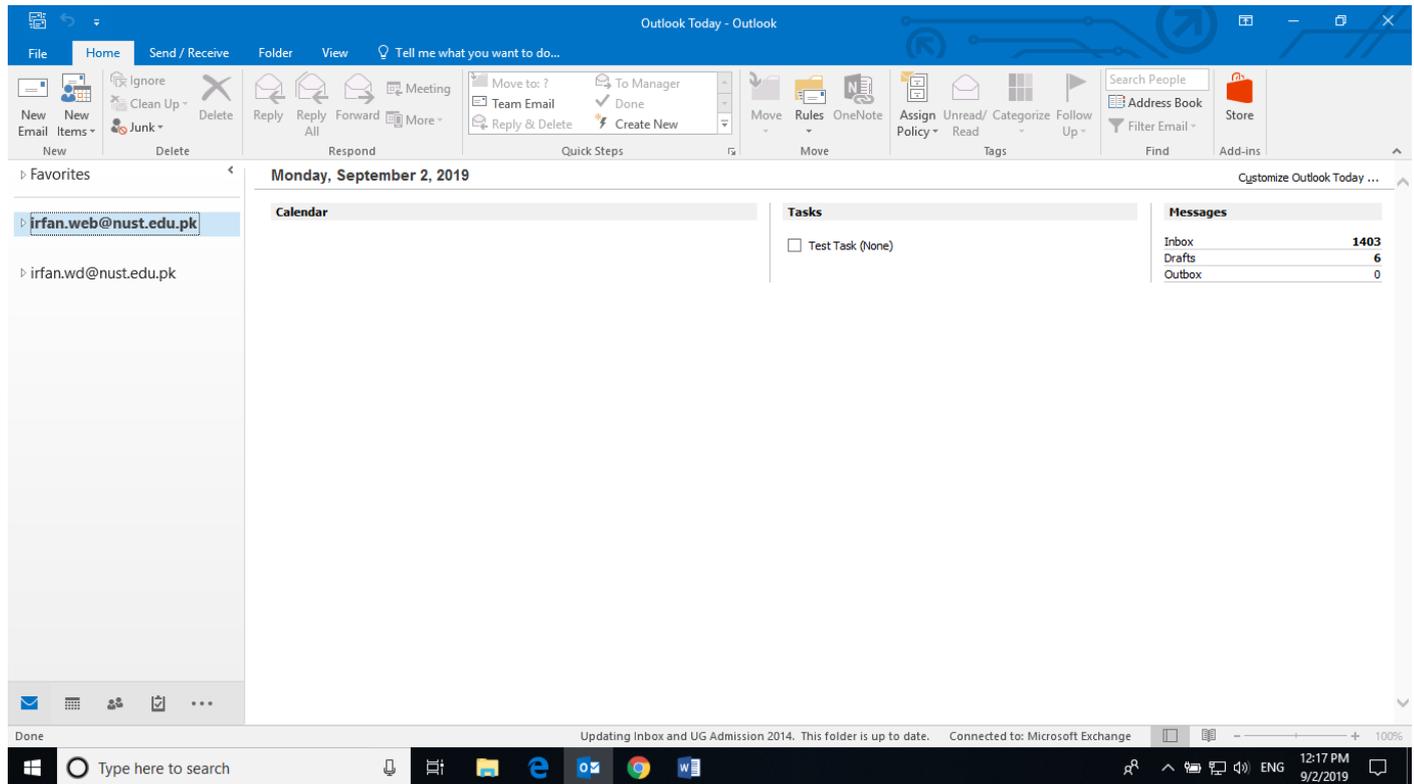
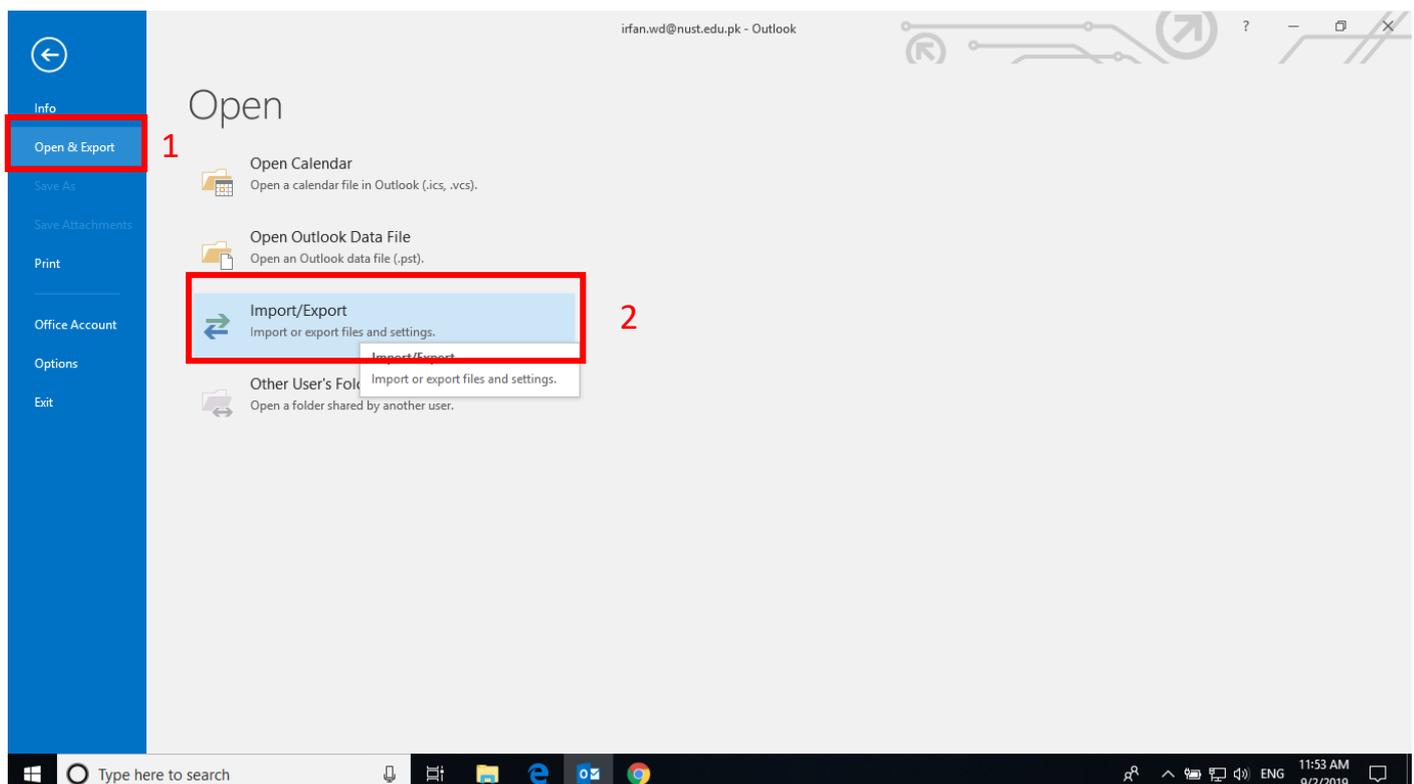


