

How to get old POP emails into an Outlook Exchange Account

It has become unavoidable for a person to only have the one email account – often having several work and personal accounts. It is difficult to keep them all up to date, and even more so to delete accounts due to the loss of archived emails and contact information.

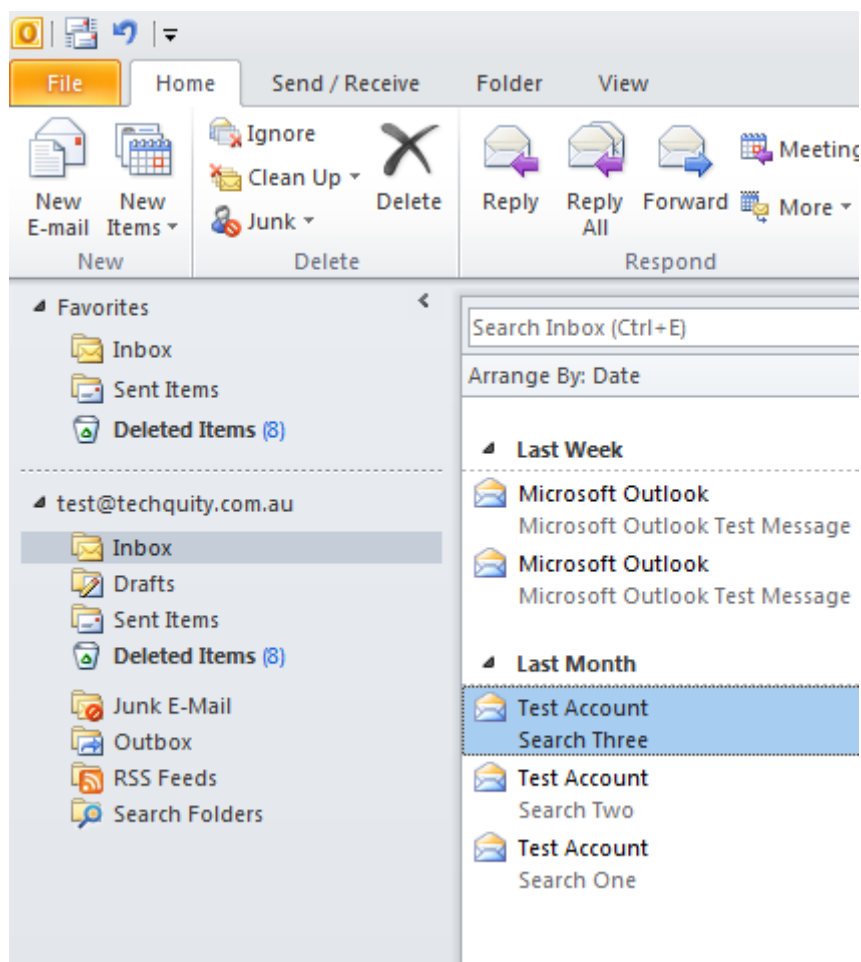
Microsoft Outlook 2010 provides you with an easy way to consolidate all your old unused email accounts into your current exchange profile. To complete the process, follow the steps below:

NOTE: it is assumed that you have your old email accounts set up in outlook 2010 and that you have already set up your new exchange account in a different profile. If not, please refer to the previous Techquity Tutorial “How to set up your Outlook Account” located at:

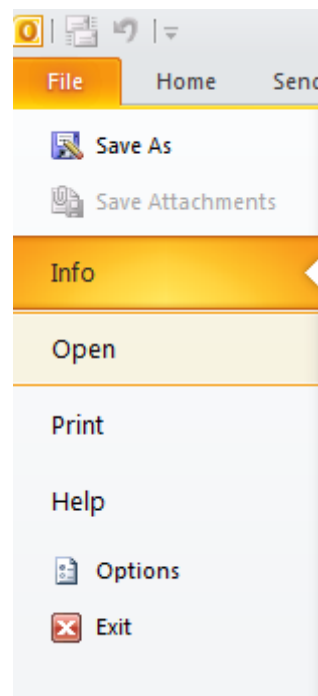
<http://www.techquity.com.au/outlooksupport>

Step 1: Open your POP account in Outlook 2010 on your local computer.

