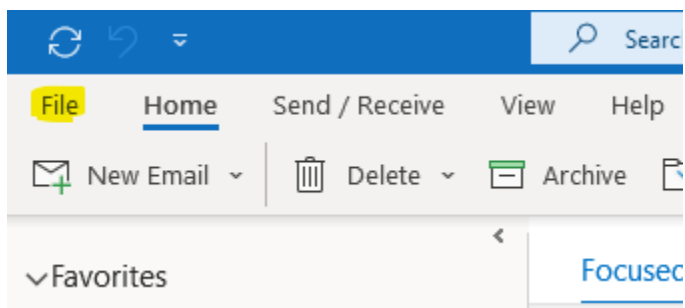## Prerequisites:

-Please make sure to open OneDrive and Outlook on your new machine to get logged into them

-Please save this folder in your OneDrive – MMO folder so it is easy to access between the devices
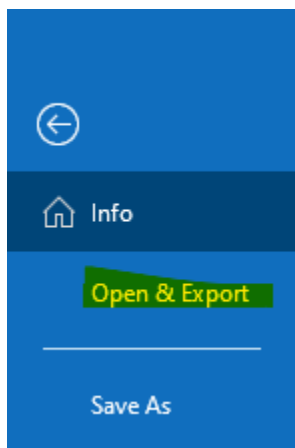
How to make a .pst file in Outlook
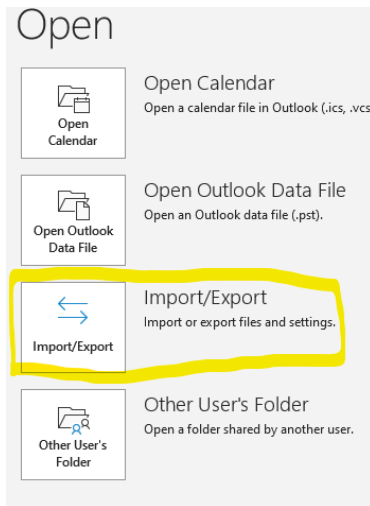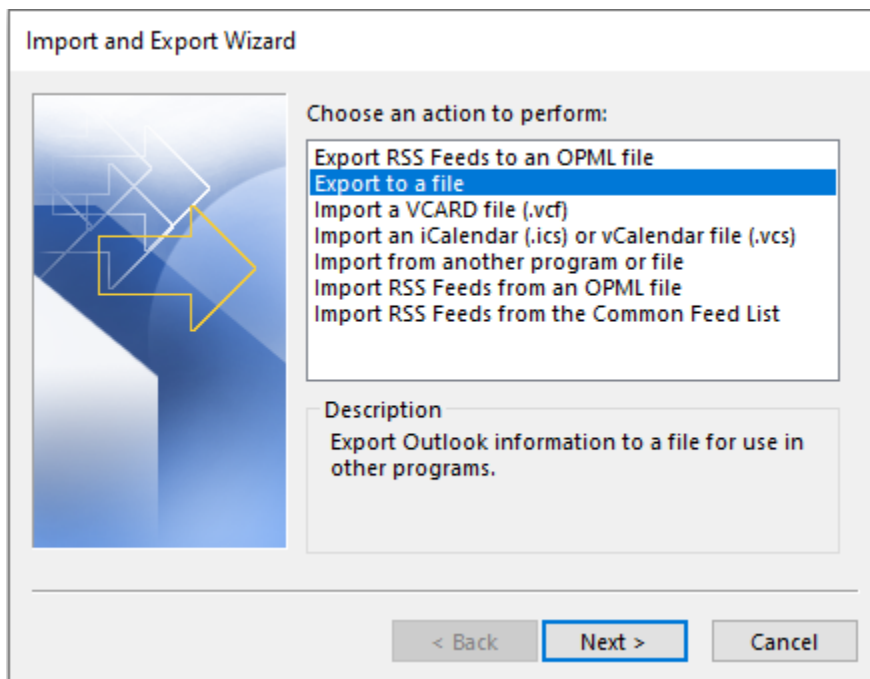
Step 1: Open Outlook

