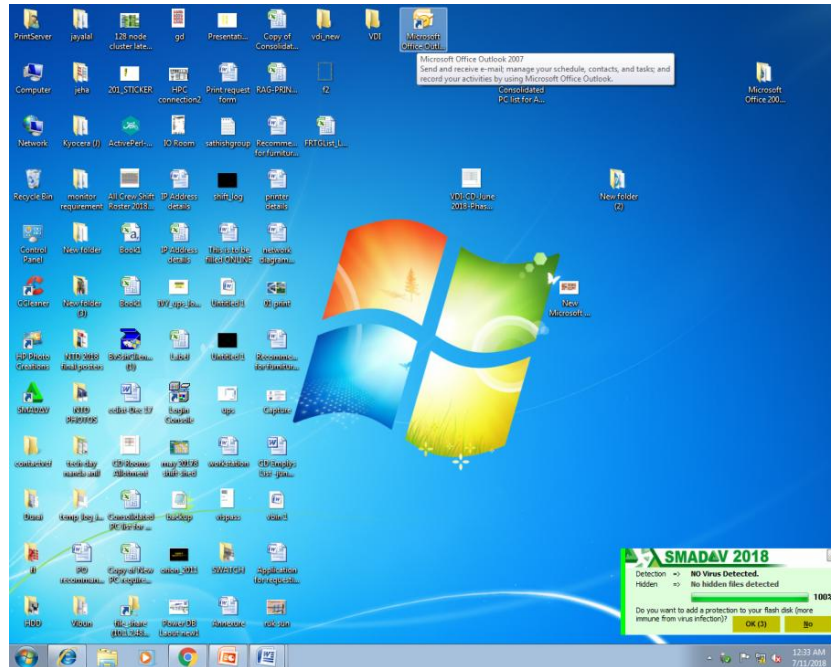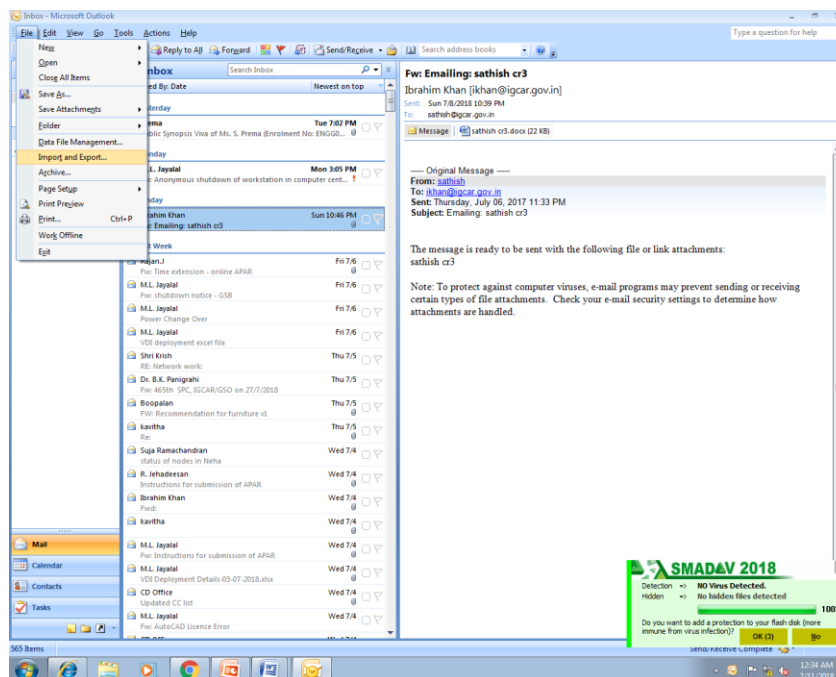## Importing mails from Microsoft Outlook to Windows Live mail

### Exporting the mails from Microsoft Outlook on Old PC:

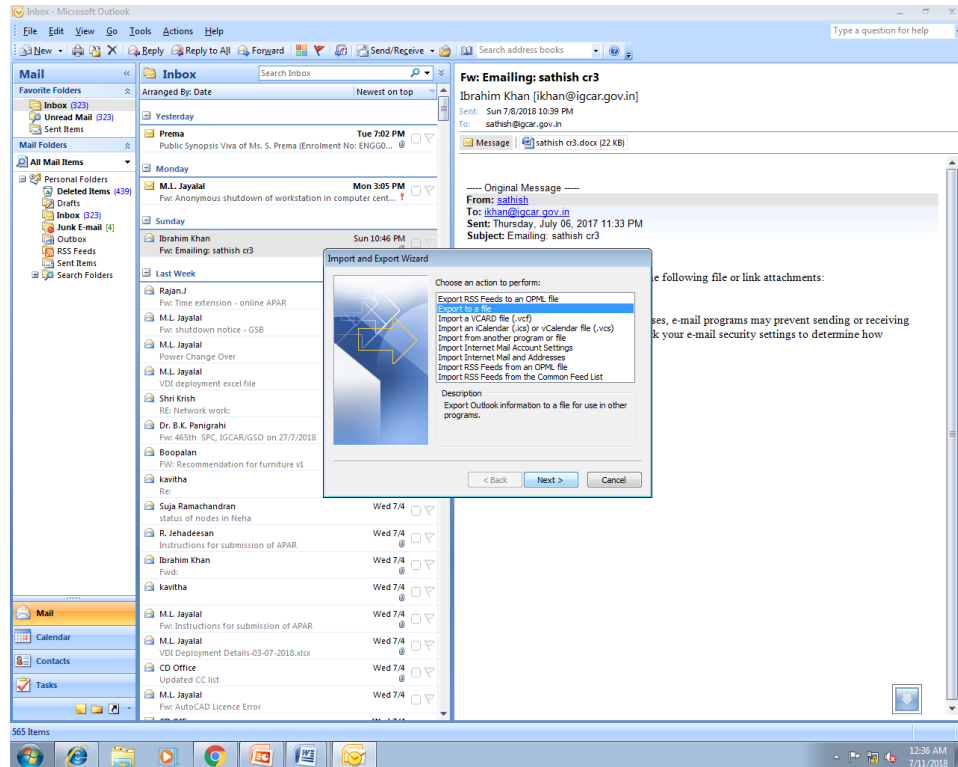1. Open Microsoft Office Outlook and login in your mail account



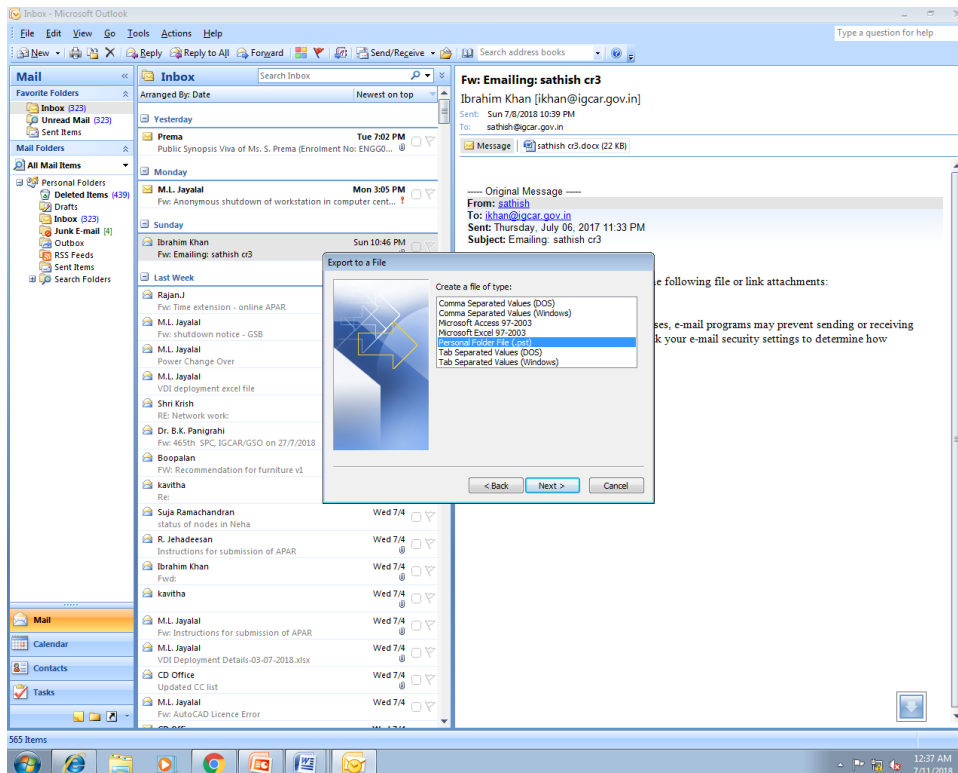2. Click **File** and choose **Import and Export** option