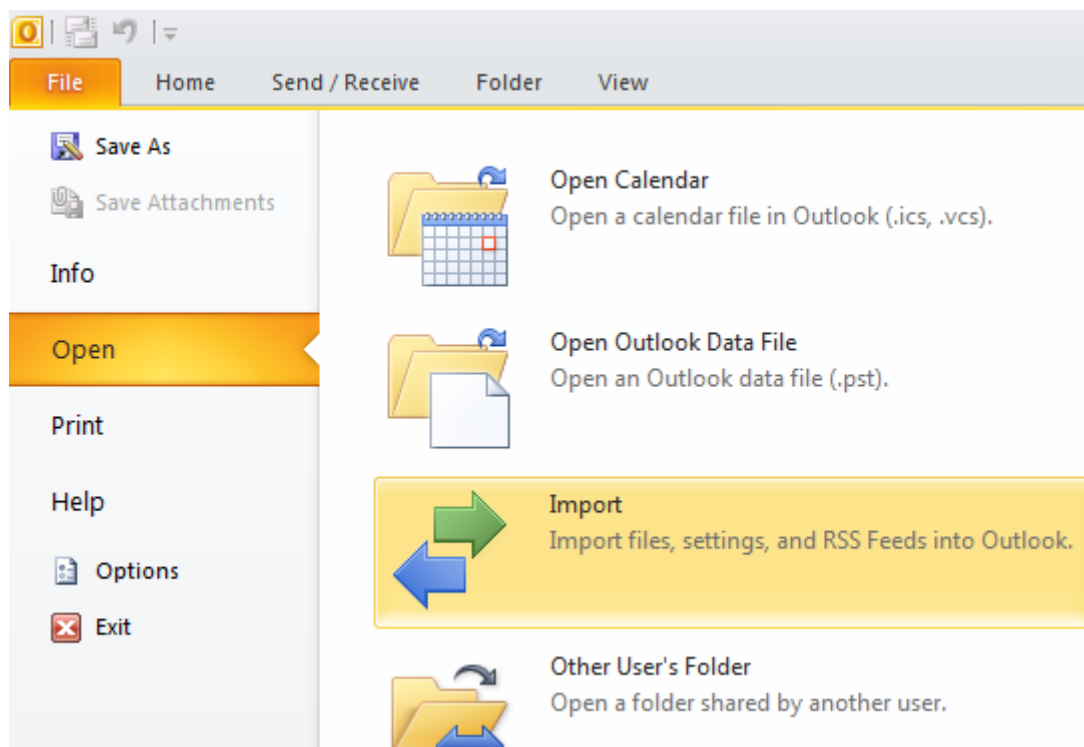
Step 2: Click “File” in the top left hand corner.



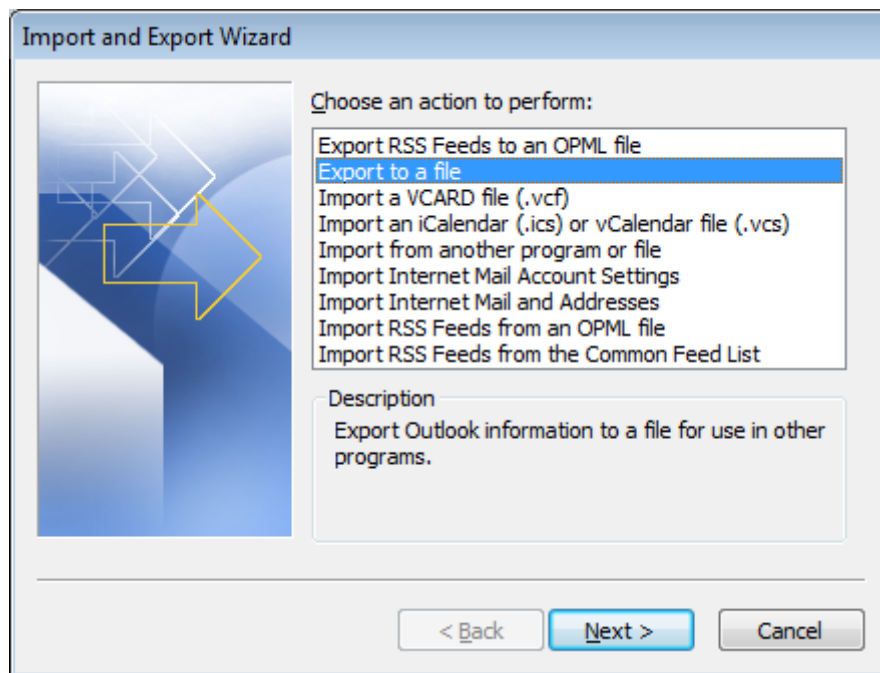
Step 3: Click “Open”