Step 2: Click File

Step 3: Click Open & Export

Step 4: Click Import/Export

Open

| | Open Calendar |
| | Open a calendar file in Outlook (.ics, .vcs) |

| | Open Outlook Data File |
| | Open an Outlook data file (.pst). |

| | Import/Export |
| | Import or export files and settings. |

| | Other User's Folder |
| | Open a folder shared by another user. |

Step 5: Click Export to a file and click Next

Import and Export Wizard

Choose an action to perform:

Export RSS Feeds to an OPML file
Export to a file
Import a VCARD file (.vcf)
Import an iCalendar (.ics) or vCalendar file (.vcs)
Import from another program or file
Import RSS Feeds from an OPML file
Import RSS Feeds from the Common Feed List

Description

Export Outlook information to a file for use in other programs.

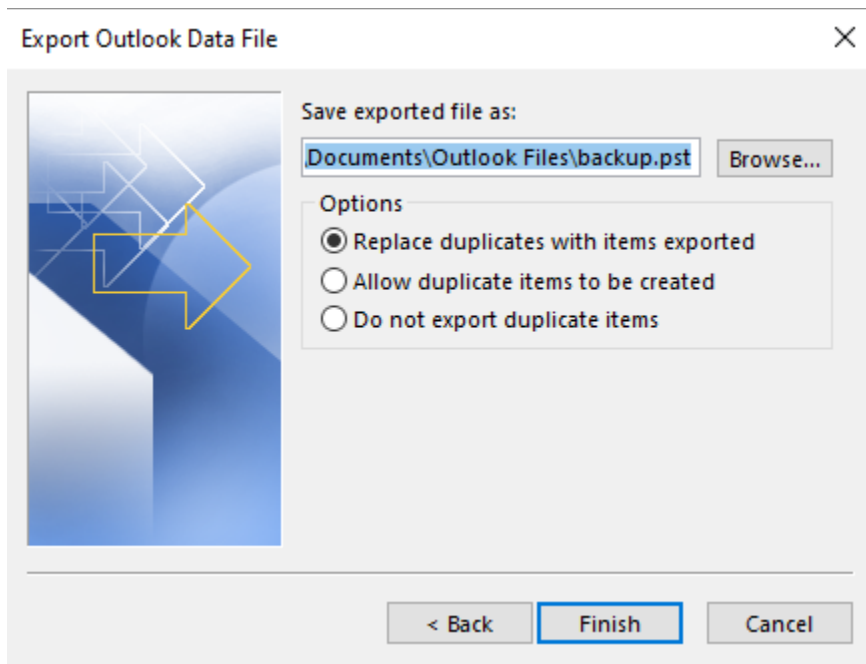< Back   Next >   Cancel

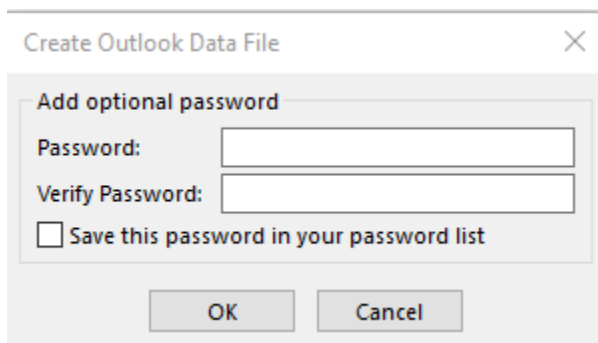## Step 6: Click Outlook Data File (.pst) and click Next
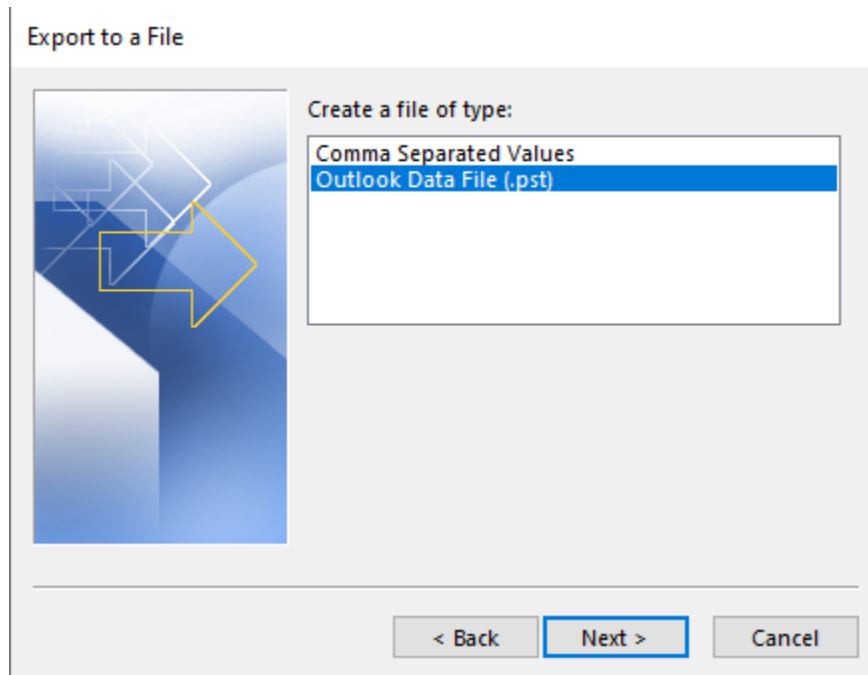
Step 7: Click your Medical Mutual Email Address and Click Next
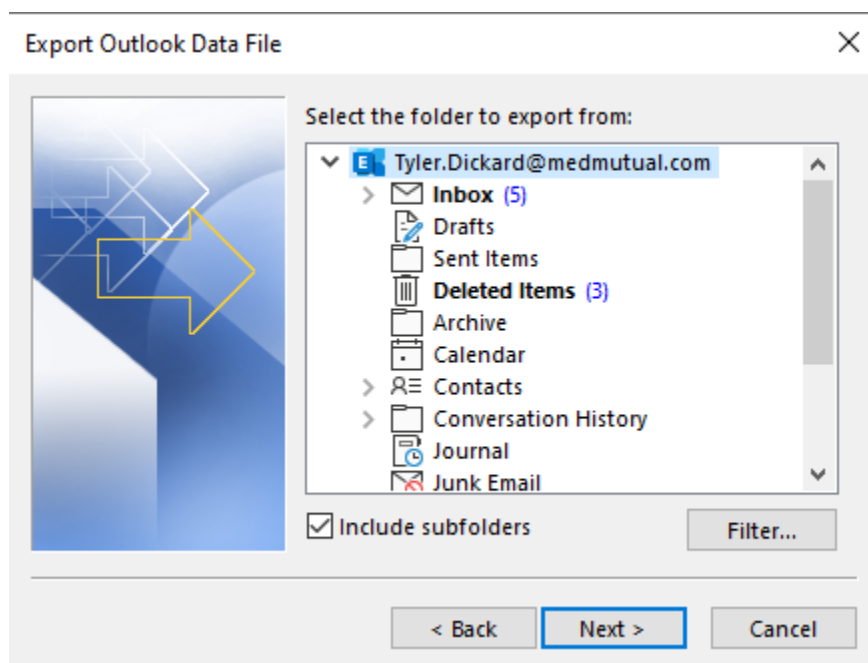
Step 8: Click Finish

Step 9: Click OK ensure that the file is being saved to C:\Users\{your username}\Documents\Outlook Files so it can do the file transfer successfully. Also, you can set a password if you'd like

