

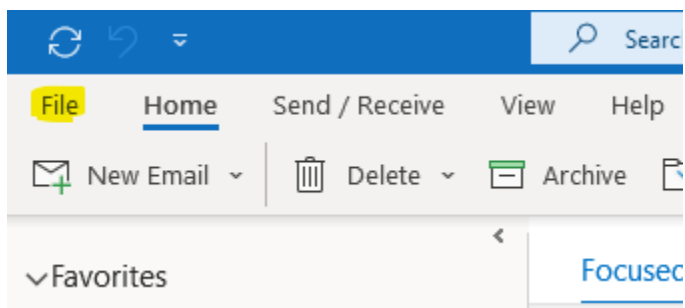
## Prerequisites:

- 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

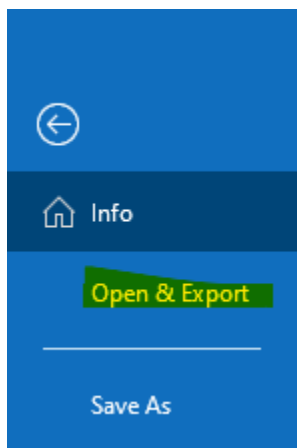
## How to make a .pst file in Outlook

Step 1: Open Outlook

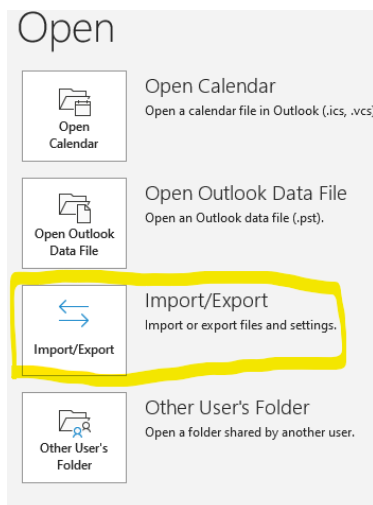
