to move the information between the local Outlook account and the SoHosted account is to EXPORT the local data to a local file and then IMPORT the data from the local file to the SoHosted account.

Load Outlook with the account that holds the e-mails, calendar, contacts and tasks you wish to move to the SoHosted account.

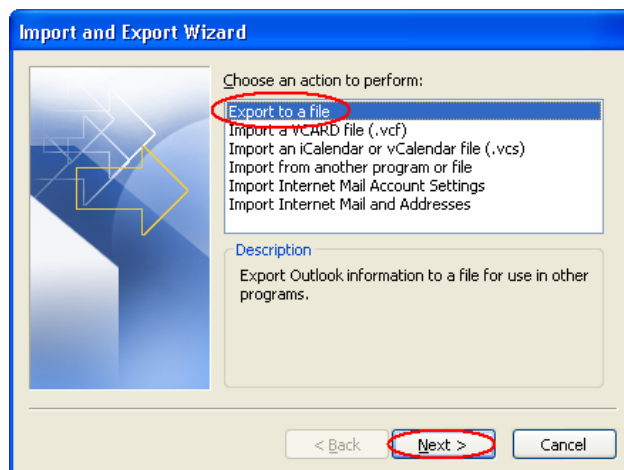
Step 1

Click top left 'File' followed by 'Import and Export...'



Step 2

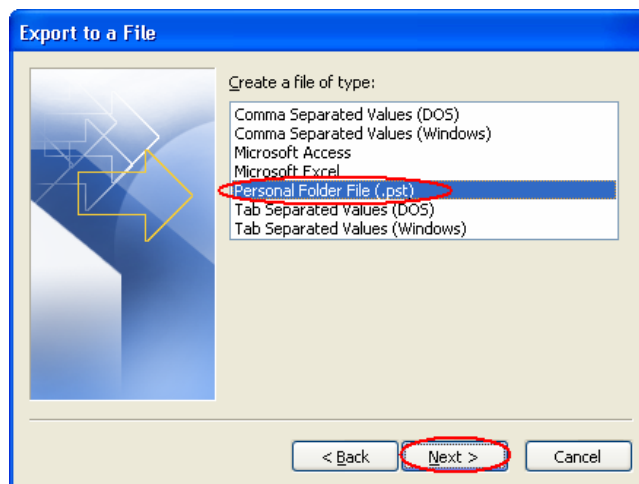
Select 'Export to file' then 'Next'





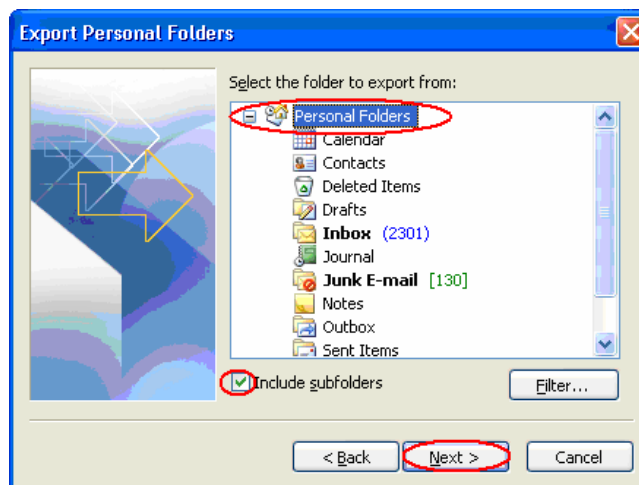
Step 3

Select 'Personal Folder File (.pst)' and click 'Next'



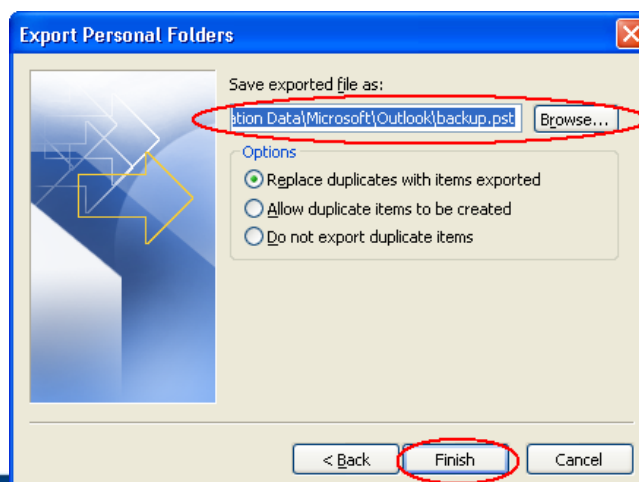
Step 4

Select 'Personal Folders' and check the 'Include subfolders' option. Click on 'Next'



