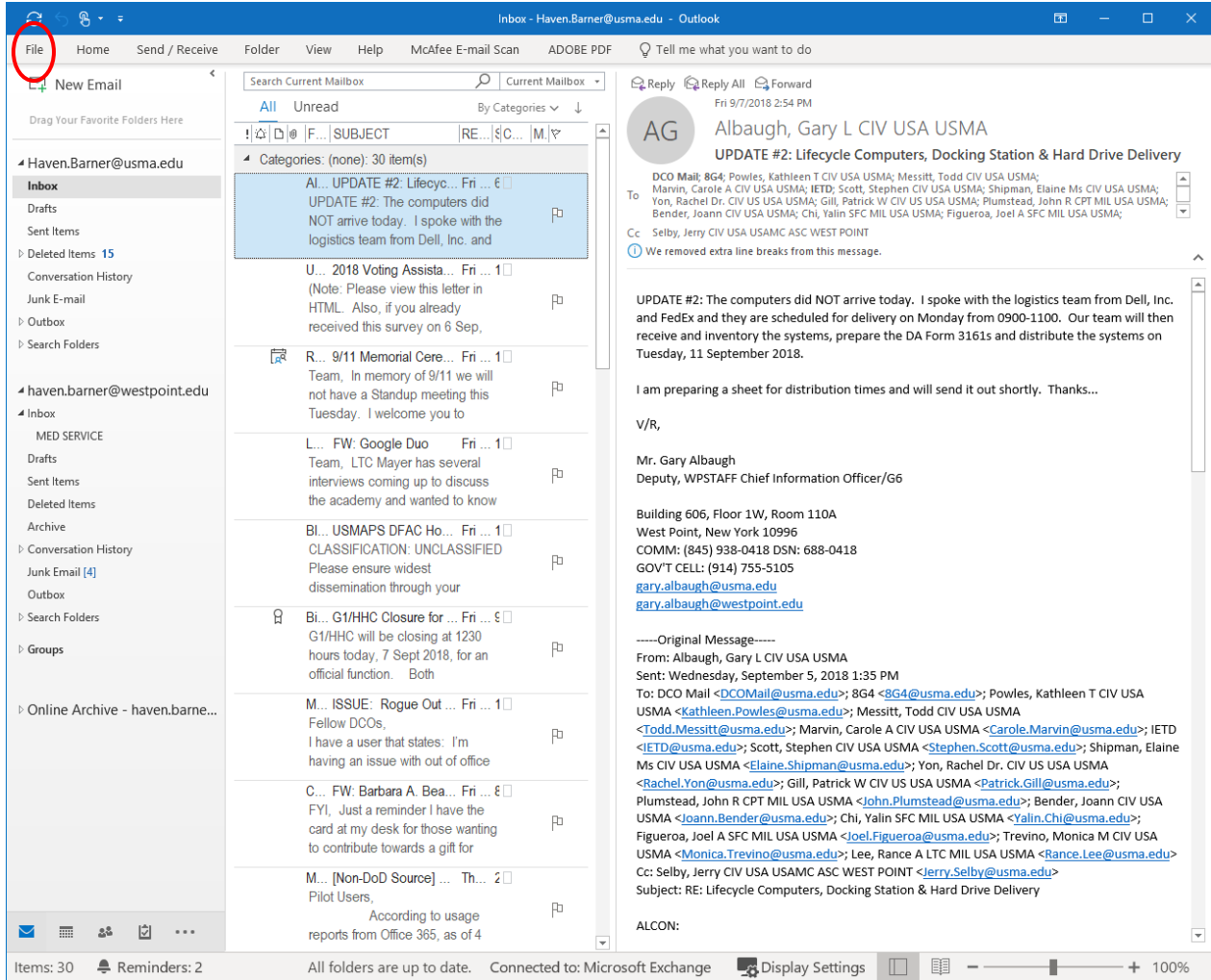


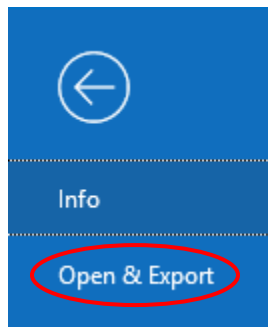
Migrating outlook data from @usma.edu to @westpoint.edu