3.  Select **Export to a file** and click **Next**



4.  Select **Personal Folder File (.pst)** and click **Next**

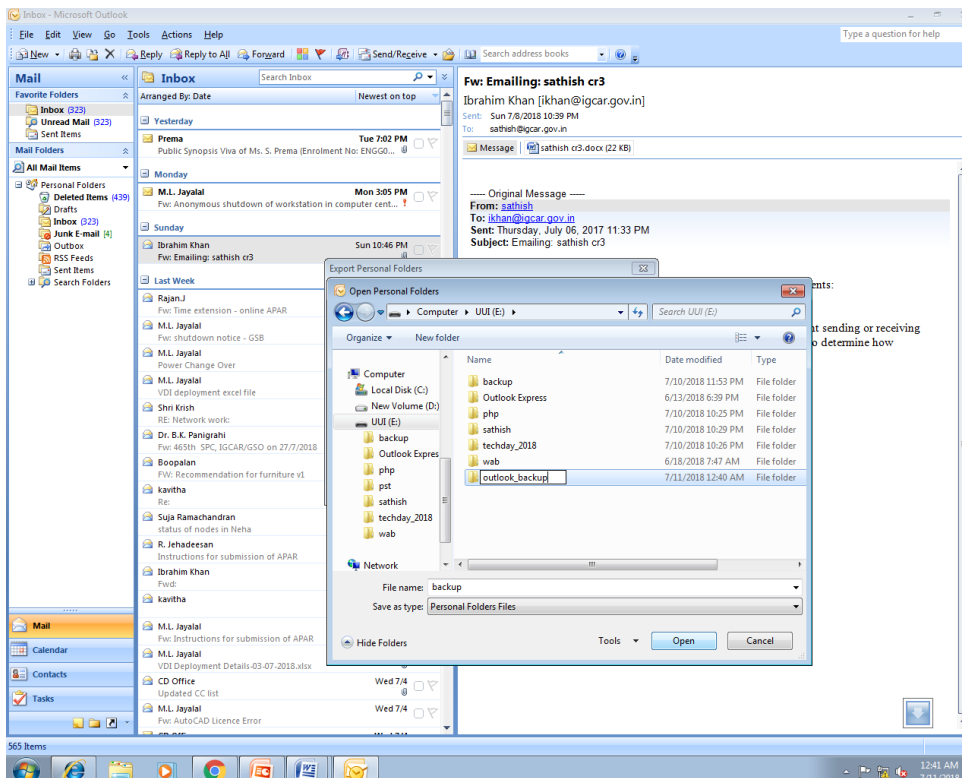5. Select a folder that you want to export(**Inbox**) and click **Next**
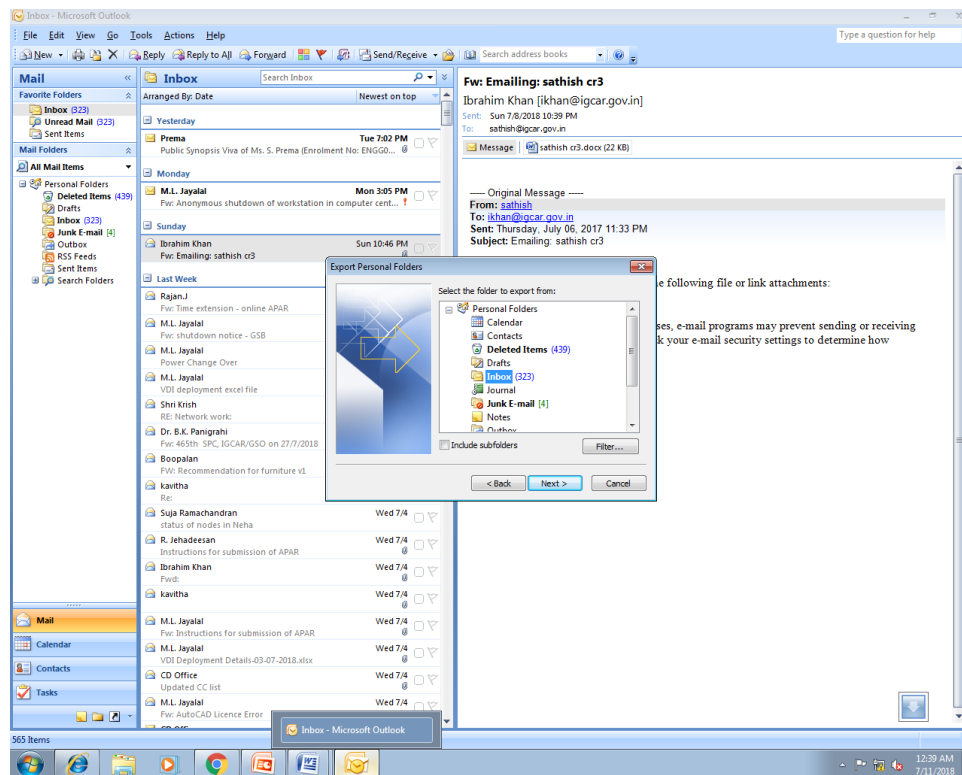


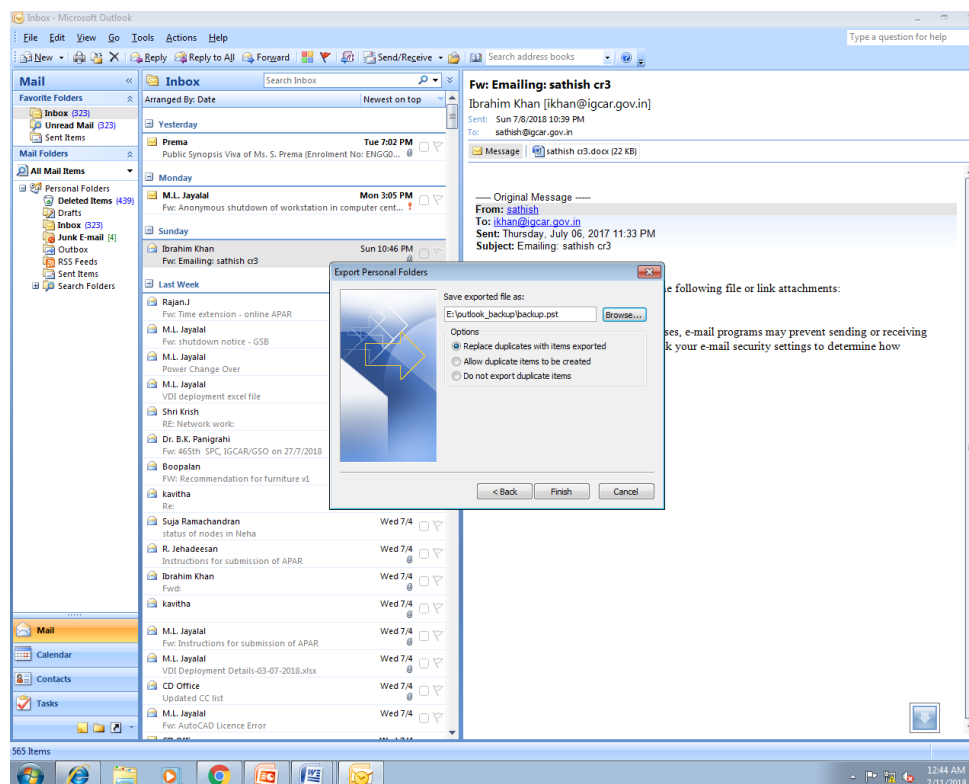6. Click **Browse** and **create a new folder(outlook_backup)** in a convenient location and choose it