Step 5

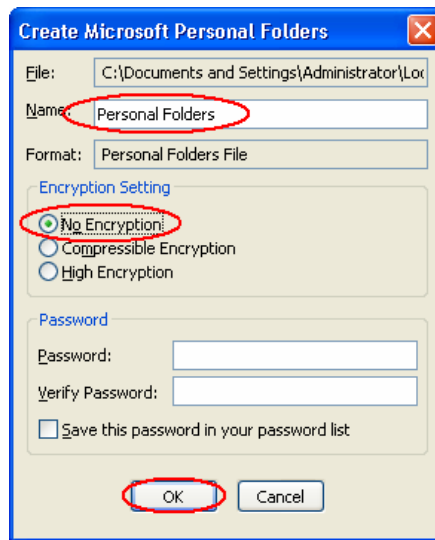
Choose a folder and filename (take a note of the save location) for your exported data then click on 'Finish'





Step 6

Choose a name for your exported data. Select 'No Encryption' unless you really want to encrypt the file. Note that if the data you're going to export is likely to exceed your free disk space, you may want to try out the 'Compressible Encryption' option. Click 'OK'. After clicking 'OK' it may take a few minutes before any activity is possible within Outlook (no progress bar).



Importing Local Data to a File

Once the data file has been created the file can now be imported into the SoHosted Outlook database.

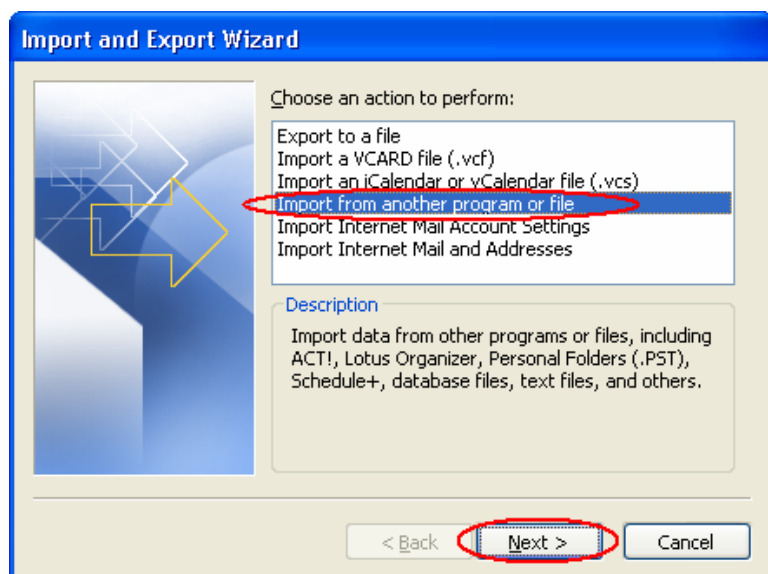
Load the SoHosted Outlook account

Step 7

As per Figure 1, Click top left 'File' followed by 'Import and Export...'

Step 8

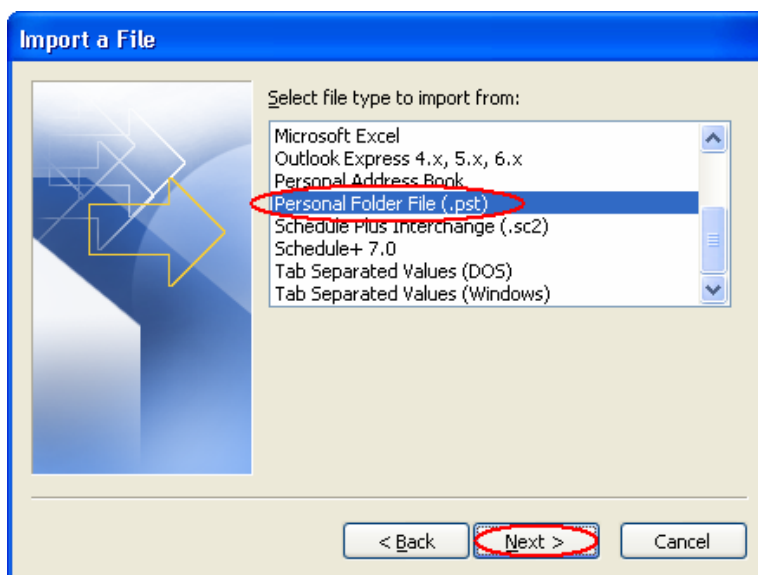
Select 'Import from another program or file' and click 'Next'