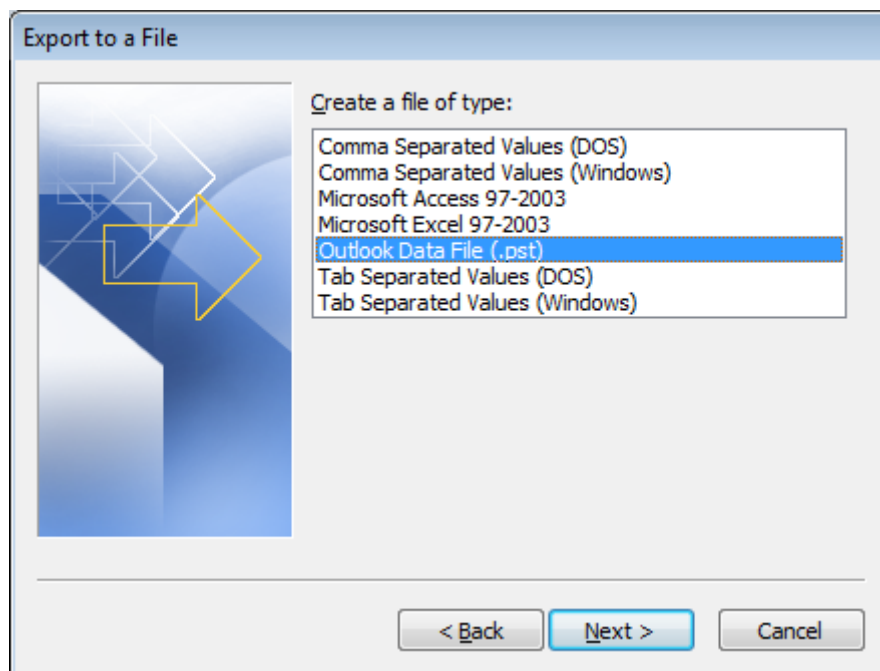
Step 4: Click “Import”



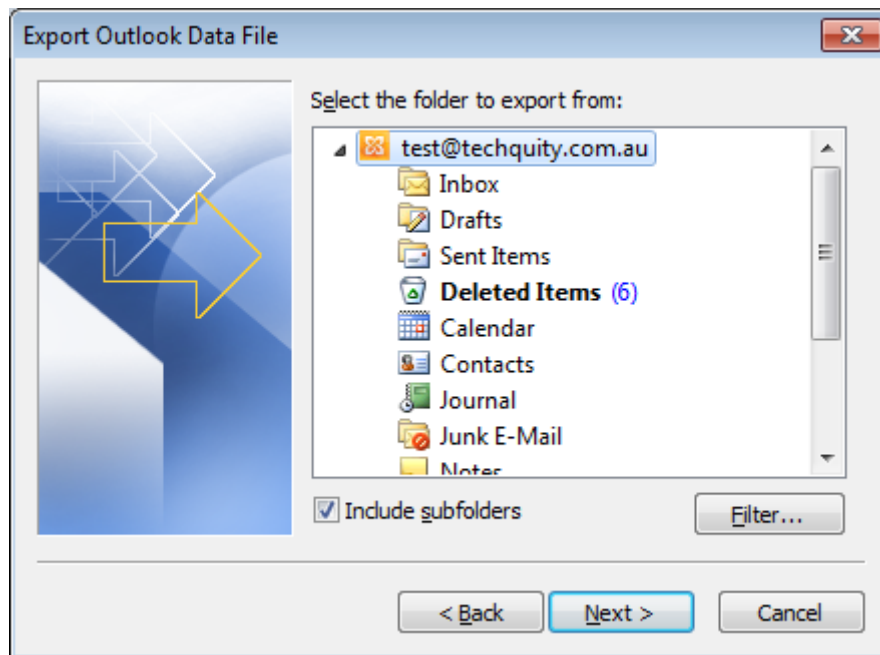
Step 5: Select 'Export to a file' and click 'Next'