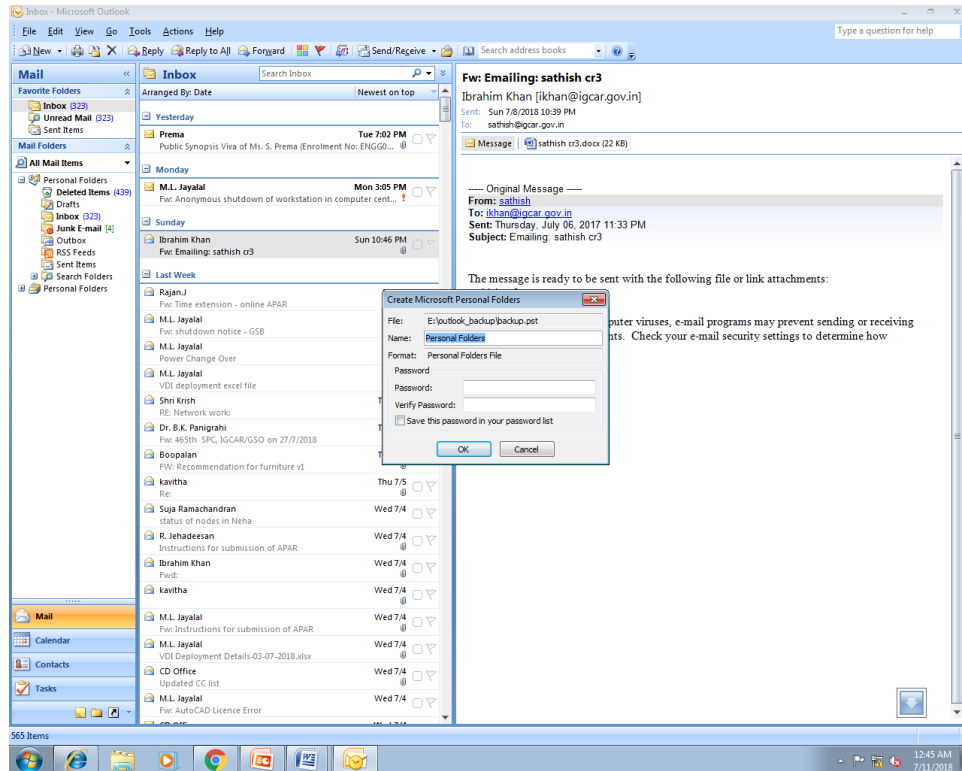7. Give a name to the pst file(like **backup)** and click **Open**. All emails will be exported to **backup.pst**
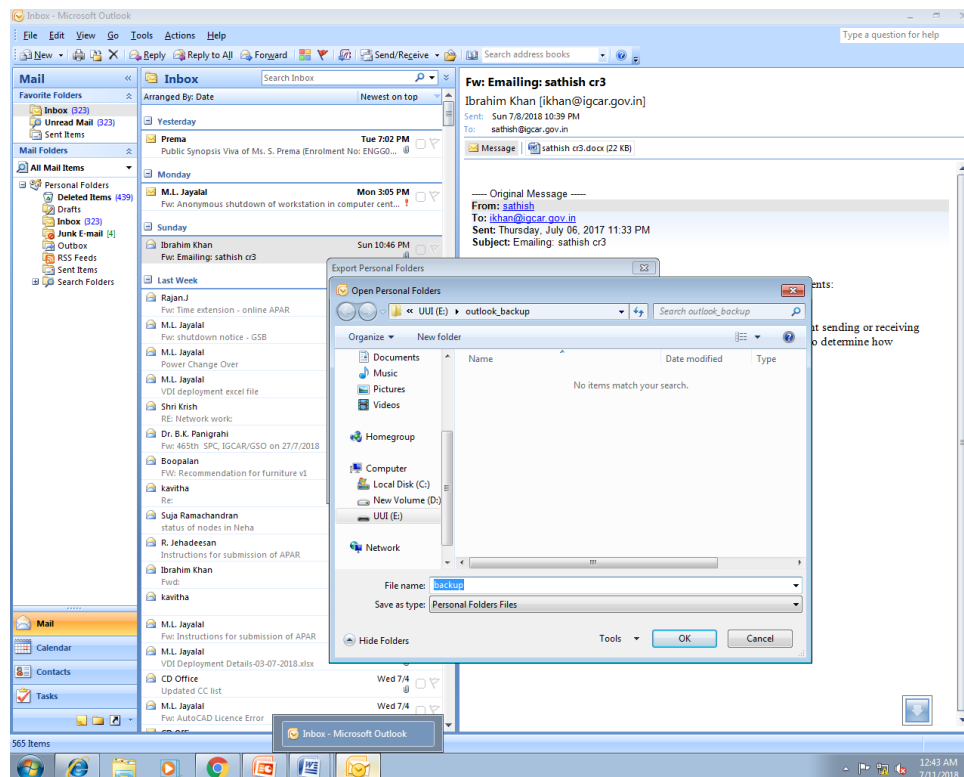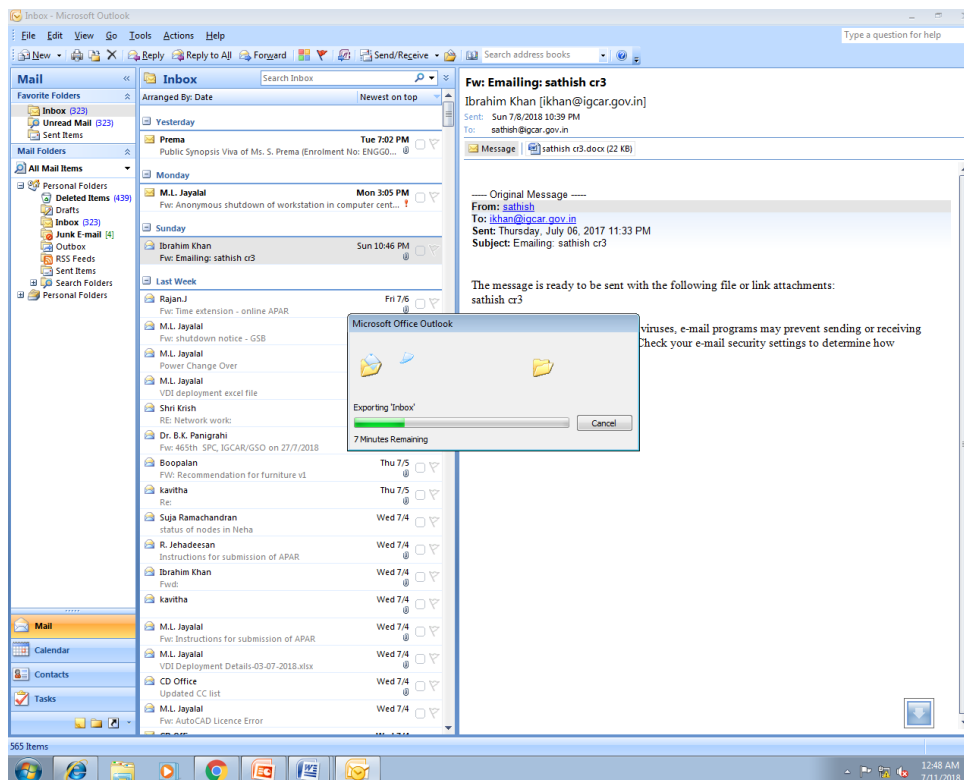


8. Click **Finish**

9. Click **OK**



10. **Wait** for exporting process to complete. Once exported, **copy** the **outlook_backup** to **Pen Drive**.

## Extracting the mails from using PSTXtractor on the thin client:

1. Connect the **Pen Drive** to the **thin client**
2. Download the **PSTXtractor.exe** from http://hpcs.igcar.gov.in/VDI/pstxtractor.exe and **run** it
3. In the User Account Control window enter **.\Admin** and the **admin password**
4. In the Windows Security window enter your **thin client login ID** and **password**
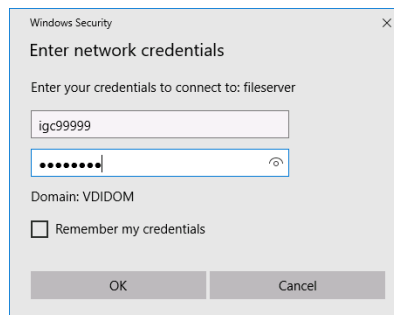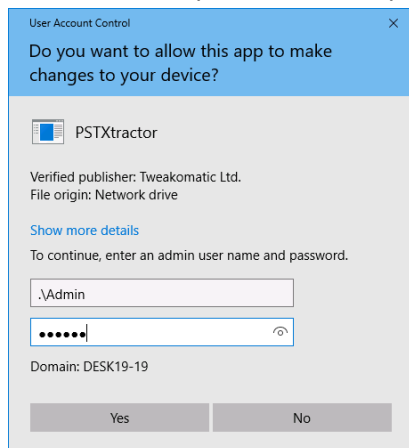