EXPORT outlook data from @usma.edu to a (.pst) file

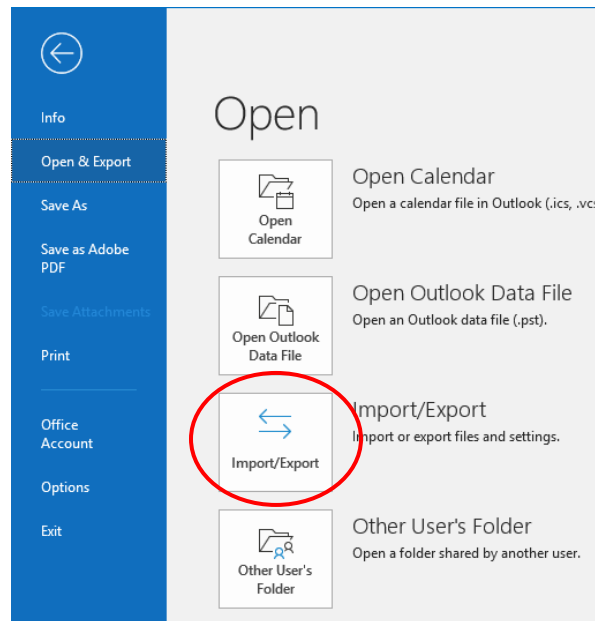
STEP 1: Select *file* in outlook



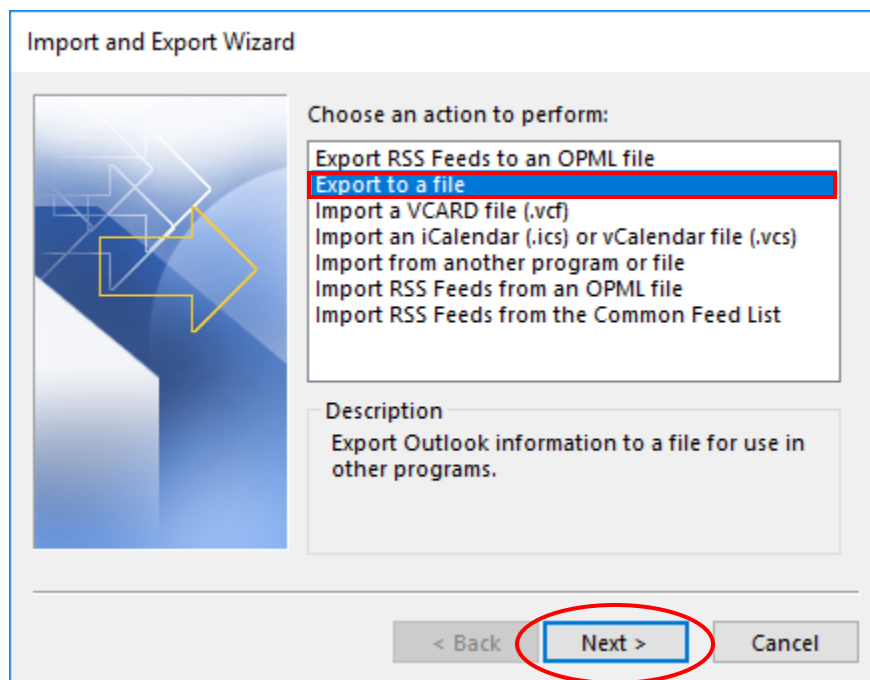
STEP 2: Then *select open & export*



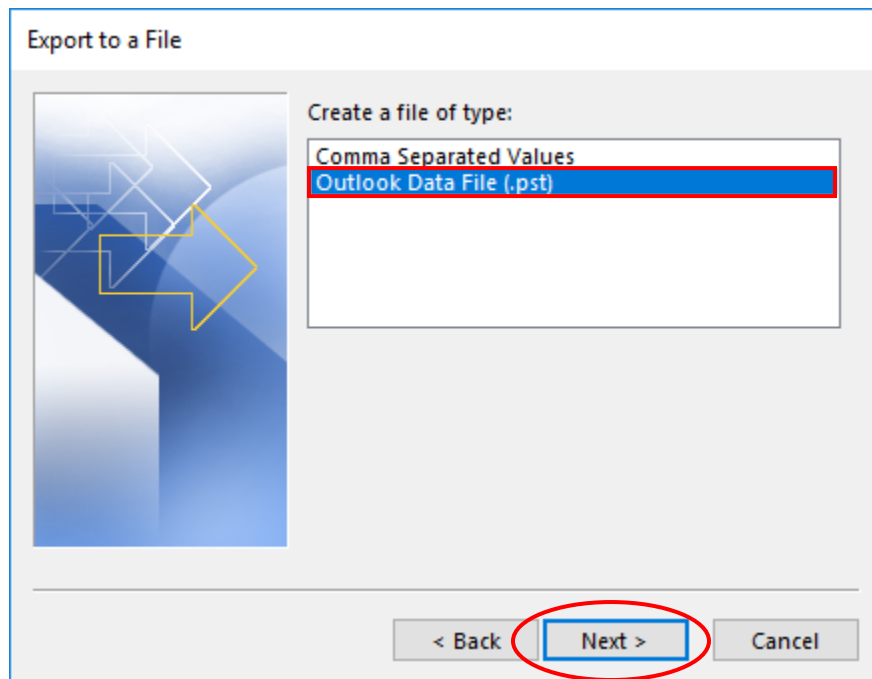
STEP 3: Select *import/export*