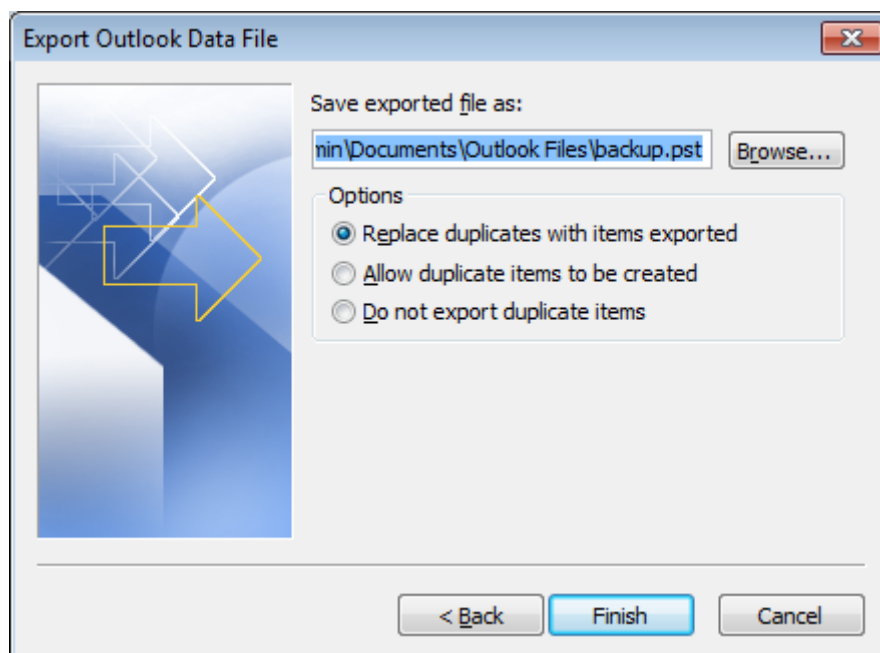
Step 6: Select 'Outlook Data File (.pst)' and click 'Next'



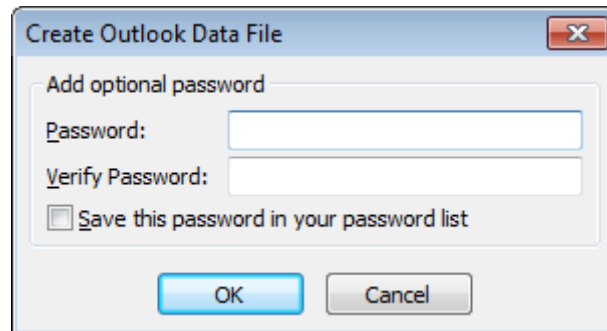
Step 7: Select the folders you wish to transfer to your new account. We recommend selecting the topmost folder and having the "Include Subfolders" box checked.



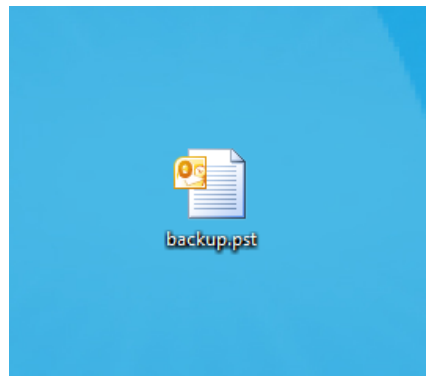
Step 8: Select the save location for the .pst file. We recommend the desktop as it makes the file easier to locate when importing it in later steps. Click 'Finish'