Step 10: Once finished, close out of outlook

Step 11: You're done! 😊

Running the script

Step 1: Locate the executable named copyScript.exe on Old Machine

Name	Status	Date modified	Type	Size
copyScript	⊘	6/29/2022 11:09 AM	Application	53 KB
README	⊘	6/29/2022 11:14 AM	Microsoft Word D...	237 KB

Step 2: Double click the copyScript.exe file to open it

Transfer Tool — □ ✕
Is this an upload or download of a .pst file?
⦿ Upload
○ Download
Transfer

Step 3: Assuming you are uploading the file, just press transfer

Transfer Tool — □ ✕
Is this an upload or download of a .pst file?
⦿ Upload
○ Download
Transfer

Step 4: Wait until the console window closes

Step 5: Open OneDrive on your new deice, wait until you see this file appear in your OneDrive

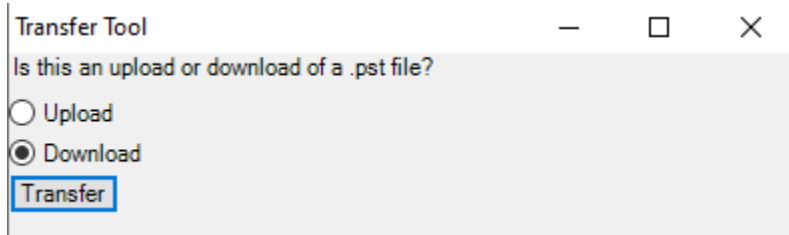| outlookArchive	⊘	6/29/2022 11:29 AM	Compressed (zipp...	39,042 KB

Step 6: Run the script on your new computer

Transfer Tool — □ ✕
Is this an upload or download of a .pst file?
⦿ Upload
○ Download
Transfer

Step 7: Click the download button, and then hit transfer

Transfer Tool — □ ×

Is this an upload or download of a .pst file?
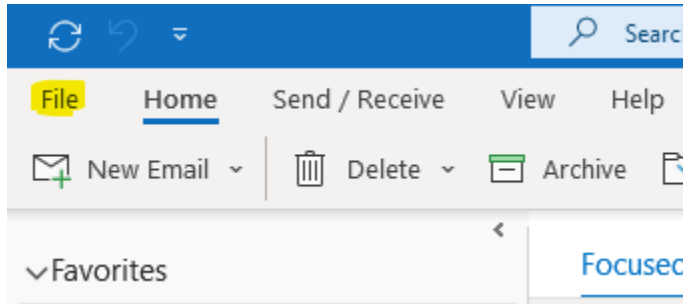
◯ Upload
◉ Download

Transfer

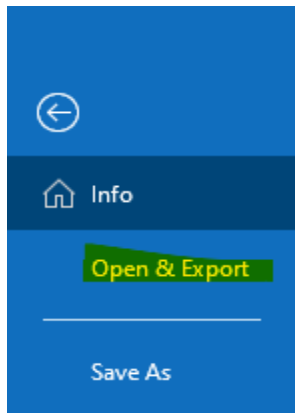## Step 8: Once the console menu closes you are done!