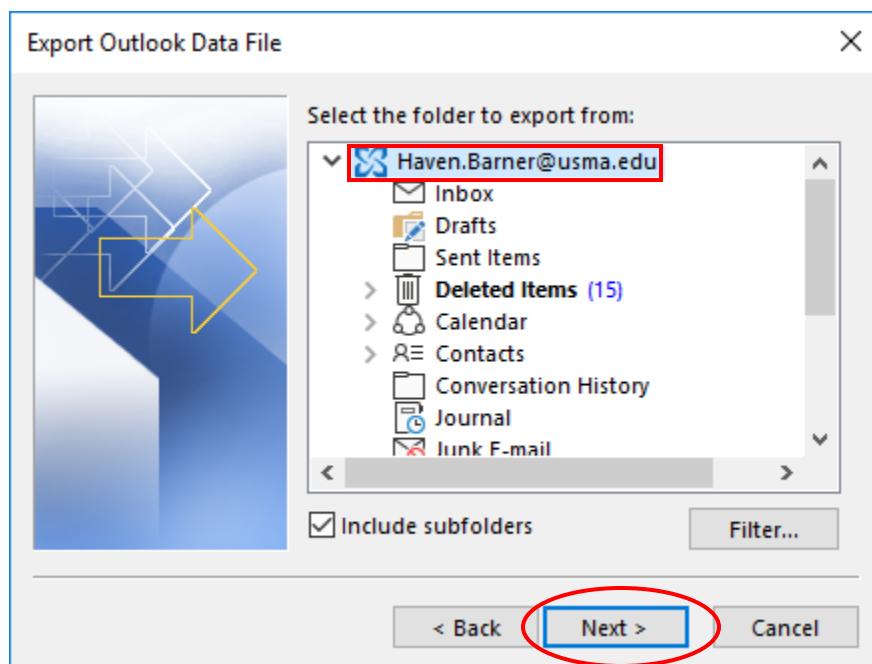
STEP 4: Select *Export to a file*



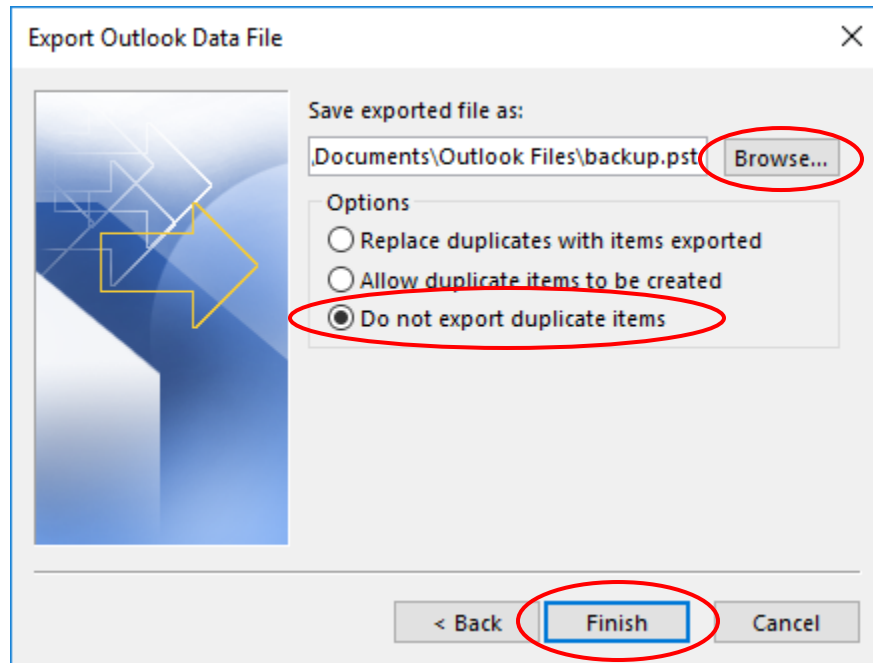
STEP 5: Select *Outlook data file (.pst)*



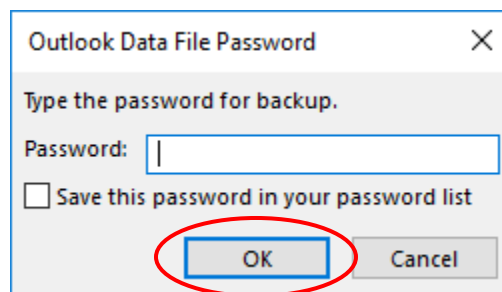
STEP 6: Select the *@usma.edu* address and click *next*