Import old Email Backup to new Outlook 365 Account

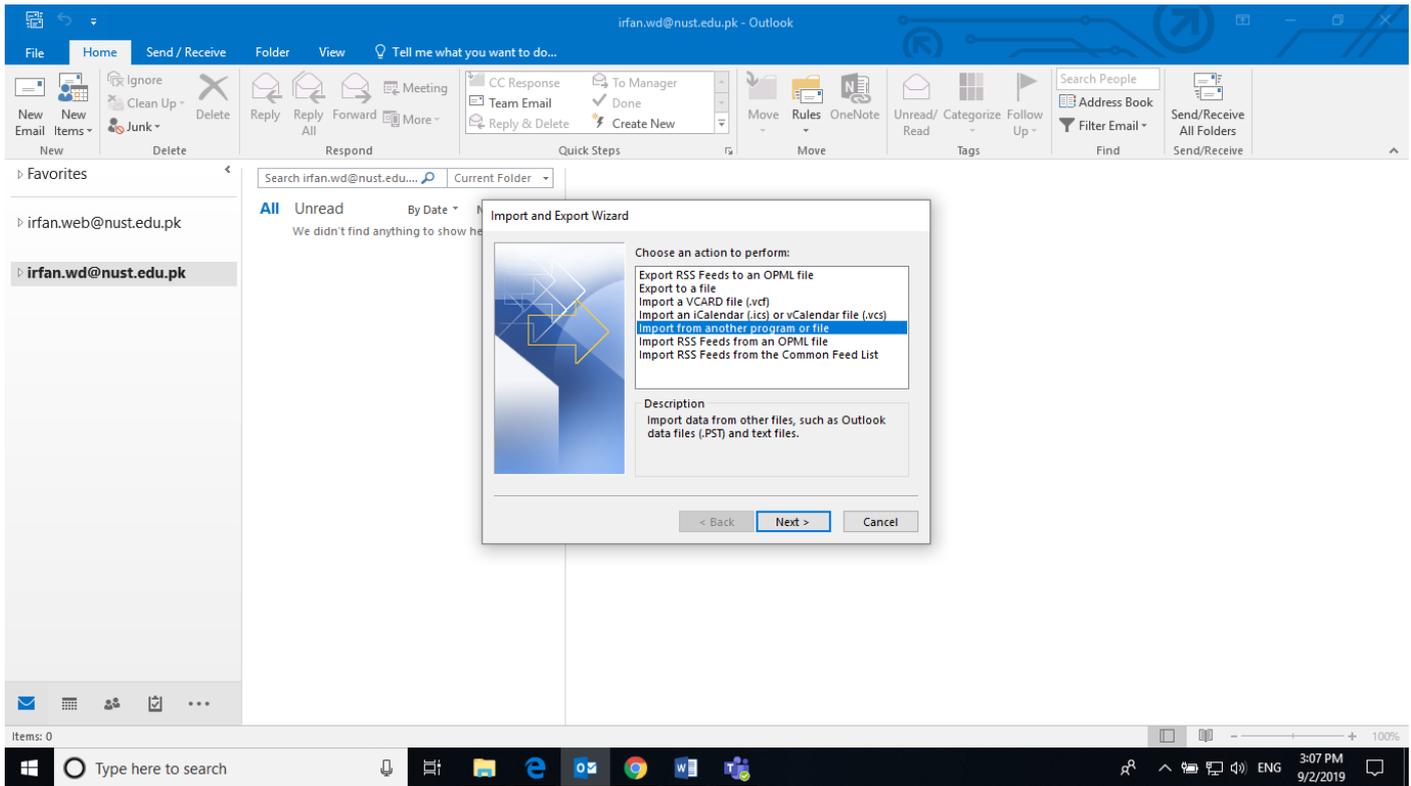
1. Configure your MS Outlook 365 Email Account in MS Outlook 2013/2016 (Step-by-Step Guide)
2. Open “Outlook” on your computer. Click “File” from top menu.



