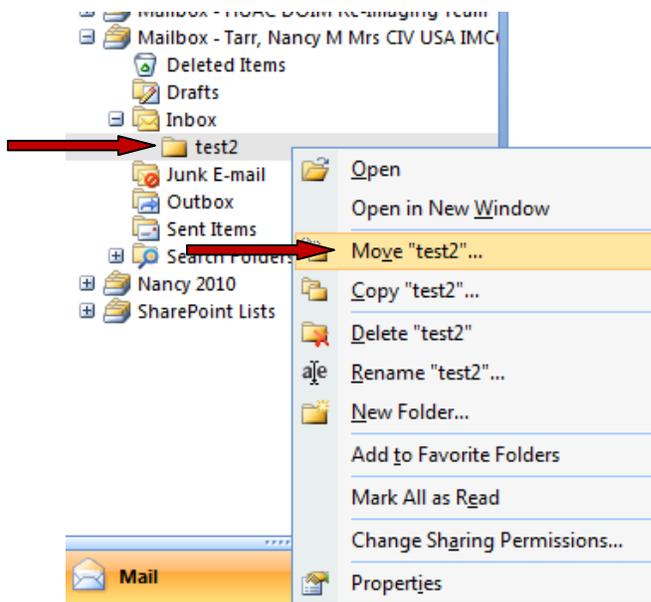
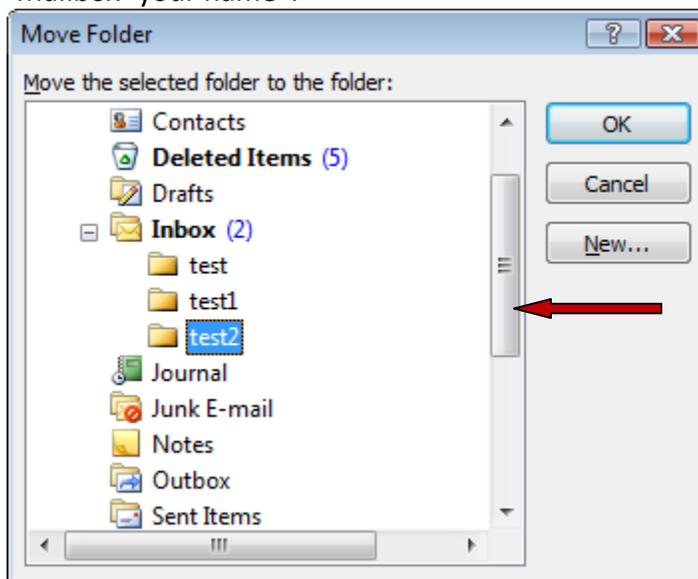


## Move email from Personal Folders (pst) to Online Mailbox

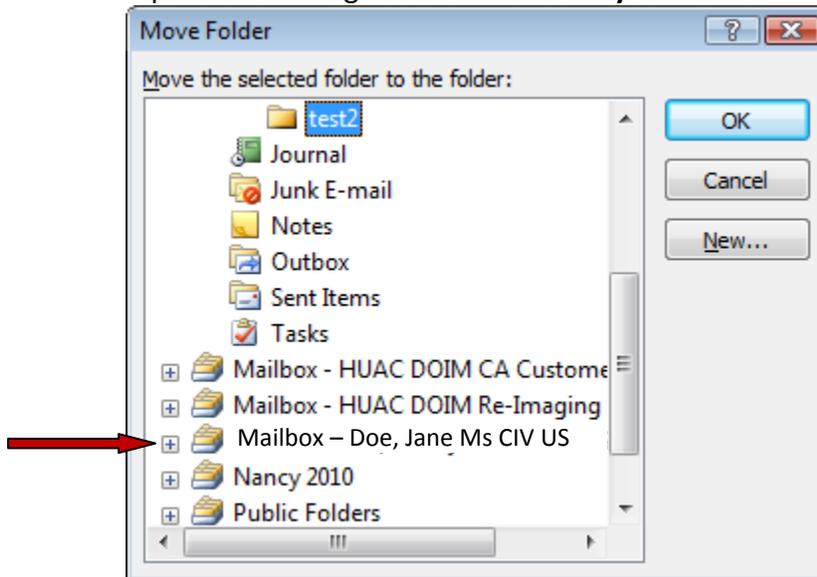
1. Open Outlook
2. Set your Mailbox to default.
3. Right click on the folder you want to move and then click on “Move” \_\_\_\_” (\_\_\_\_ is the name of the folder you are going to move.) Example: I am going to move my “test2” folder.



