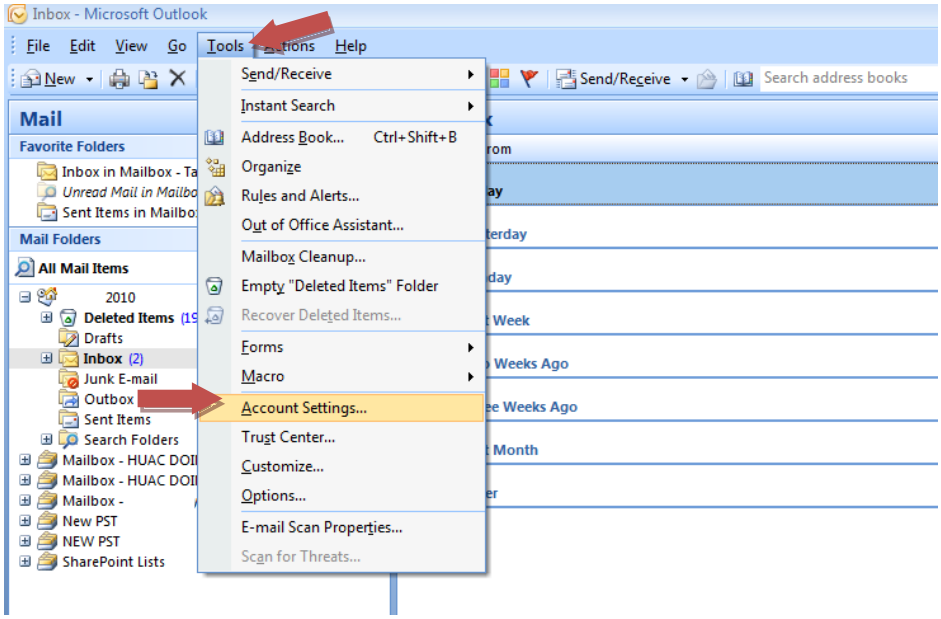
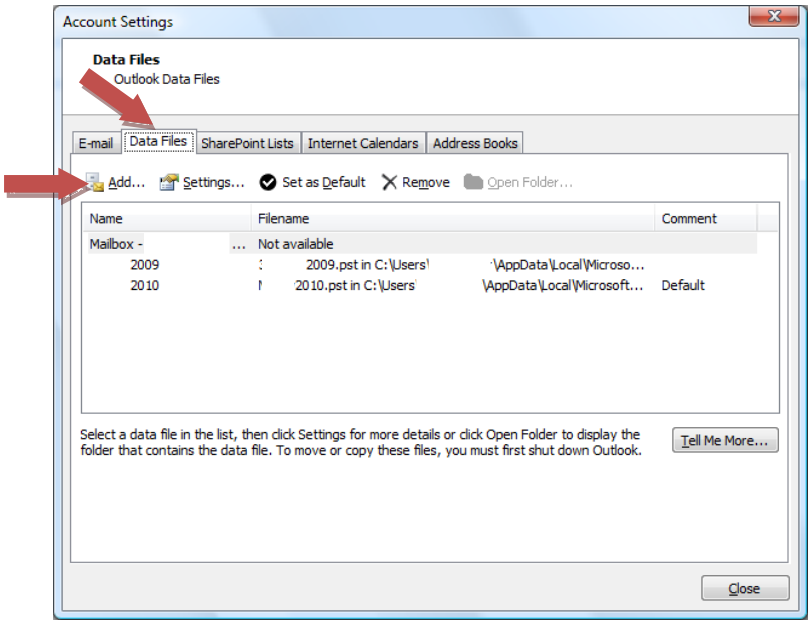
How to Import Personal Folders to Outlook

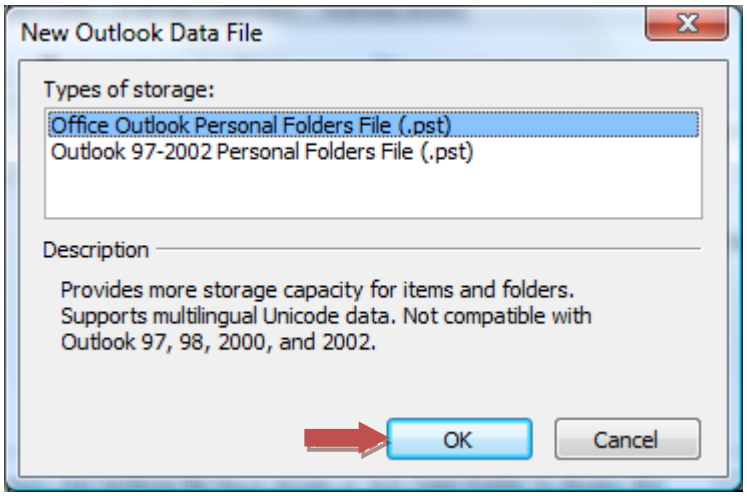
1. Open up outlook. Click on Tools then click on Advance settings



