**Prerequisites:**

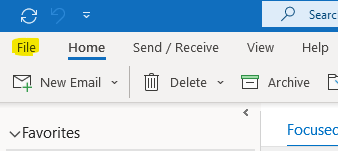
-Please make sure to open OneDrive and Outlook on your new machine to get logged into them

-Please save this folder in your OneDrive – MMO folder so it is easy to access between the devices

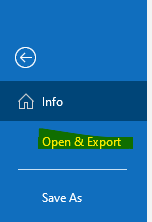
**How to make a .pst file in Outlook**

Step 1: Open Outlook

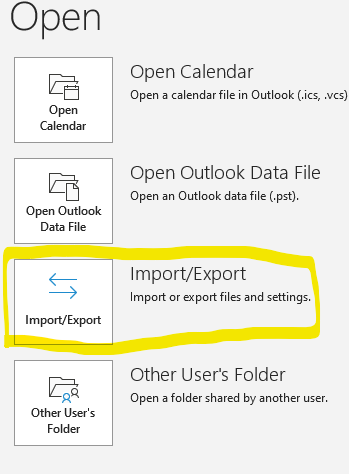
Step 2: Click File



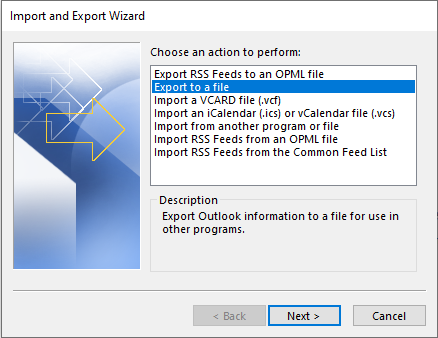
Step 3: Click Open & Export



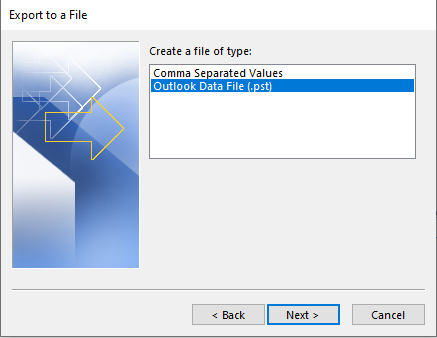
Step 4: Click Import/Export



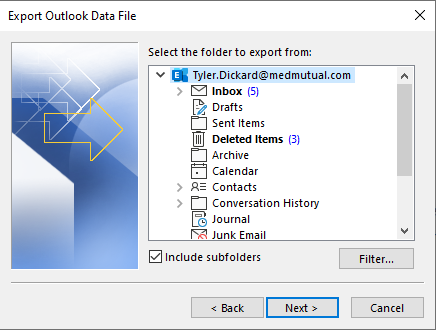
Step 5: Click Export to a file and click Next



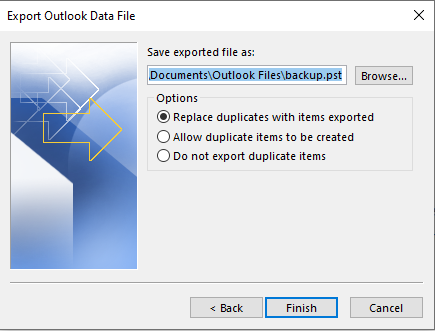
Step 6: Click Outlook Data File (.pst) and click Next



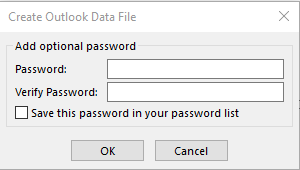
Step 7: Click your Medical Mutual Email Address and Click Next



Step 8: Click Finish



Step 9: Click OK 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



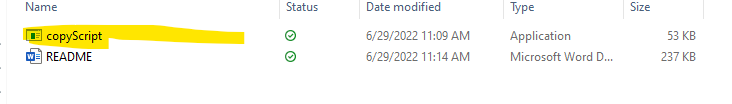
Step 10: Once finished, close out of outlook



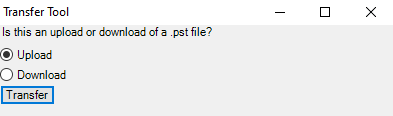
Step 11: You’re done! 😊

**Running the script**

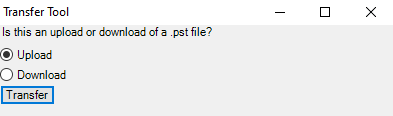
Step 1: Locate the executable named copyScript.exe on Old Machine



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



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

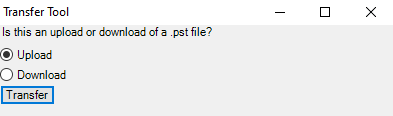


Step 4: Wait until the console window closes

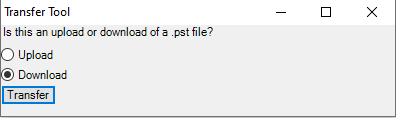
Step 5: Open OneDrive on your new deice, wait until you see this file appear in your OneDrive



Step 6: Run the script on your new computer



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

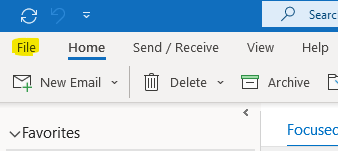


Step 8: Once the console menu closes you are done!