Step 2: Click File



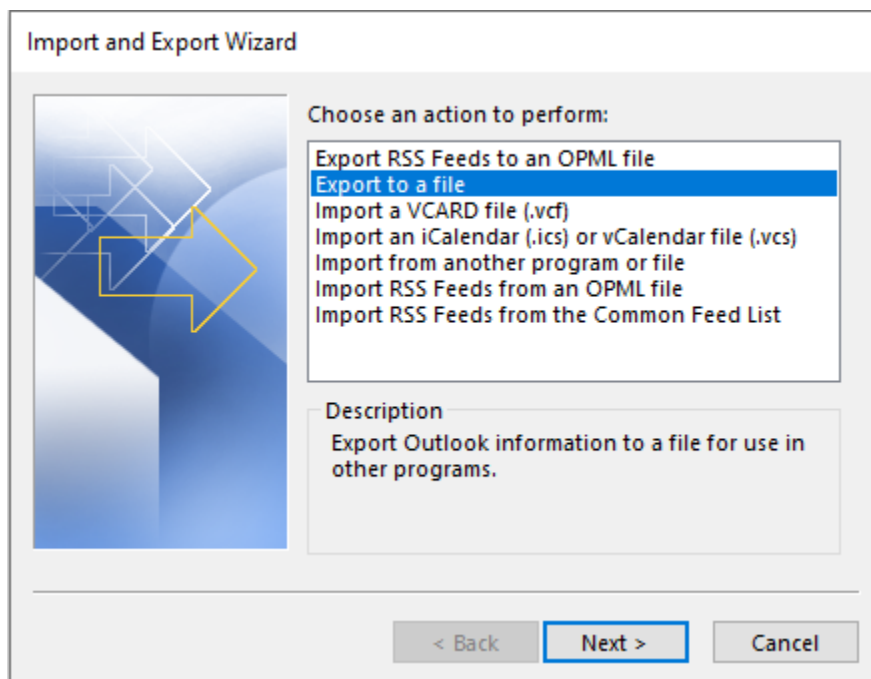
Step 3: Click Open & Export



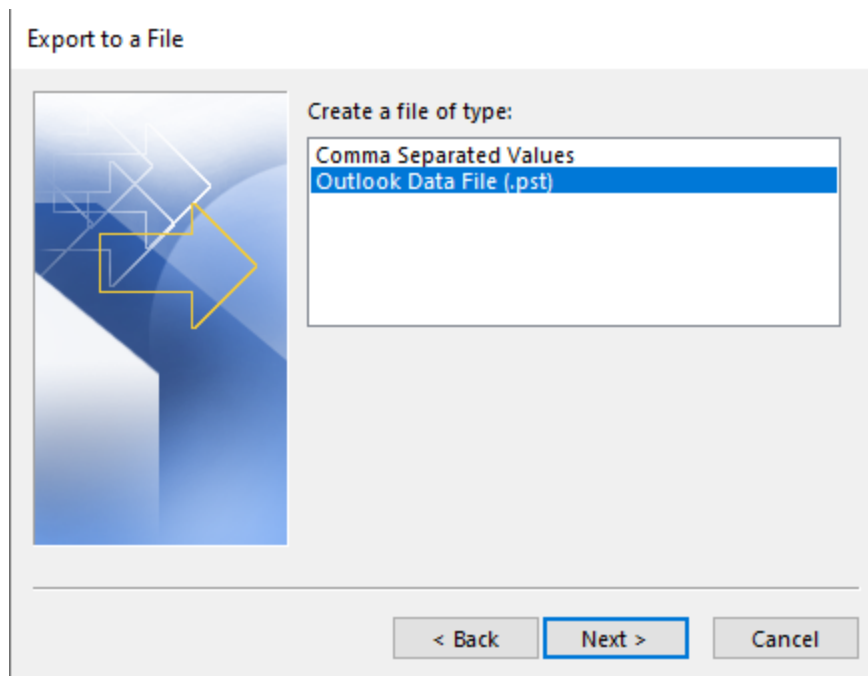
Step 4: Click Import/Export



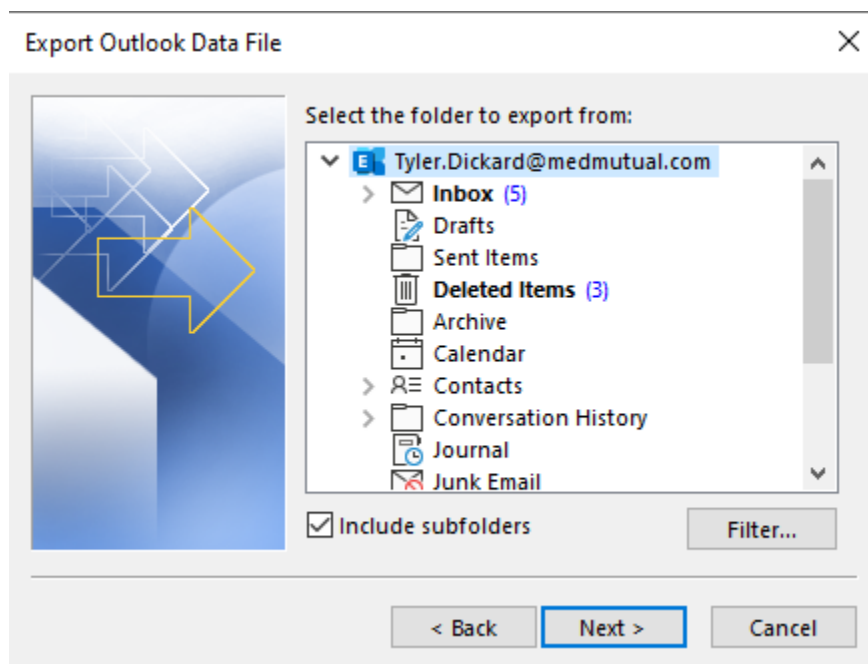
Step 5: Click Export to a file and click Next