5. Complete the installation process by pressing **Next** in the subsequent windows
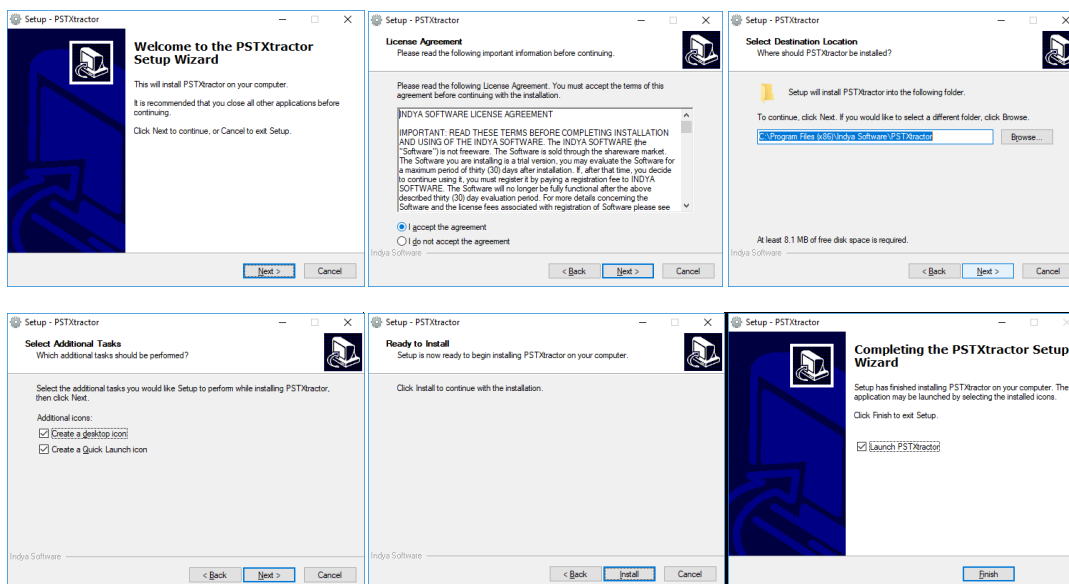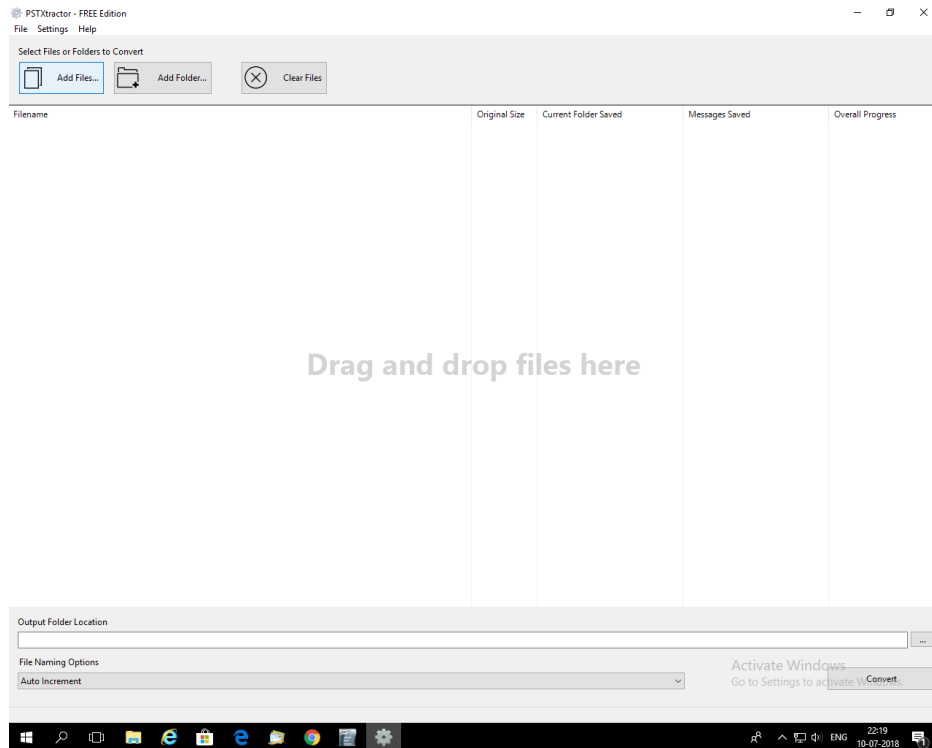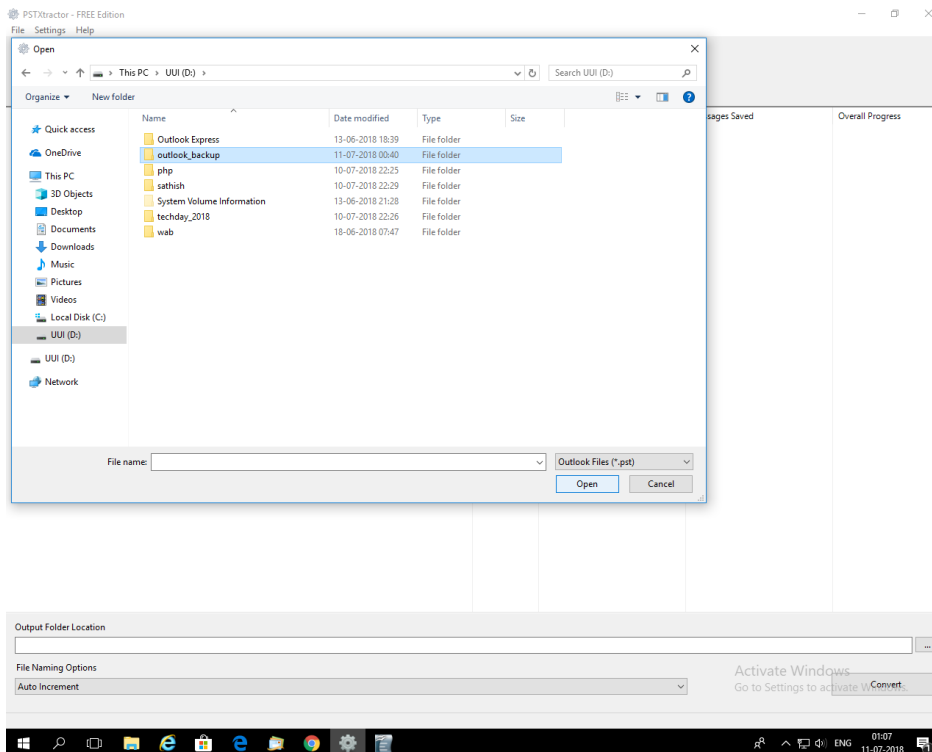