How to import from a .pst file using Outlook

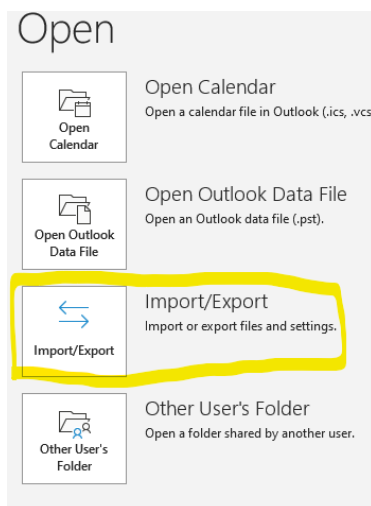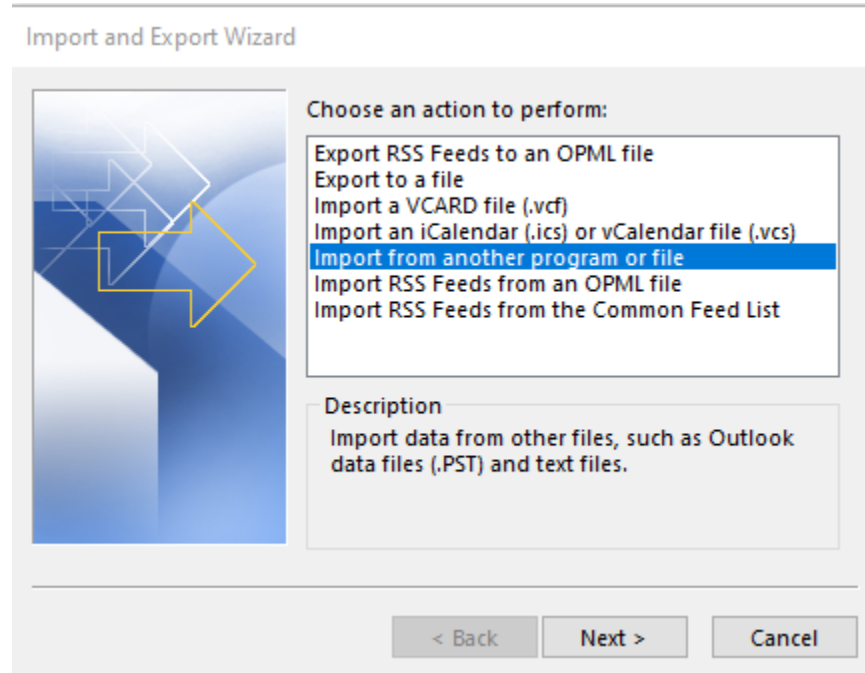Step 1: Open Outlook on your new machine
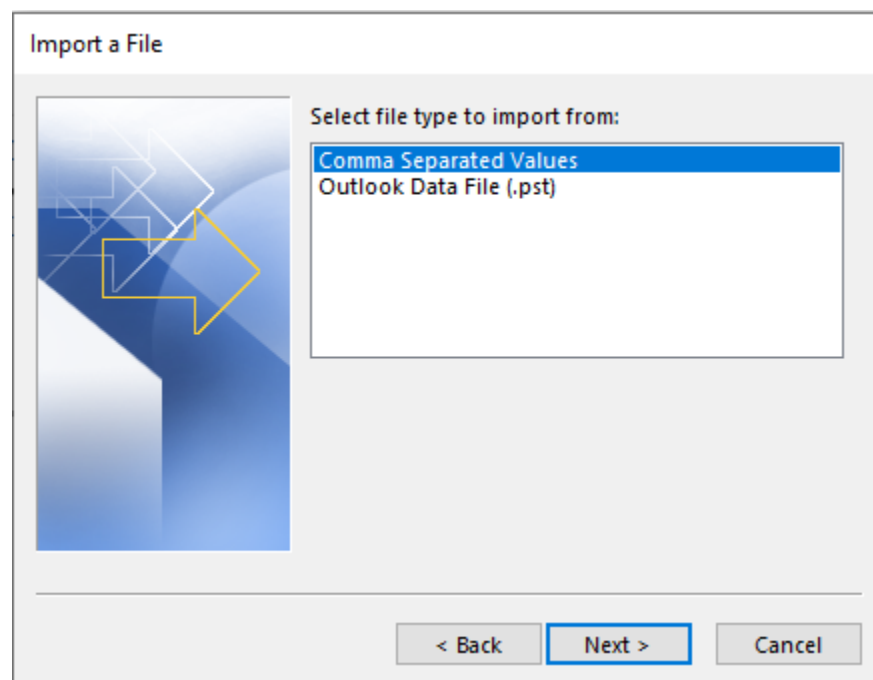
Step 2: Click on File

Step 3: Click on Open & Export

Step 4: Click on Import/Export

## Step 5: Click on Import from another program or file and click next

Import and Export Wizard

Choose an action to perform:

Export RSS Feeds to an OPML file
Export to a file
Import a VCARD file (.vcf)
Import an iCalendar (.ics) or vCalendar file (.vcs)
Import from another program or file
Import RSS Feeds from an OPML file
Import RSS Feeds from the Common Feed List

Description
Import data from other files, such as Outlook data files (.PST) and text files.