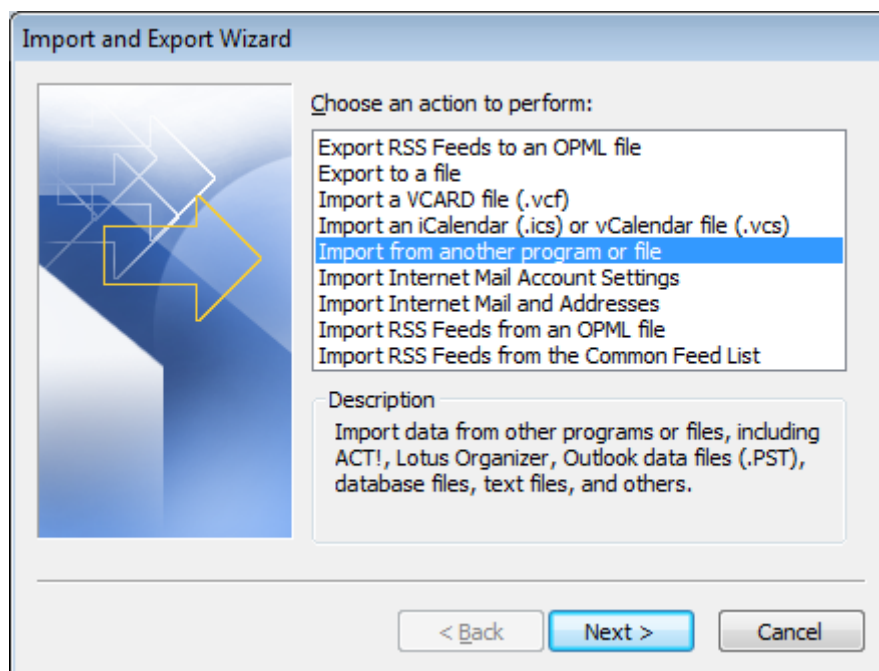
Step 9: You can add a password to protect the file if you are on a shared computer, or wish to save the .pst file as further backup.



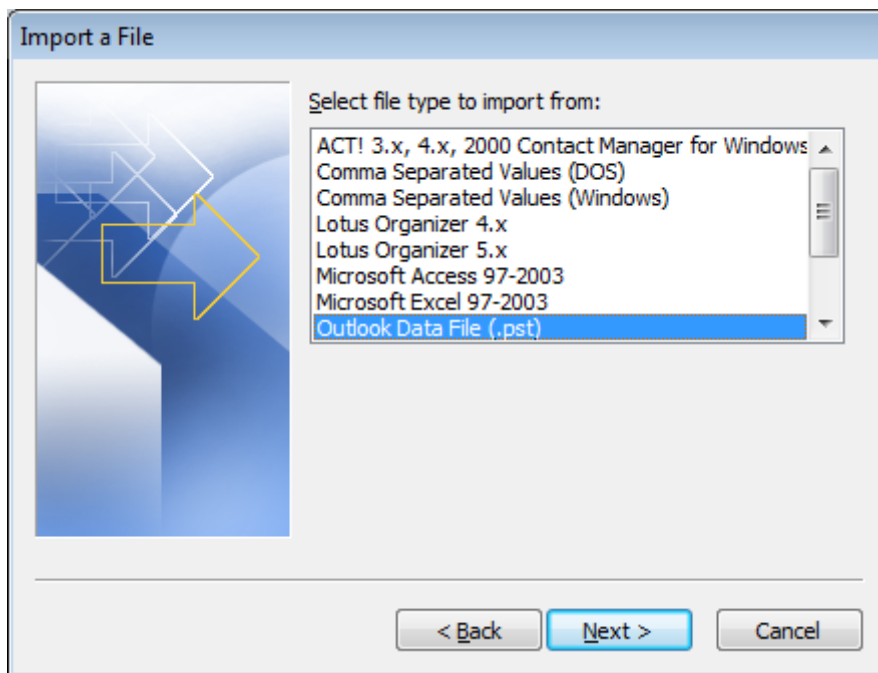
Step 10: The file will be saved to the location you specified in step 8. In windows 7, if you saved the file to the desktop, it will appear as below.