6. Open **PSTXtractor** from **Start** menu
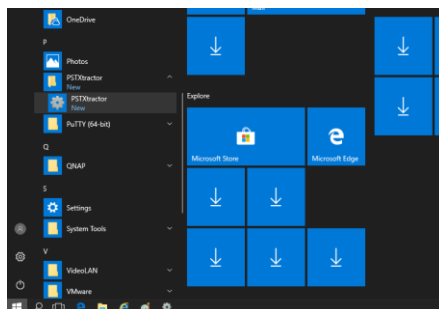
7. Click **Add files**



8. Select the **outlook_backup** folder from the **Pen Drive** and click **Open**
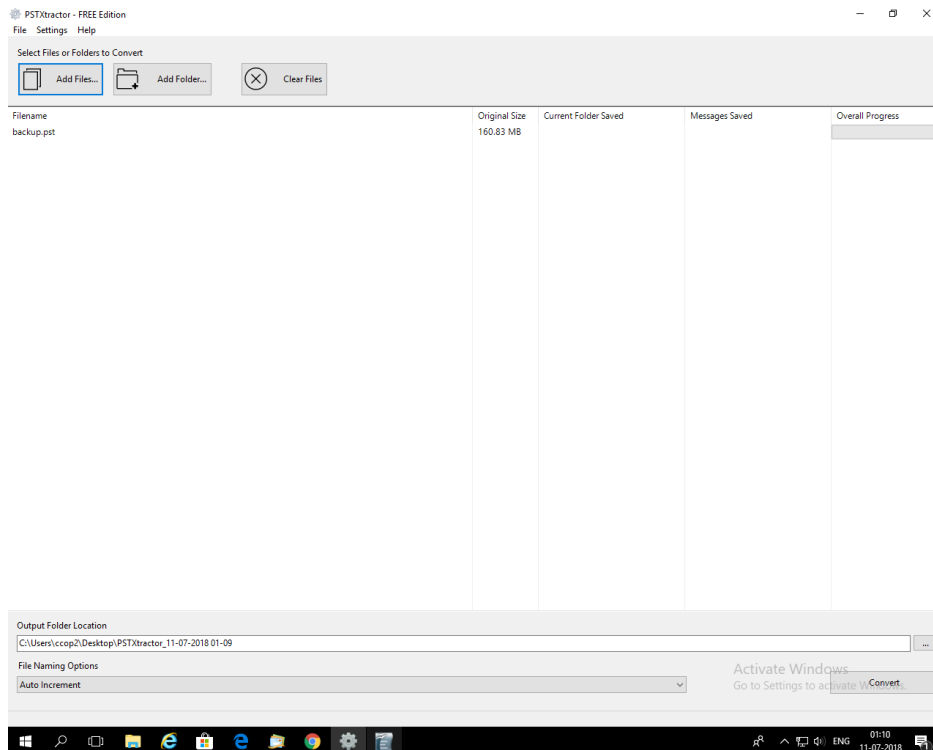
9. Select **backup.pst** file and click **Open**
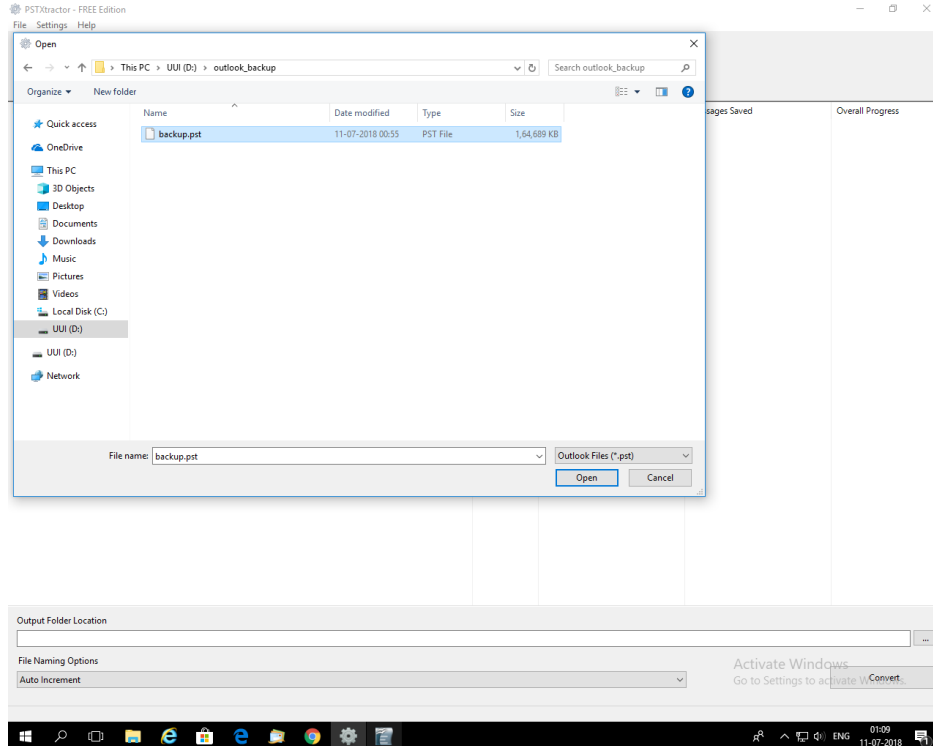


10. Note the **Output Folder Location** and click **convert**

11. Wait for the conversion to complete
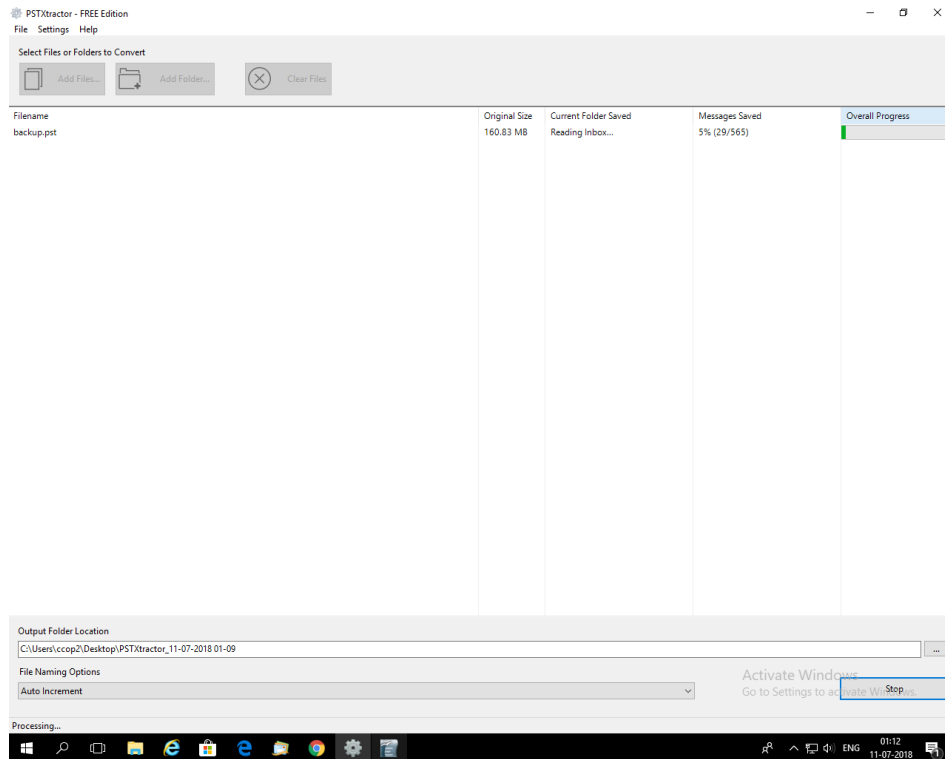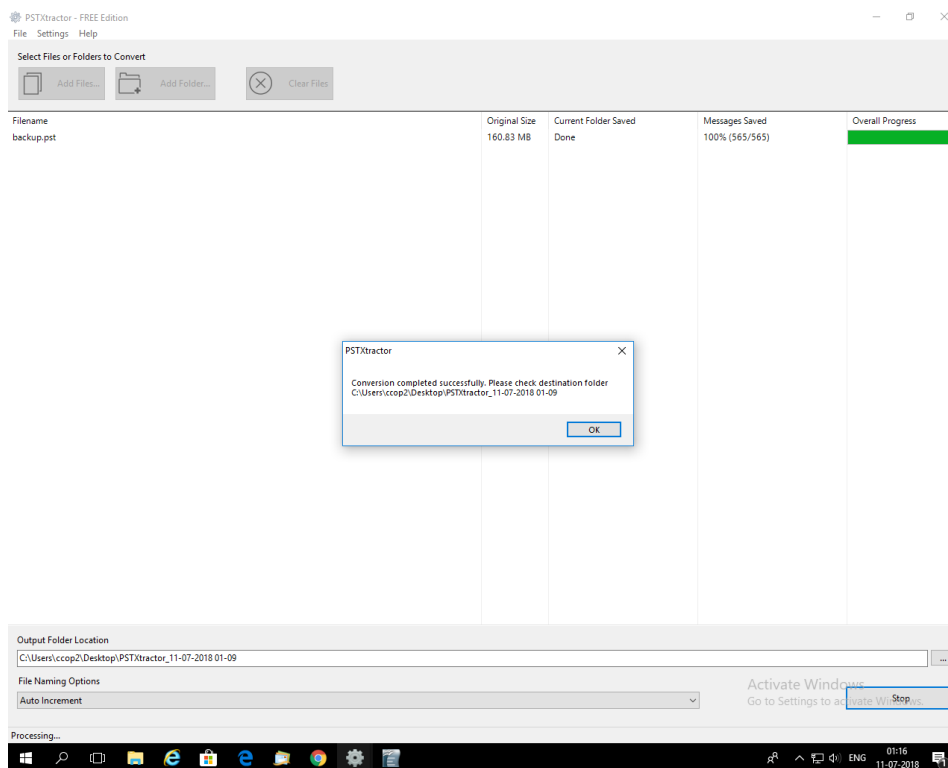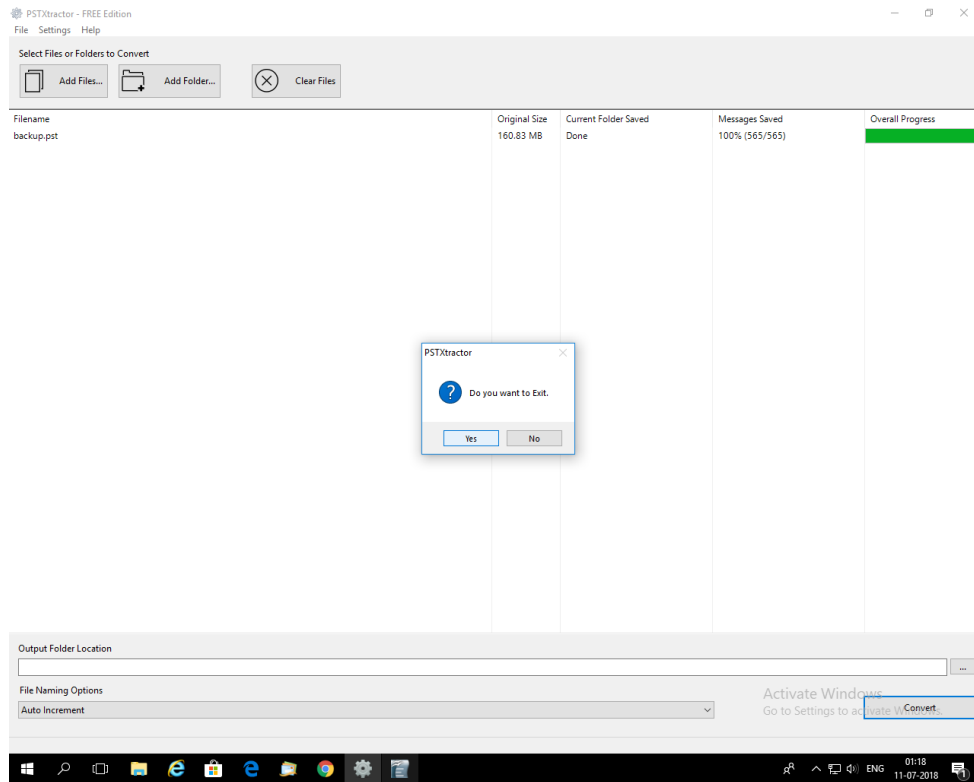