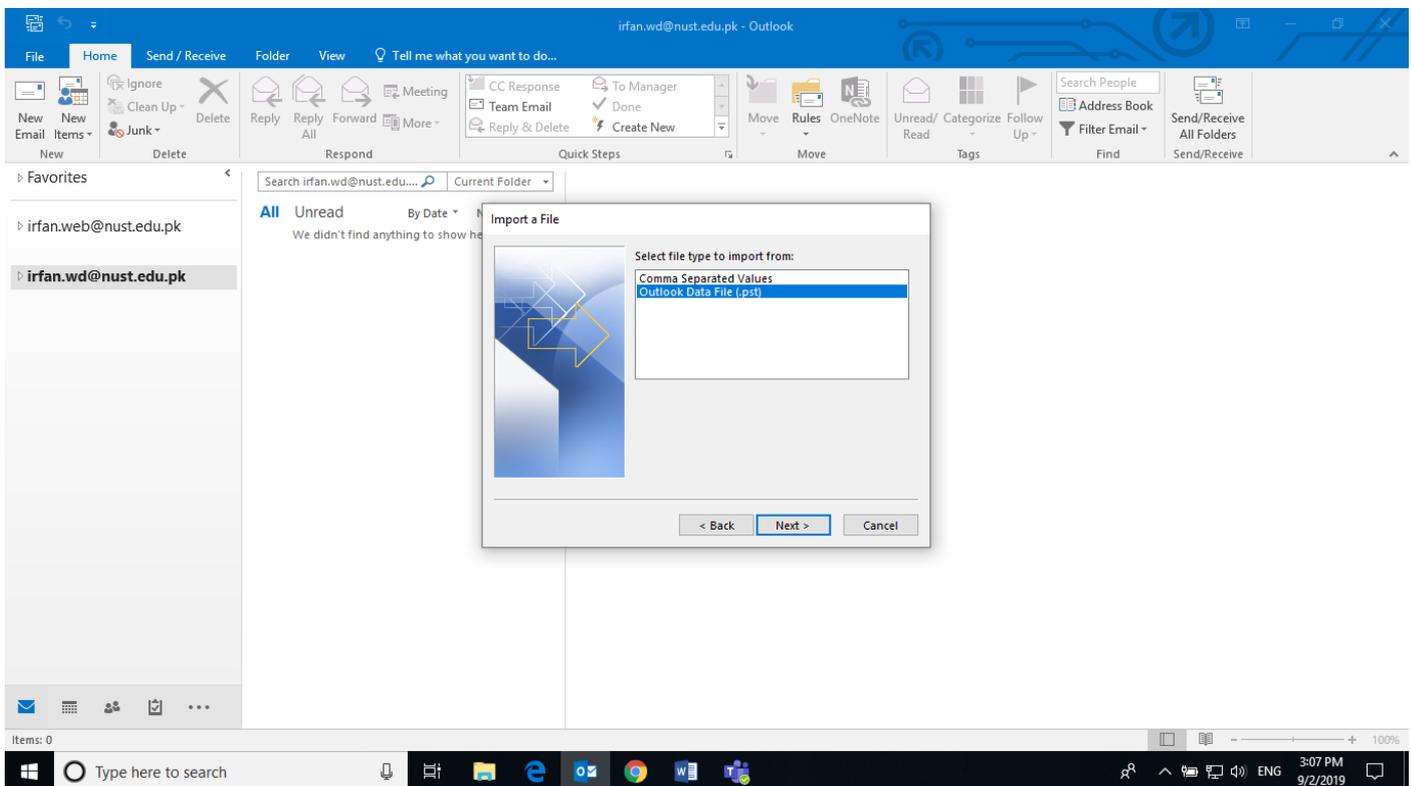
3. To Import your existing Emails Data. Click “Open & Export” from left menu bar and choose “Import/Export” option.