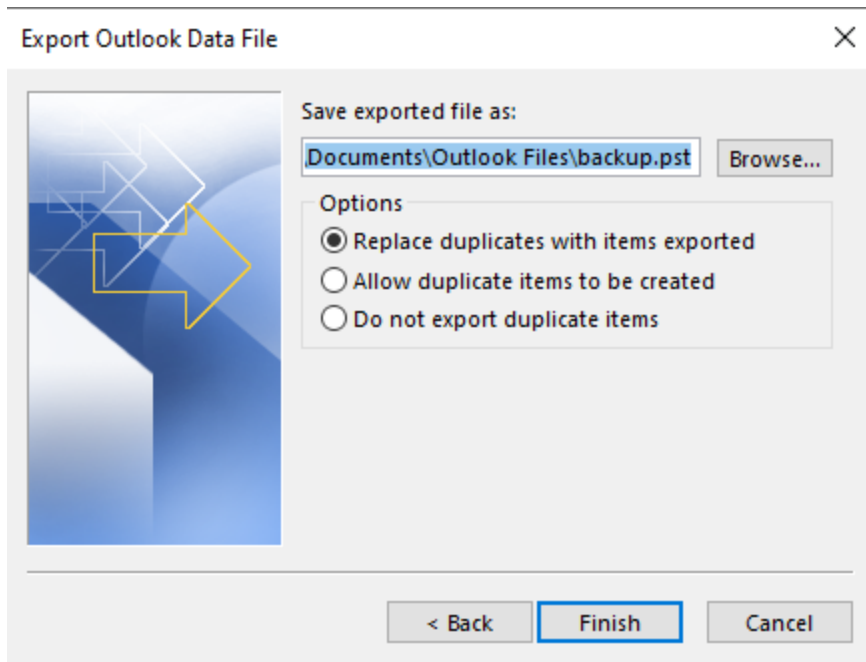
Step 6: Click Outlook Data File (.pst) and click Next



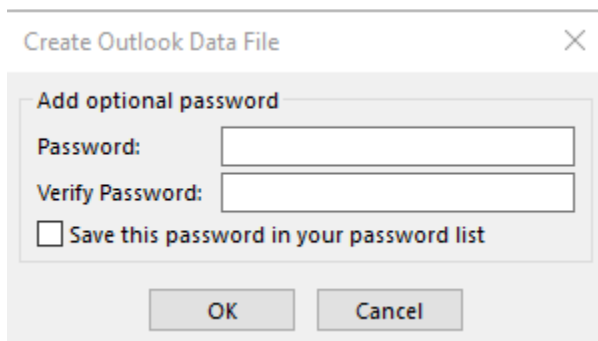
Step 7: Click your Medical Mutual Email Address and Click Next



Step 8: Click Finish



Step 9: Click OK, you can set a password if you'd like





Step 10: Once finished, close out of outlook



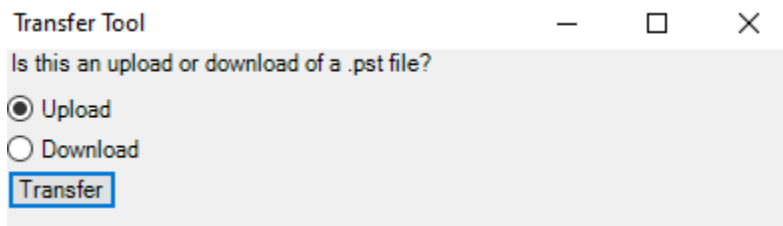
Step 11: You're done! 😊

## Running the script

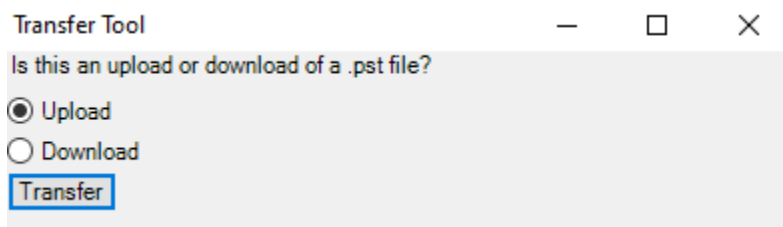
Step 1: Locate the executable named copyScript.exe on Old Machine