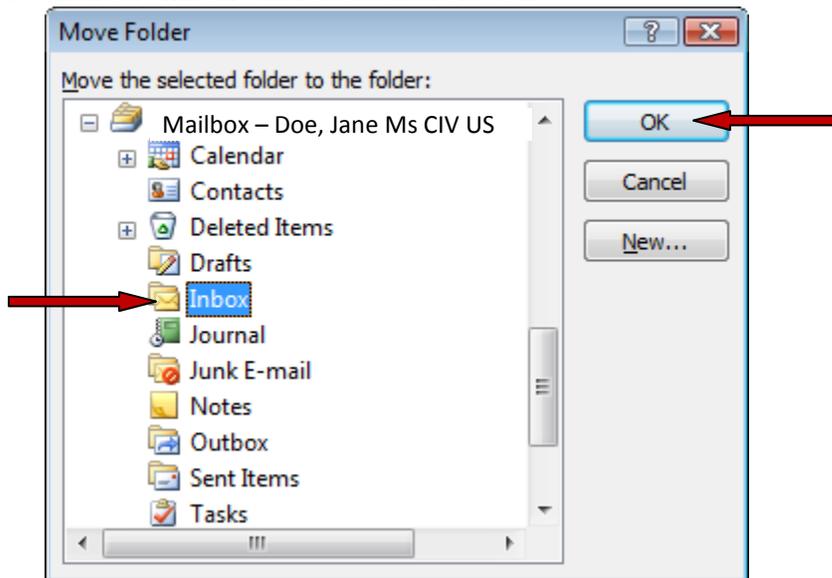
4. The “Move Folder” window will appear. Here you want to scroll up or down till you find “Mailbox- your name”.



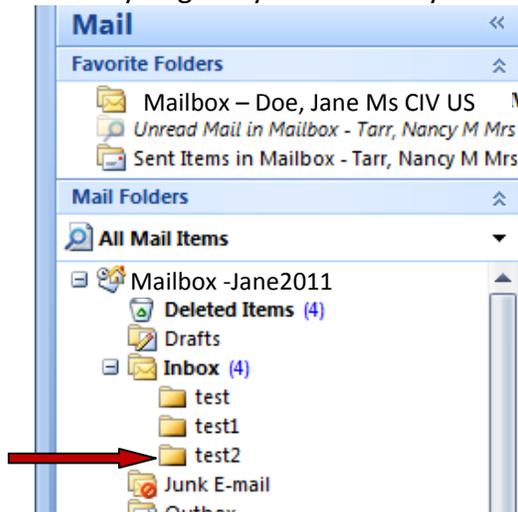
5. Expand the “+” sign to the “Mailbox- your name”



6. Click on “Inbox” and then click on “OK”



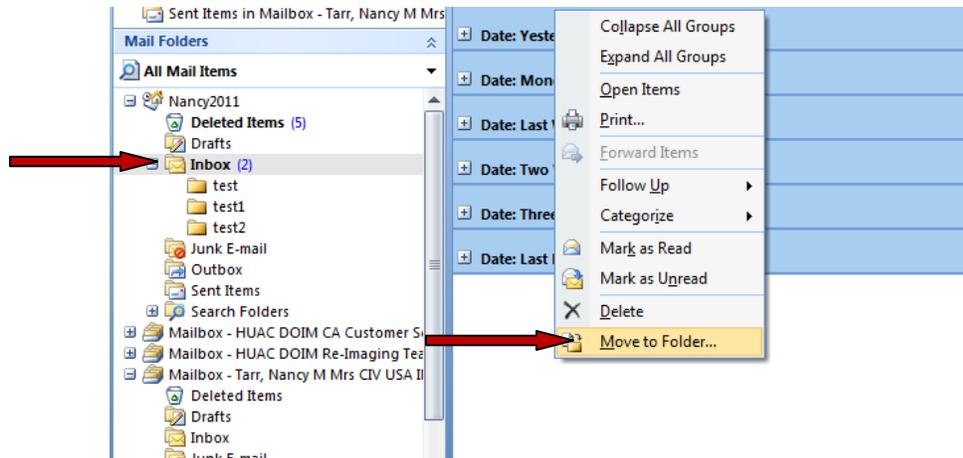
7. Now if you go to your mailbox you will see “test2” under “Inbox”



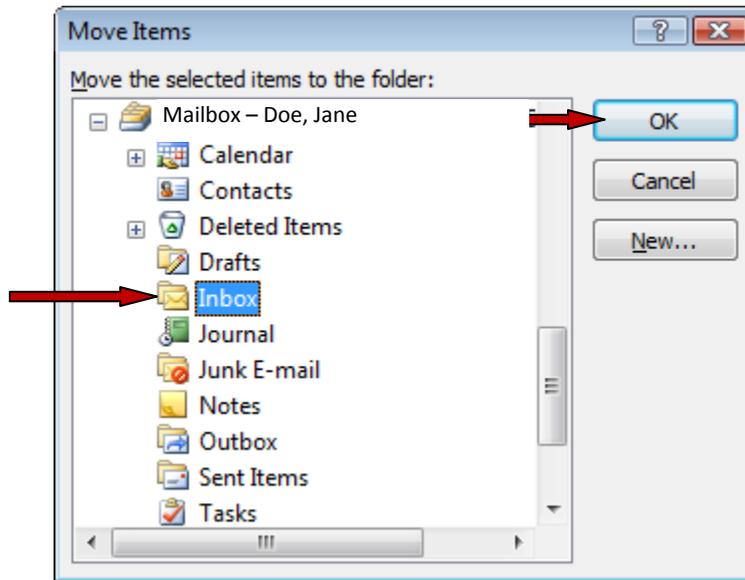
8. If you have more folders to move repeat steps 2-5.

9. You can also move you're “Inbox” by following the following steps.

10. Click on “Inbox” then highlight all your mail and right click it and click on “Move to Folder”



11. Click on **"Inbox"** under Mailbox – Your name then click on **"OK"**



12. It will then move it to the inbox