12. Once the conversion is completed successfully click **OK**

13. **Exit** from PSTXtractor.exe

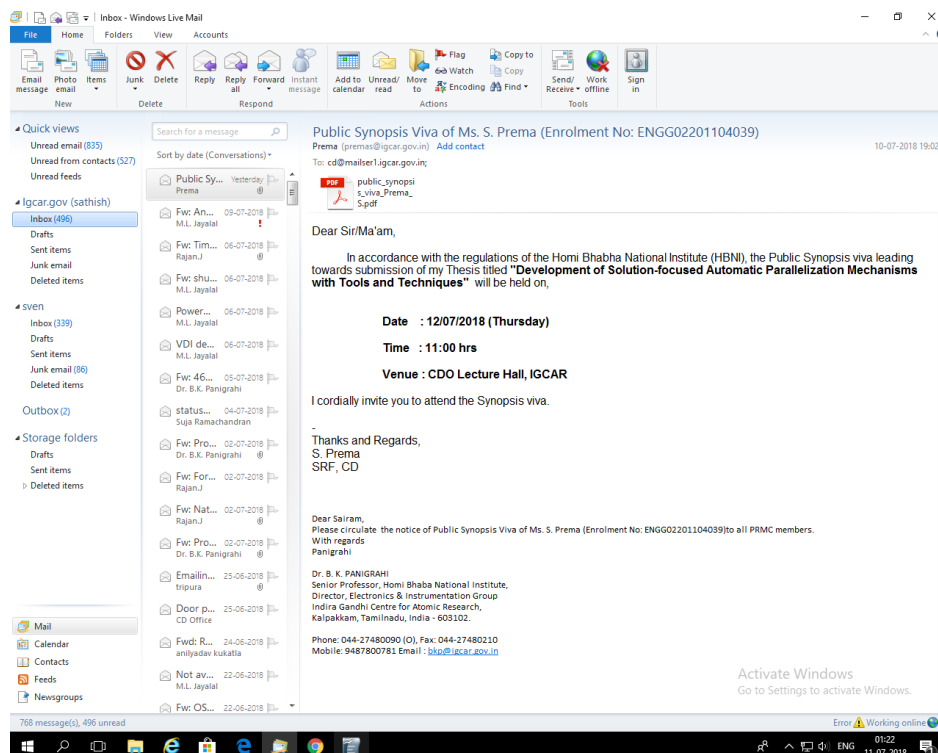## Importing the messages to Windows Live Mail client

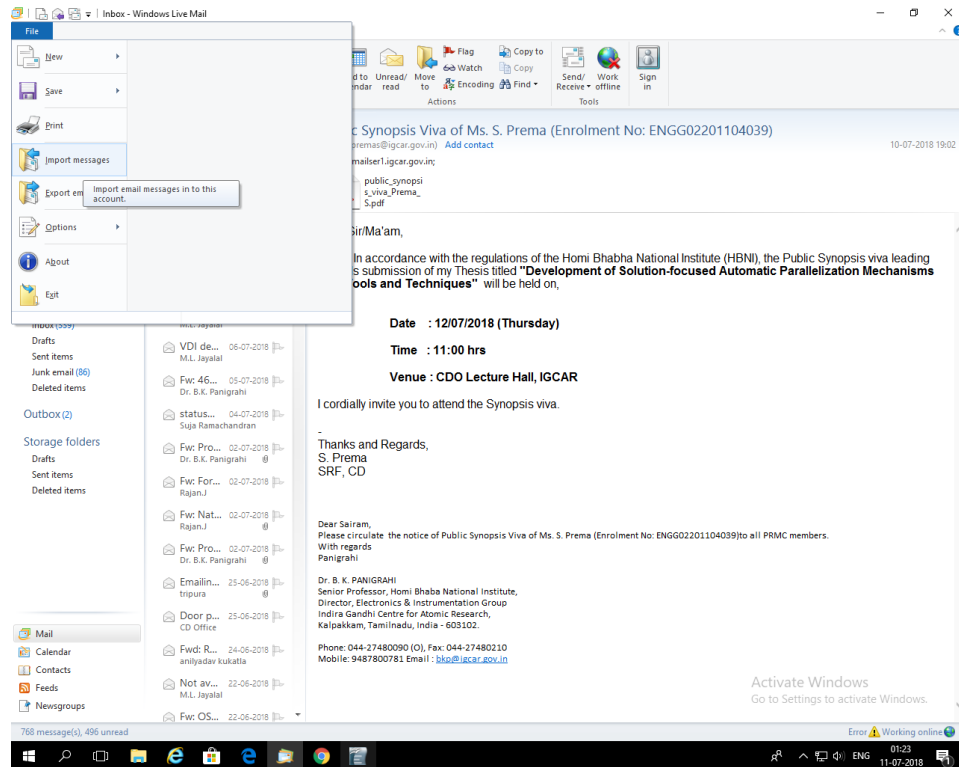1.  The default path to the extracted mails is **PSTXtractor_<date>_<time> on Desktop**
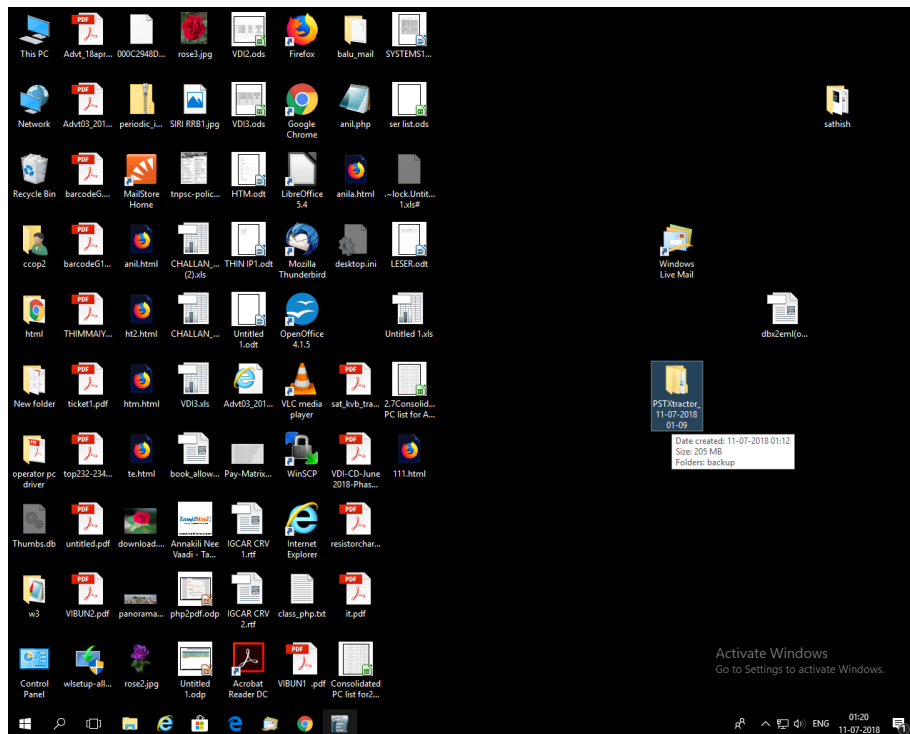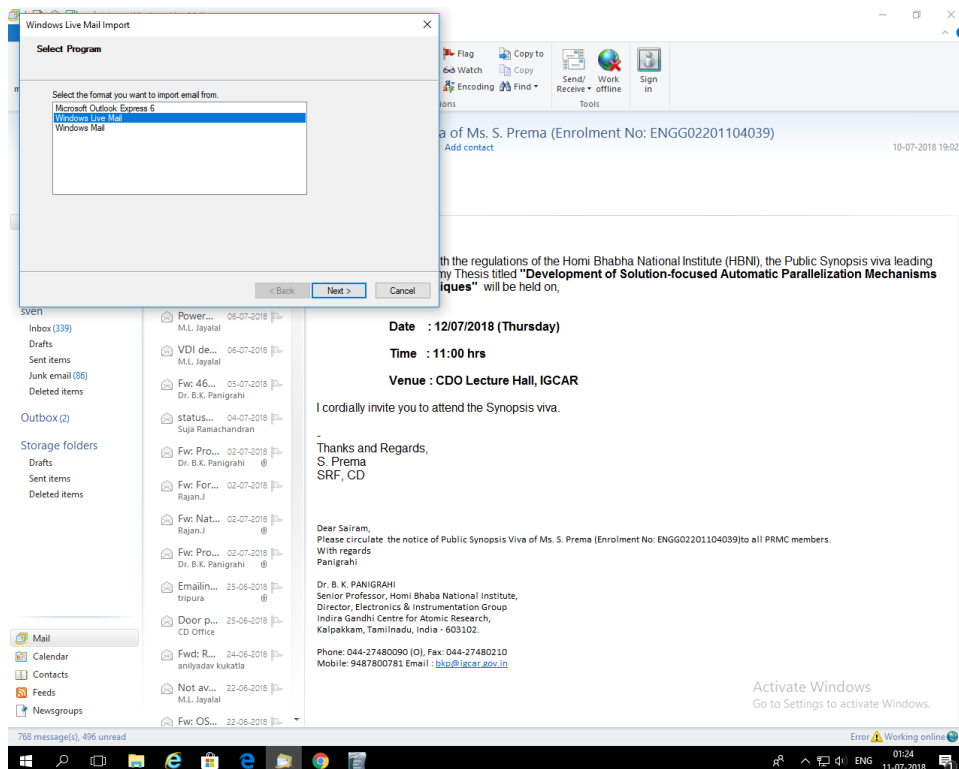