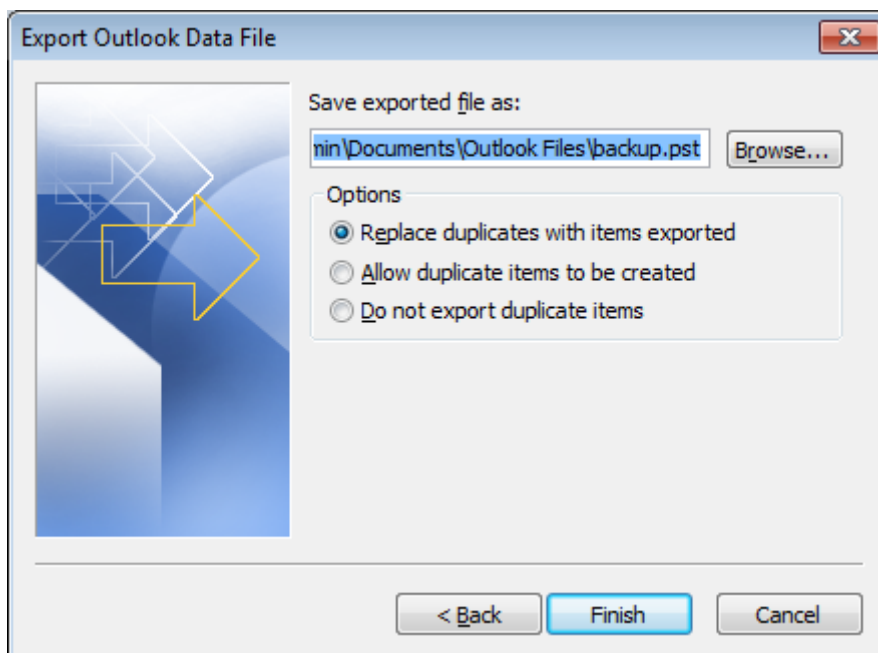
Step 11: Log into your new exchange profile, and follow steps Two through Four again. Then select "Import from another program or file" and click "Next"



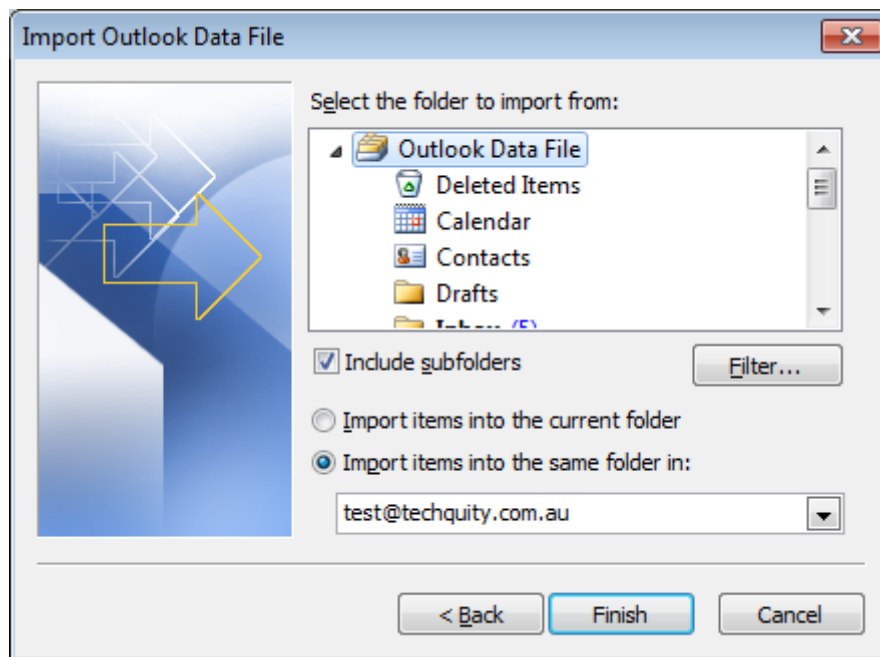
Step 12: Select "Outlook Data File (.pst)" and click "Next"



Step 13: Navigate your way to the previously saved file and click "Next"



Step 14: Select the folder you wish to import the items to. Click “Finish”



The exported emails from your old pop account will then begin to appear in your new exchange account.