< Back   Next >   Cancel

Step 6: Click on Outlook Data File (.pst)

Import a File

Select file type to import from:

Comma Separated Values
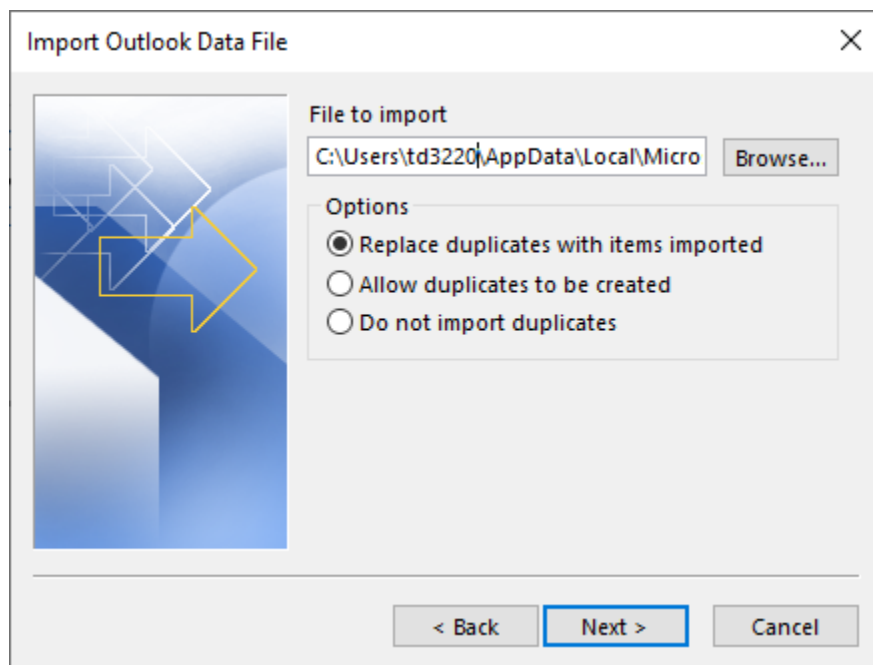Outlook Data File (.pst)