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

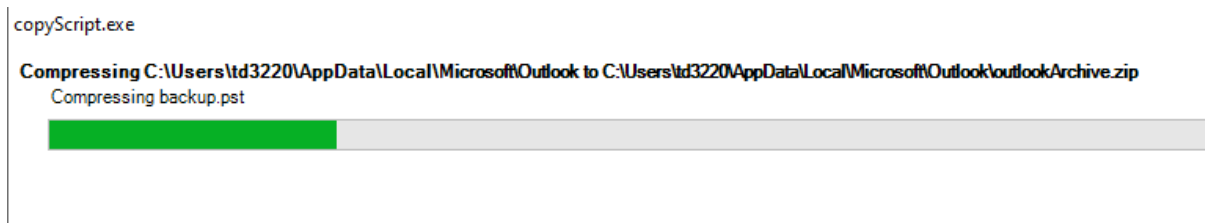
Step 2: Double click the copyScript.exe file to open it, and click OK until you see this menu



Step 3: Since this is the upload from the old machine to the new machine, just click transfer



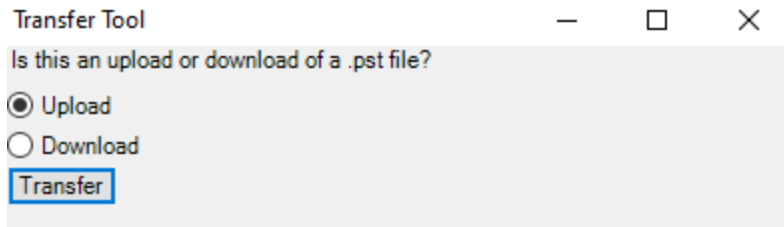
Step 4: Wait until this screen closes



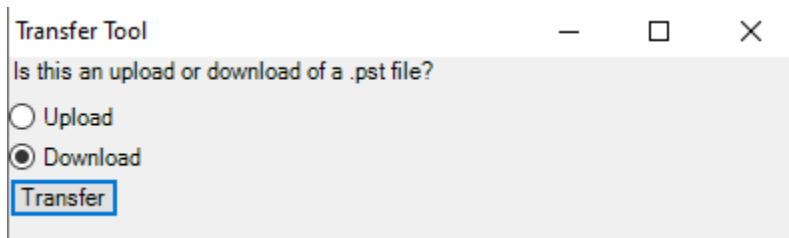
Step 5: Open OneDrive on your new deice, wait until you see this file appear in your OneDrive

 outlookArchive	✓	6/29/2022 11:29 AM	Compressed (zipp...	39,042 KB
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Step 6: Run the script on your new computer again click OK until you see this menu



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

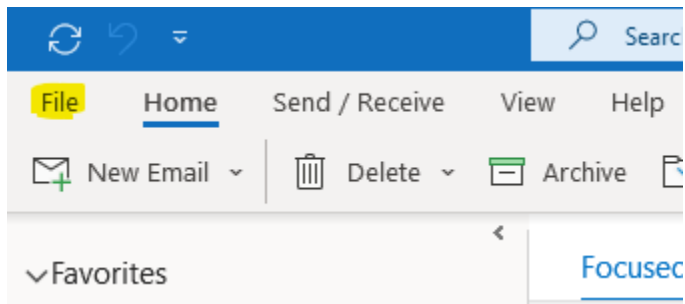


Step 8: Once the menu closes you are done with the file transfer!

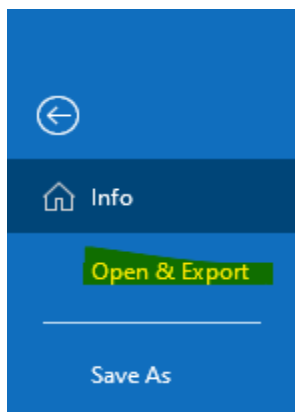
## How to import from a .pst file using Outlook