4. Choose **“Import to a file”** from popup and click **“Next”** button.

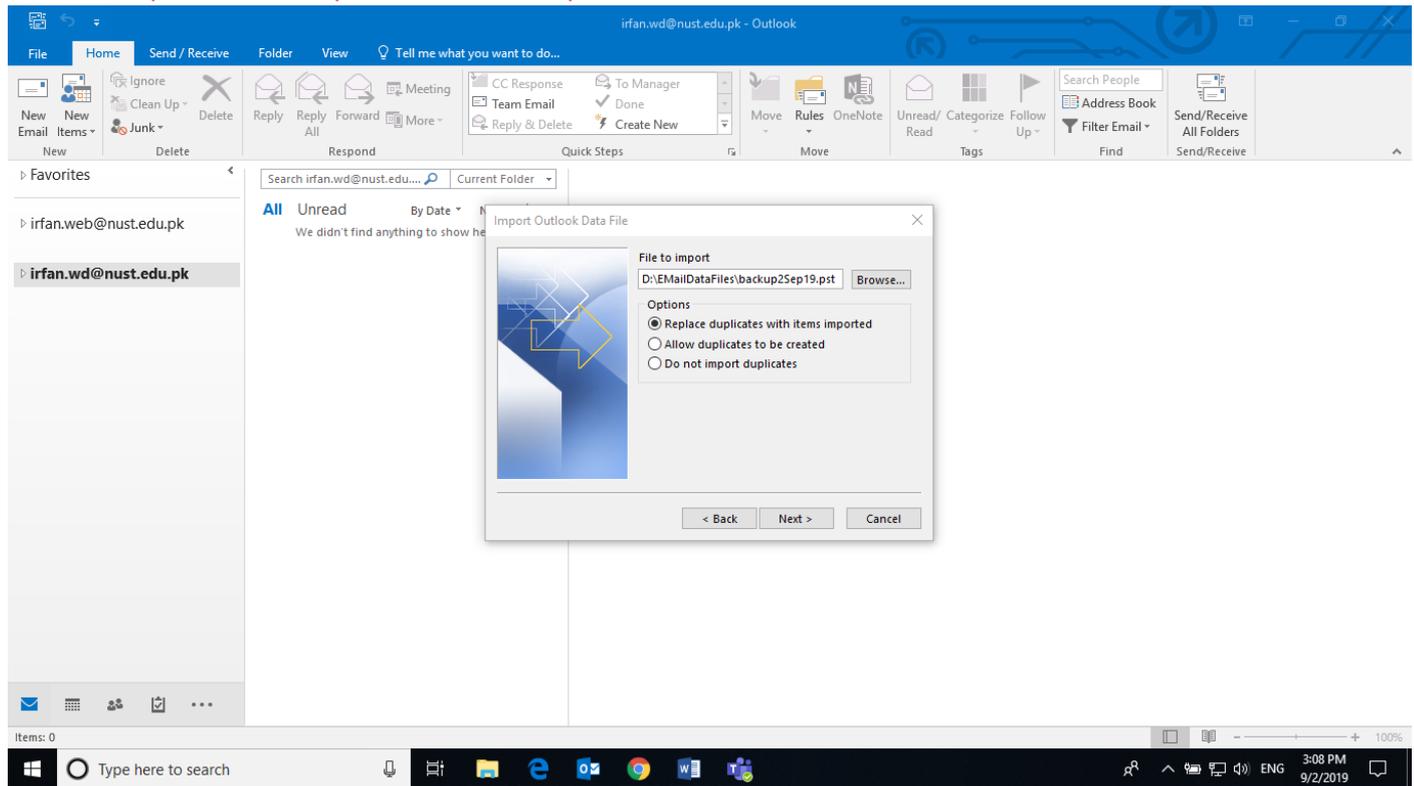


5. On Next page choose file type to **“Outlook Data File (.pst)”** and click **“Next”** button.



6. “Browse” your backup file from saved location and click “Next” button.

Note: To import all folders you must choose top node and check “include subfolders” checkbox as shown below.



7. Last step is to choose the account in which you want to “Import” the backup file. “Select” the account and click “Finish” button.