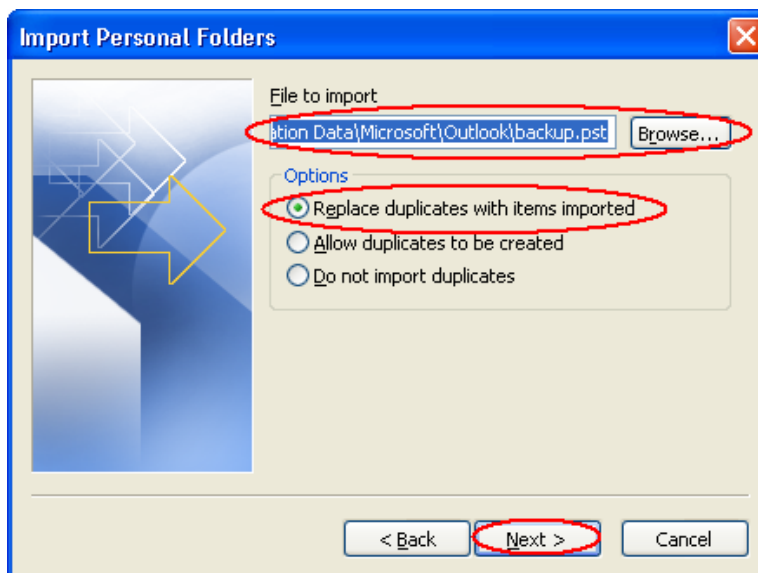
Step 8

Choose 'Personal Folders File (.pst)' and click 'Next'



Step 9

It should default to your backup file, check to make sure it's correct. Check its set to 'Replace duplicates with items imported', and click 'Next'.





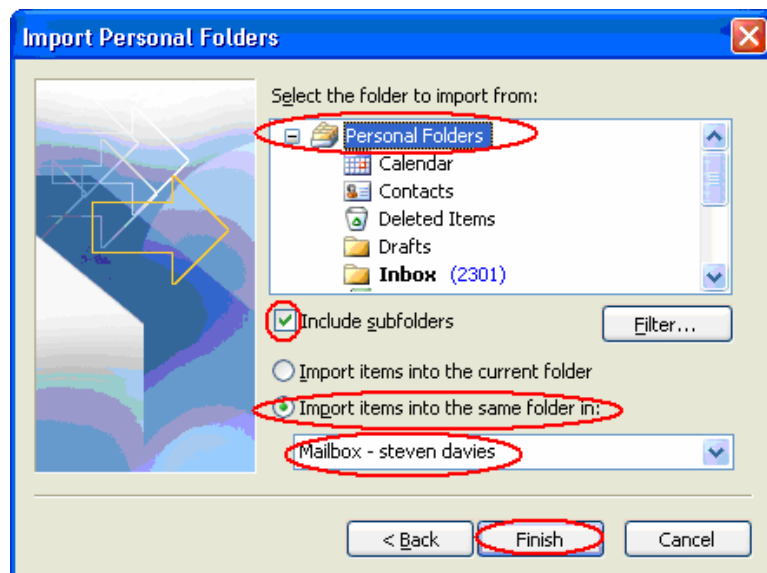
Step 10

Choose which folder you want to import from. You may want to choose 'Calendar' or 'Contacts' only, but if you want to import all the 'Personal Folders' data, then select 'Personal Folders' and make sure to select 'Include subfolders'.

Choose 'Import items into the same folder in:' and then select the SoHosted mailbox.

The name will probably start with 'Mailbox - ' and then your SoHosted first and second name.

Click 'Finish'



Step 11

Depending on the amount of e-mails/data this may take a few minutes. The import process will start and after it's finished, your SoHosted mailbox should reflect the imported data.