Step 1: Open Outlook on your new machine

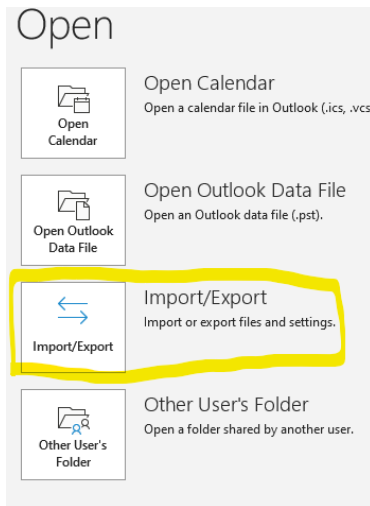
Step 2: Click on File



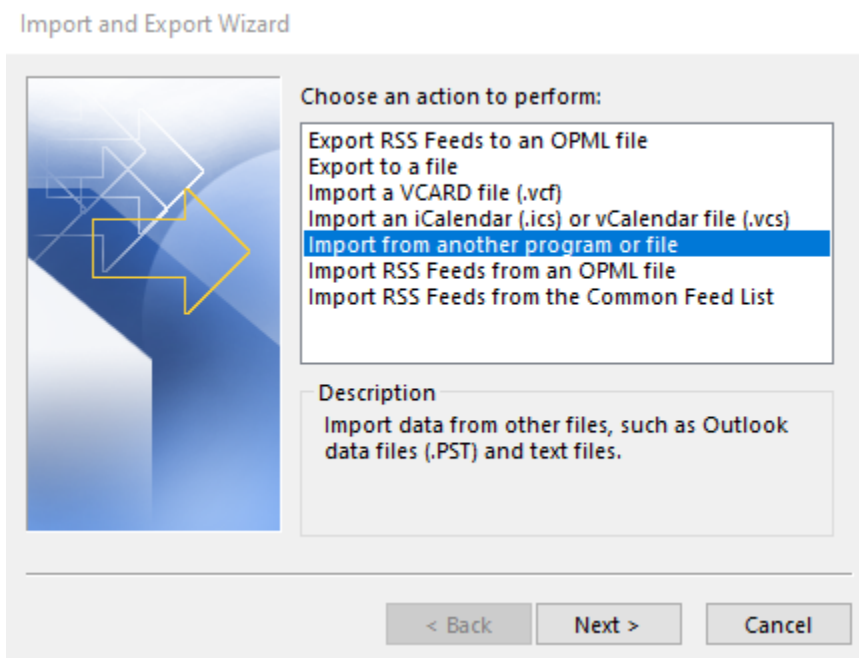
Step 3: Click on Open & Export



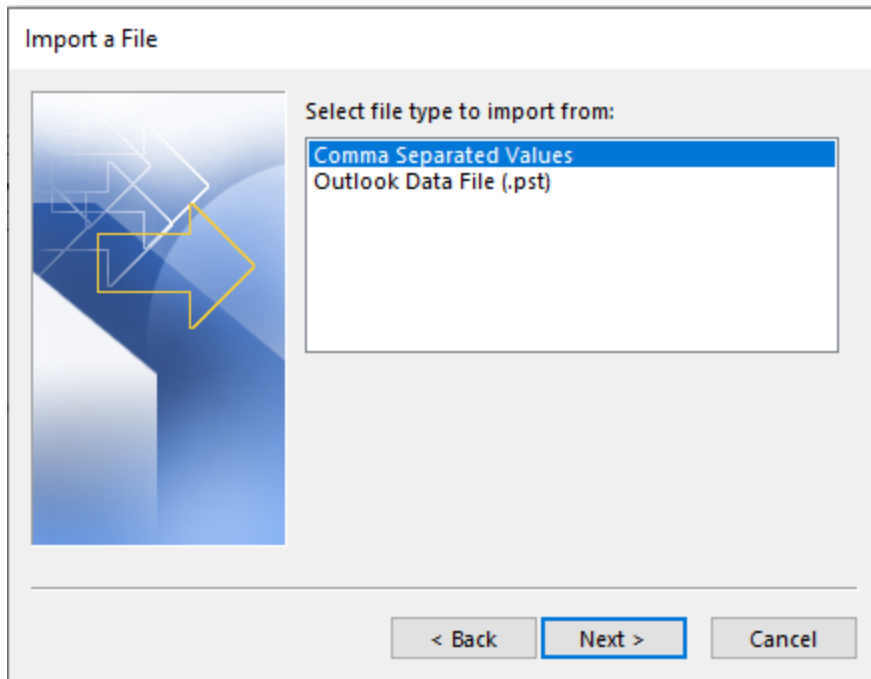
## Step 4: Click on Import/Export



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

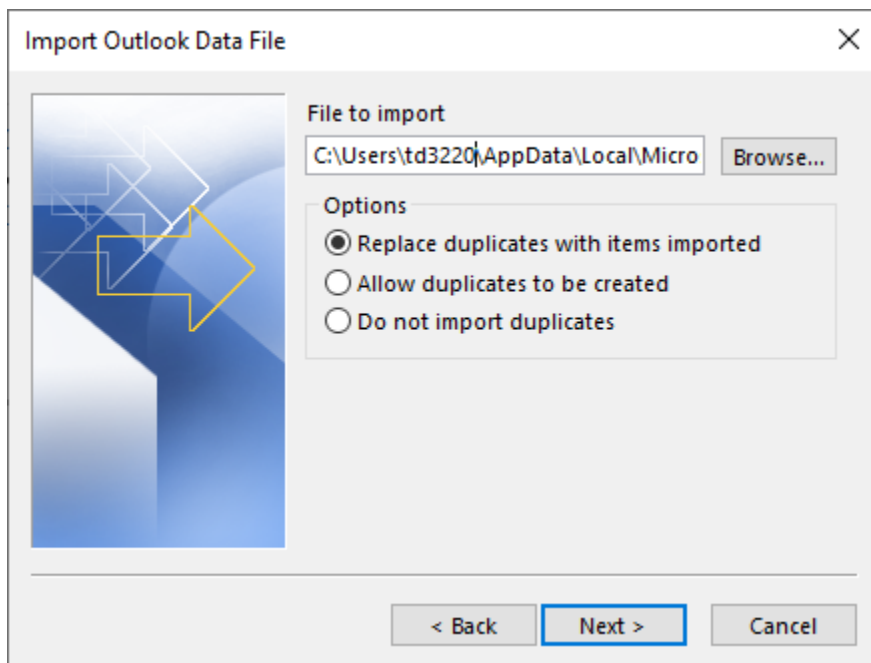


## Step 6: Click on Outlook Data File (.pst)



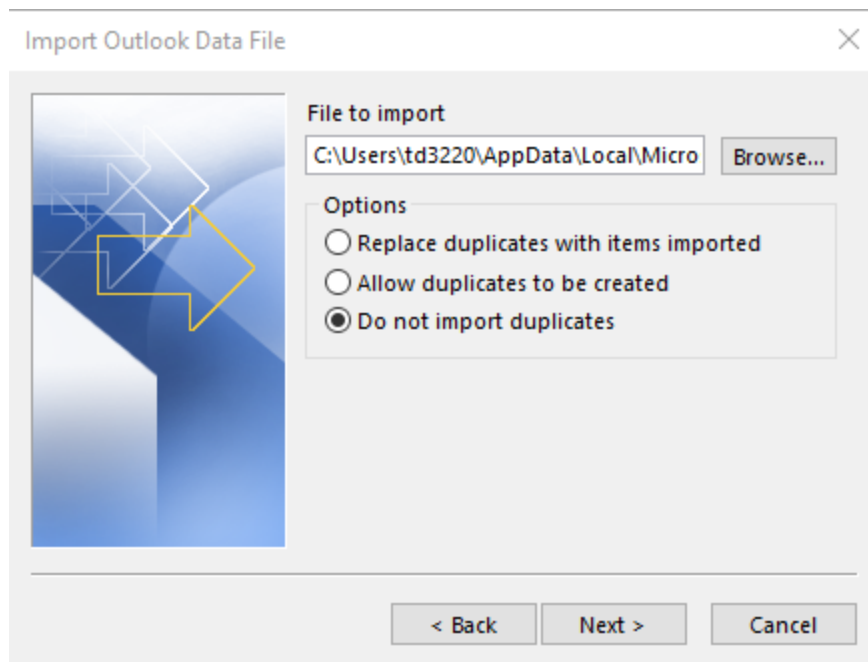
Step 7: Fill in the {UserName} with your username and then copy this directory to the File to import text box.

C:\Users\{UserName(i.e.jd1234)}\AppData\Local\Microsoft\Outlook\backup.pst



Step 8: Select Do not import duplicates and click next





Step 9: Click finish, and then you have successfully transferred your outlook data from one machine to another!