2.  Open your **Windows Live Mail** from **Start** menu

3. Click **File** and choose I**mport messages**



4. Select **Windows Live Mail** and click **Next**

5.  Browse to locate the PSTXtarctor program's output folder(**Desktop\PSTXtractor…**) and click **OK**
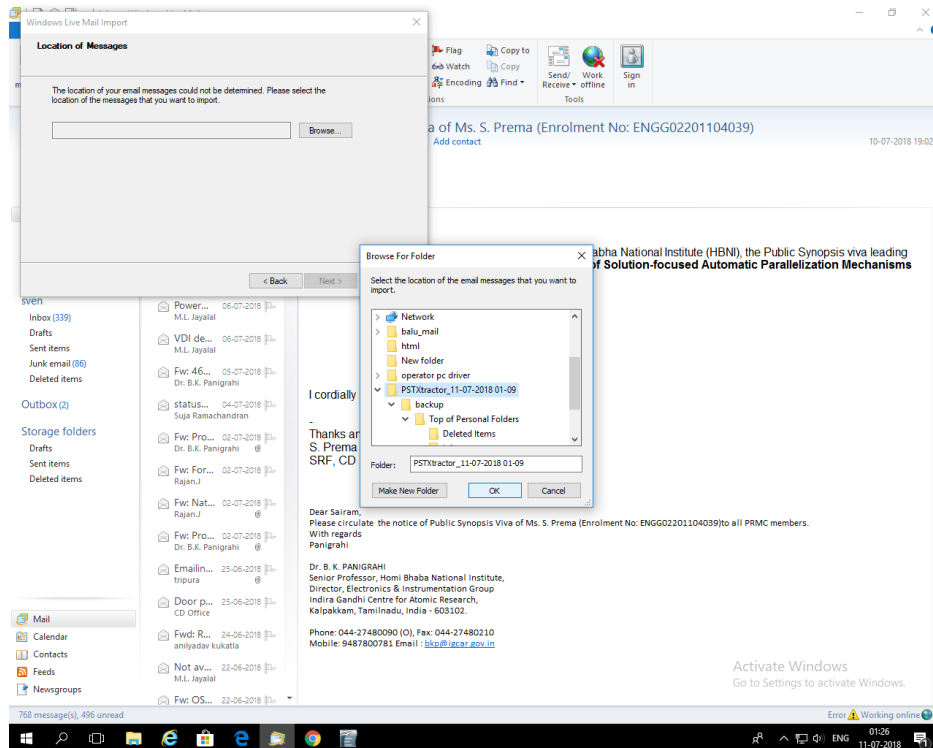