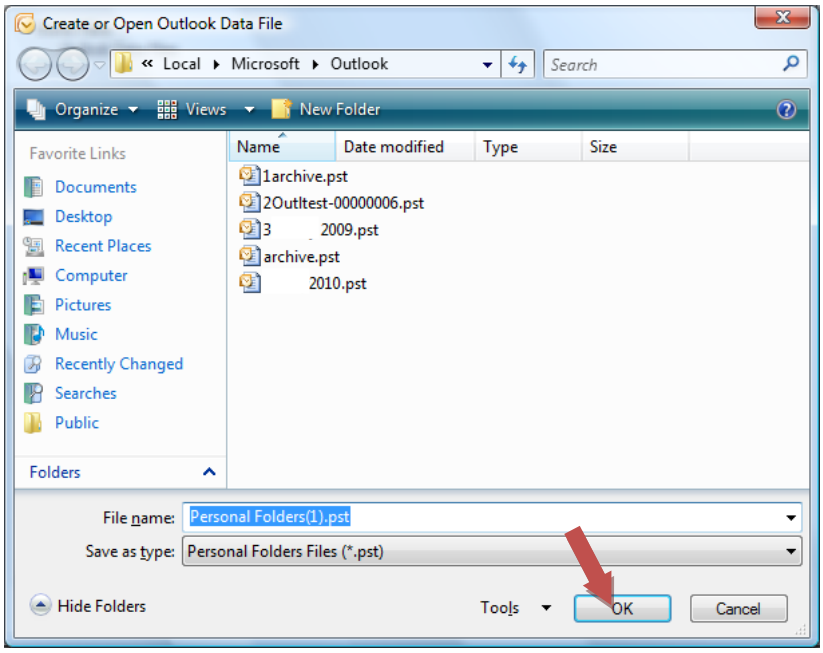
2. Click on the Data Files tab then click on Add…



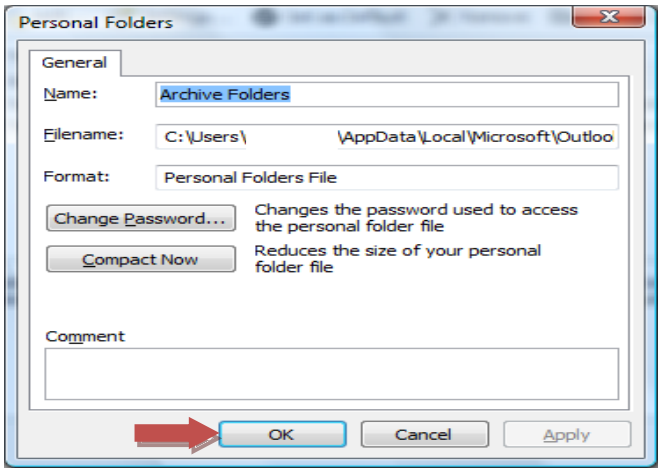
3. Make sure Office Outlook Personal Folder File (.pst) is selected and then click OK

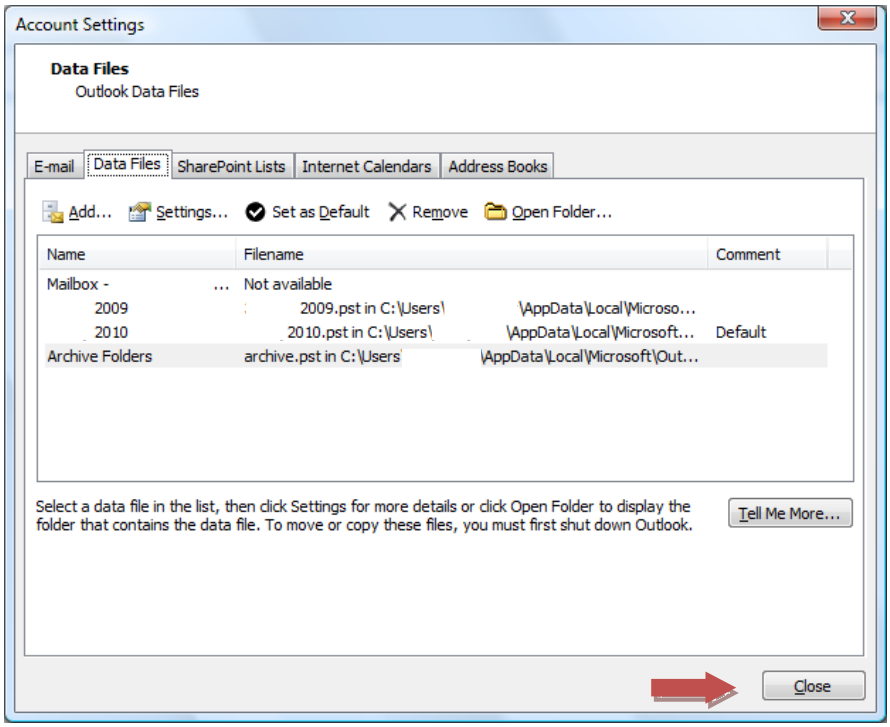


4. Here you want to find your pst's. Select the pst you want to add and then click on ok.



5. Click ok



6. Repeat steps 2 - 6 until all of your pst's are added.

7. When you are done selecting all of your pst click on close.