< Back   Next >   Cancel

Step 7: Click Browse… and then copy this into the search bar, then select the outlook data file you made earlier (usually named backup.pst)
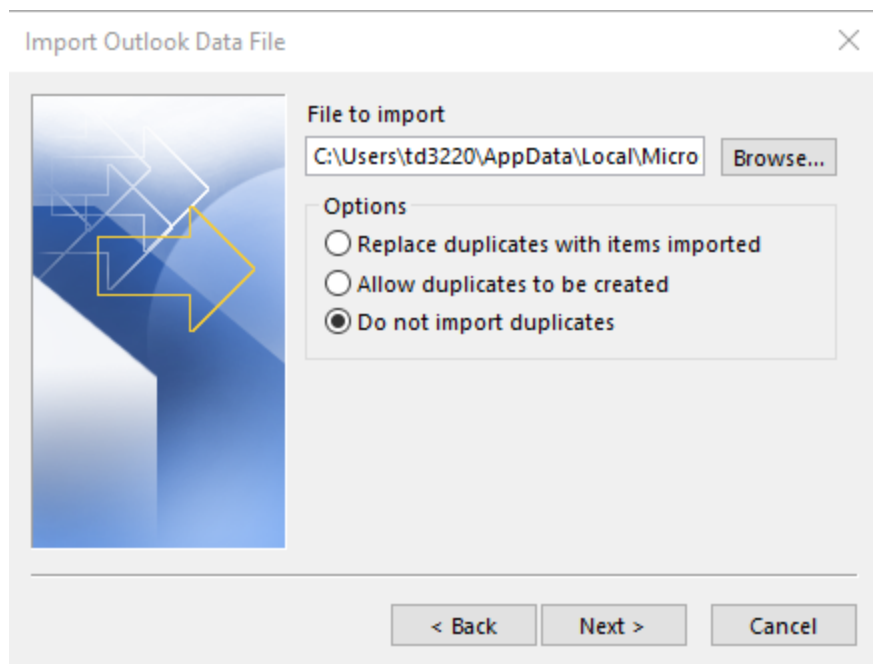
C:\Users\{UserName(i.e.jd1234)}\AppData\Local\Microsoft\Outlook\
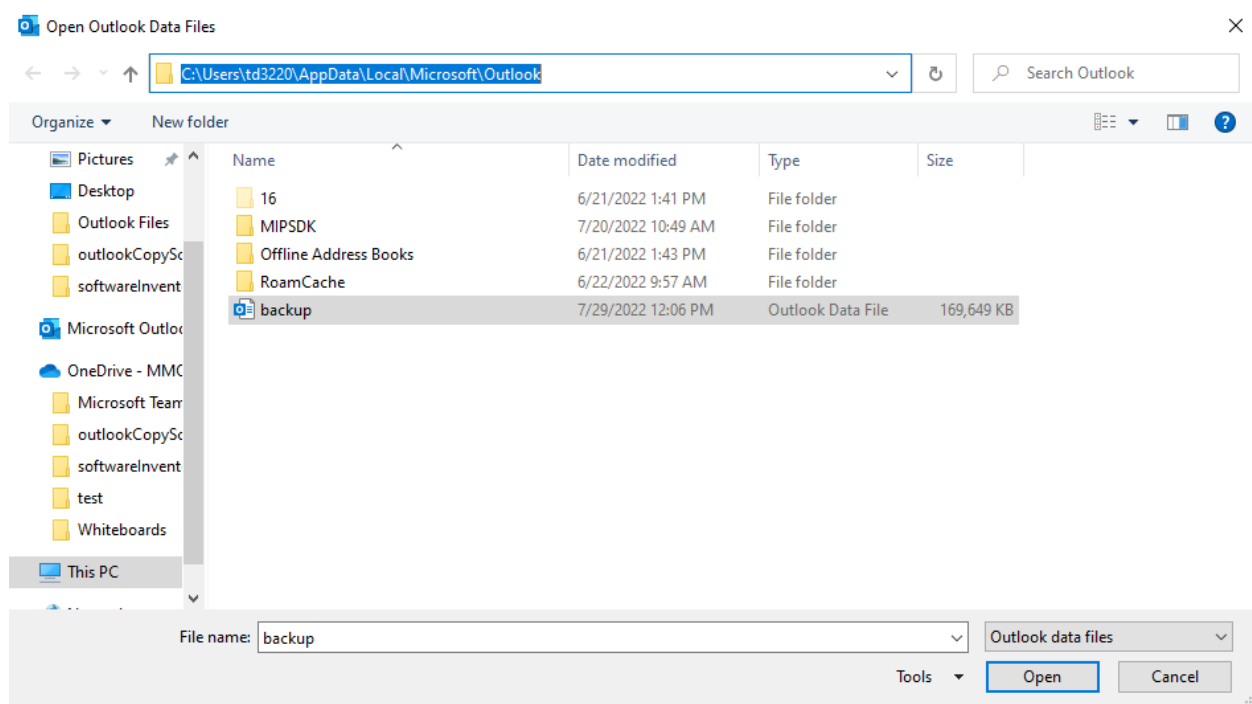
Step 8: Once you selected the correct data file, click open to return to this menu:

Step 9: Select Do not import duplicates and click next

Step 10: Click finish, and then you have successfully transferred your outlook data from one machine to another!