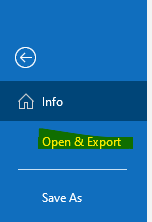
**How to import from a .pst file using Outlook**

Step 1: Open Outlook on your new machine

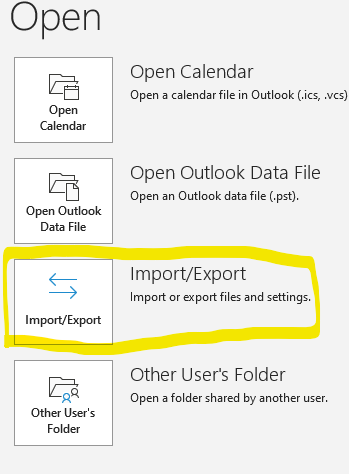
Step 2: Click on File



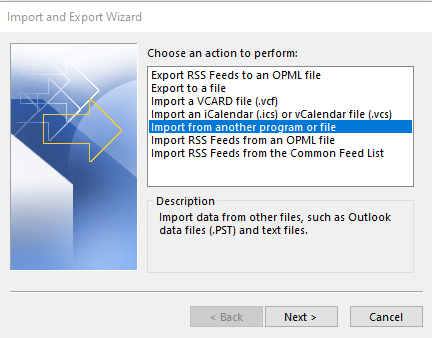
Step 3: Click on Open & Export



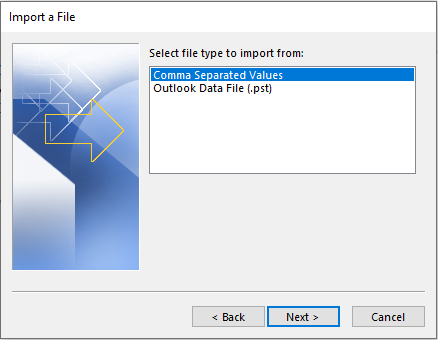
Step 4: Click on Import/Export



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

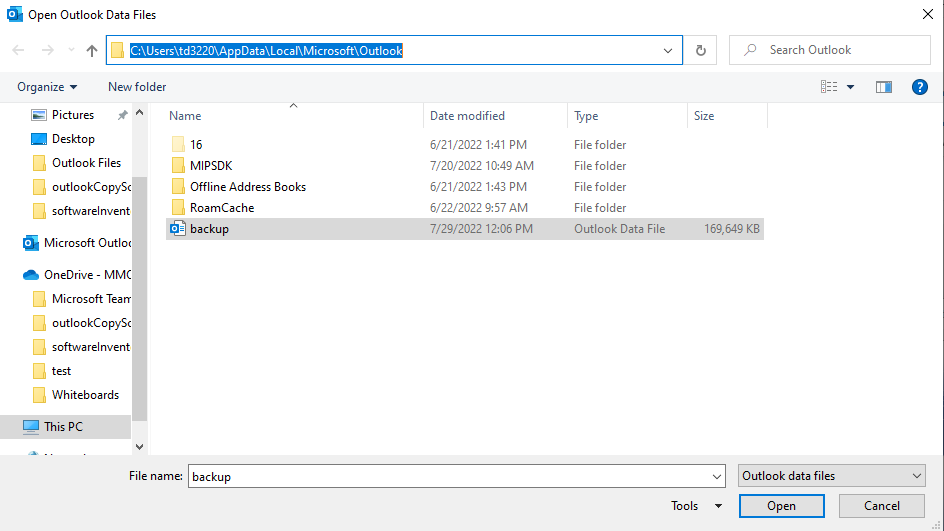


Step 6: Click on Outlook Data File (.pst)

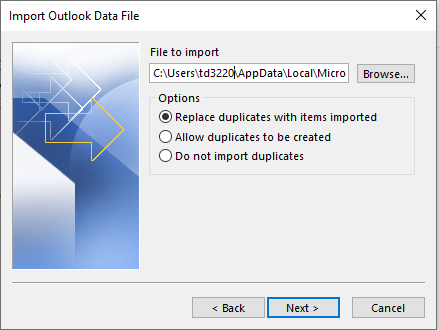


Step 7: Click Browse… and then copy this into the search bar, then select the outlook data file you made earlier (usually named backup.pst)

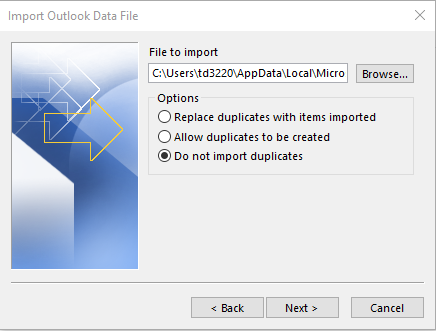
C:\Users\{UserName(i.e.jd1234)}\AppData\Local\Microsoft\Outlook\



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!