6.  Click **Next**
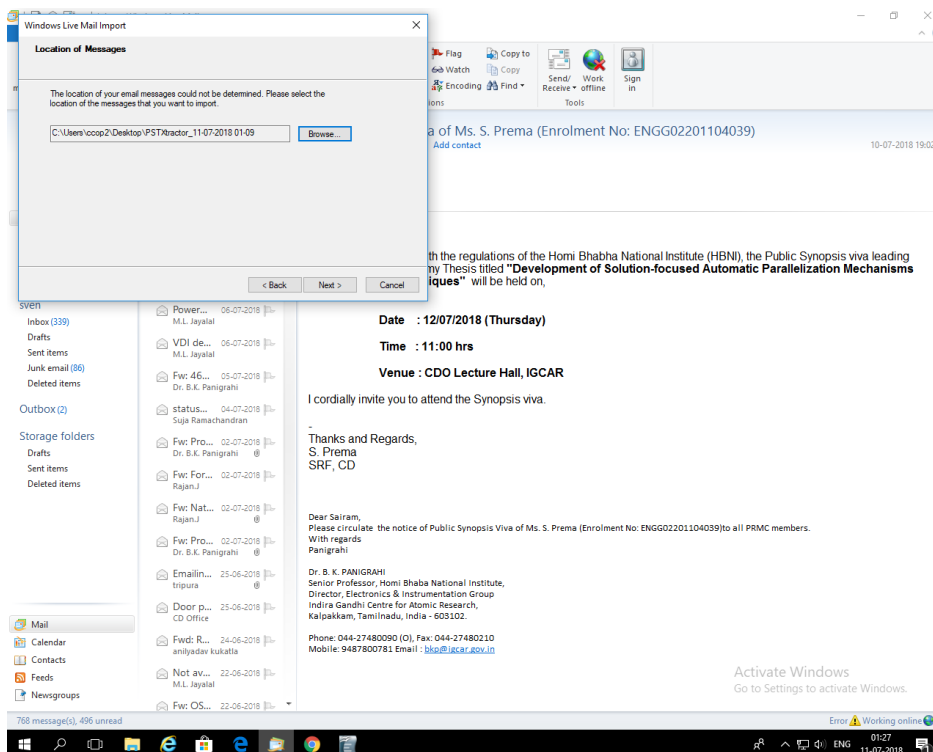
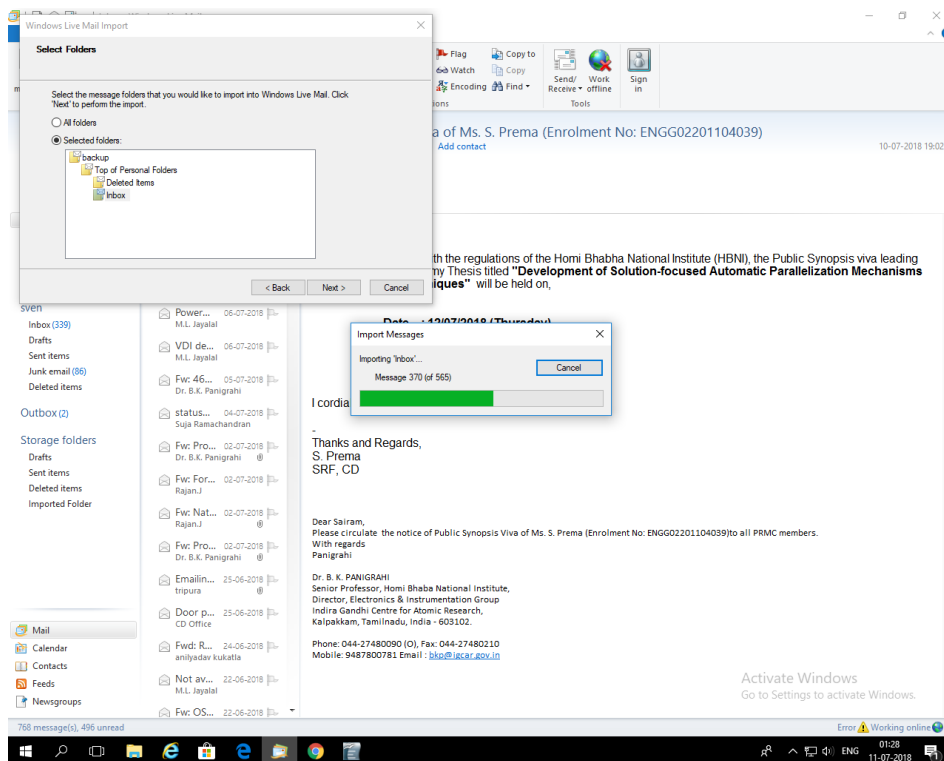7. Select the folder to be imported(like **Inbox**) and click **Next**
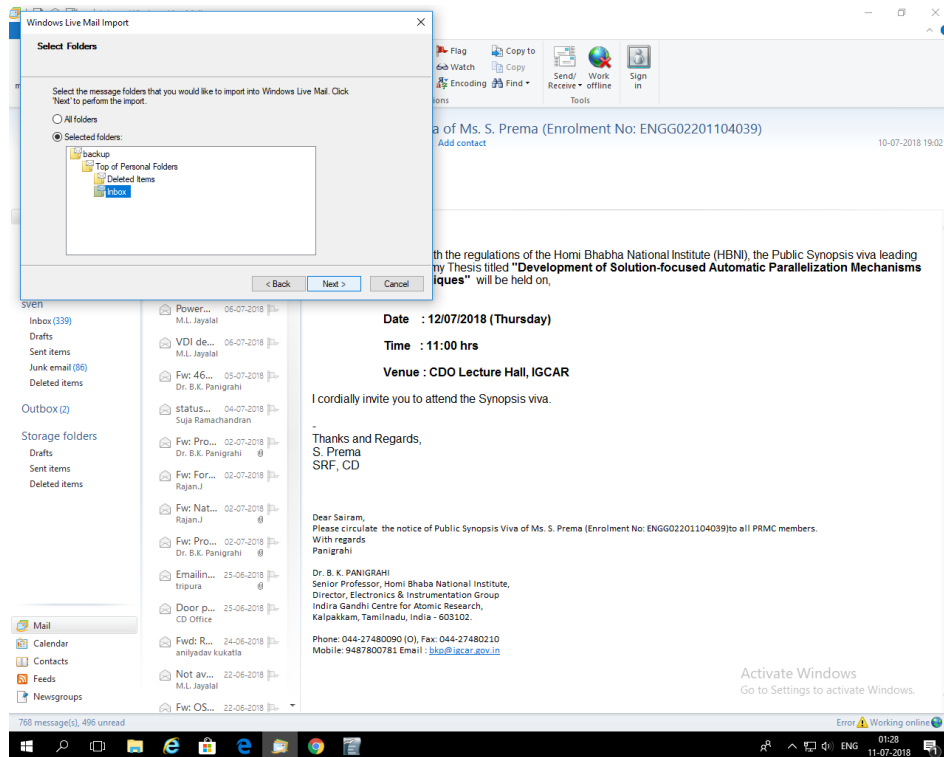


8. Wait for the importing process to complete

9. Click **Finish**
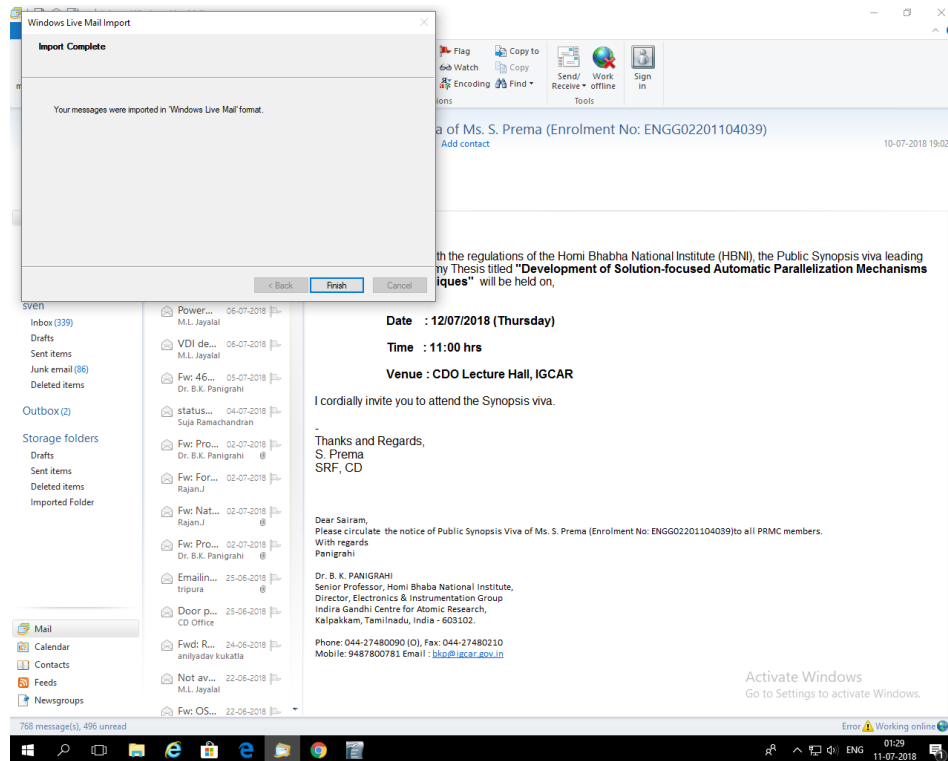


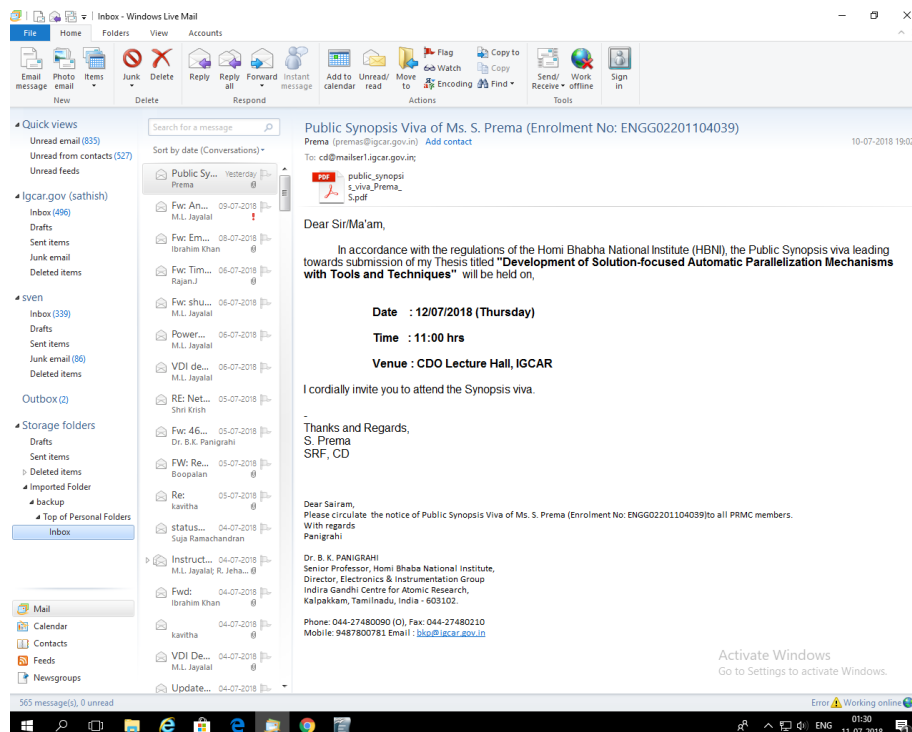10. You can see all your imported messages in **Storage folders > Imported Folder > backup > Top of Personal Folders>Inbox**

11. You can select all messages and Move them into other folders