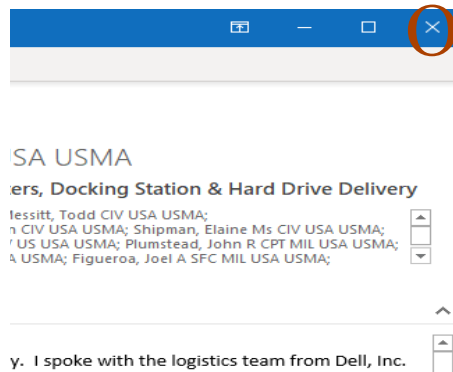
STEP 7: Select *Do not export duplicate items* and select where you want your @usma.edu data to be stored by selecting *browse*. Click *Finish*.



STEP 8: Create a password (you may have to enter it twice) and Click *OK*

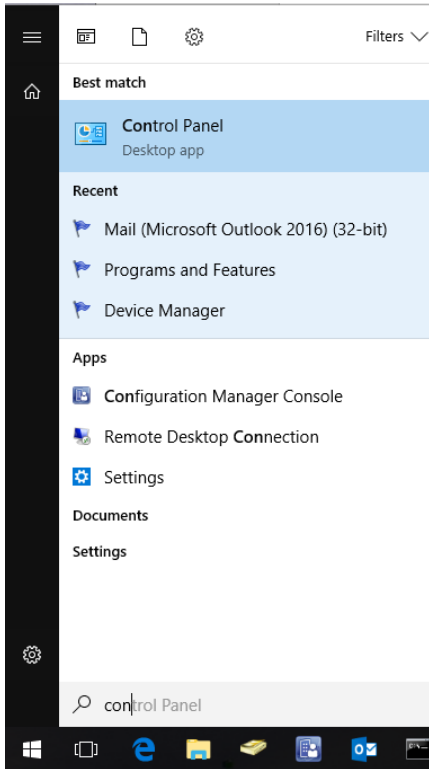


STEP 9: Close your Outlook application.

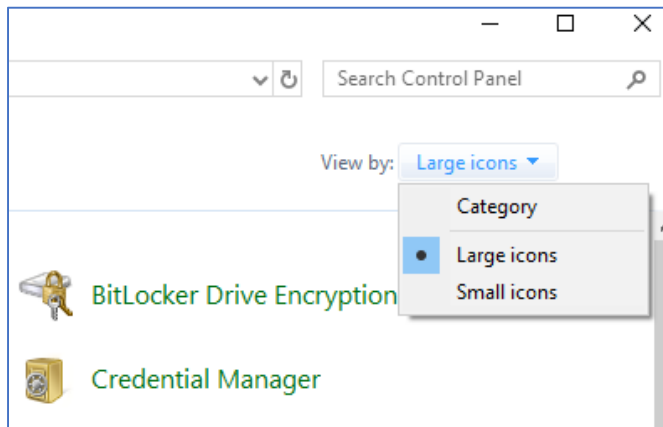


Add another profile – In this example we will set up another profile and add an o365 account.

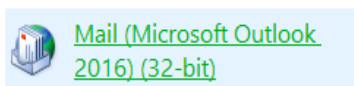
1. Open “Control Panel” by clicking Start and then typing Control Panel. Click on Control Panel as shown below.



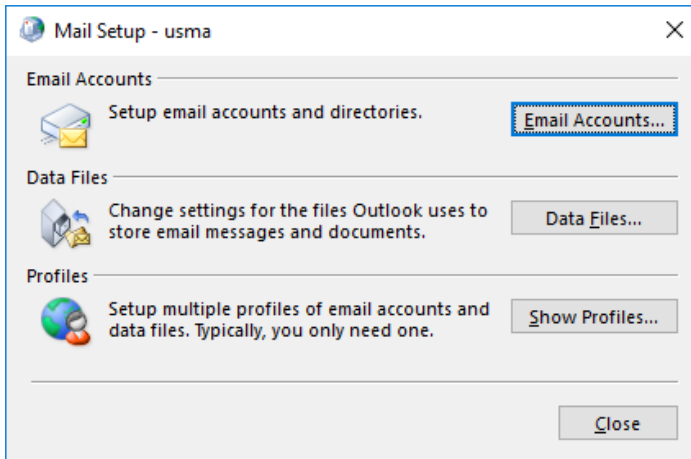
2. Change the “View by:” to “Large Icons”.



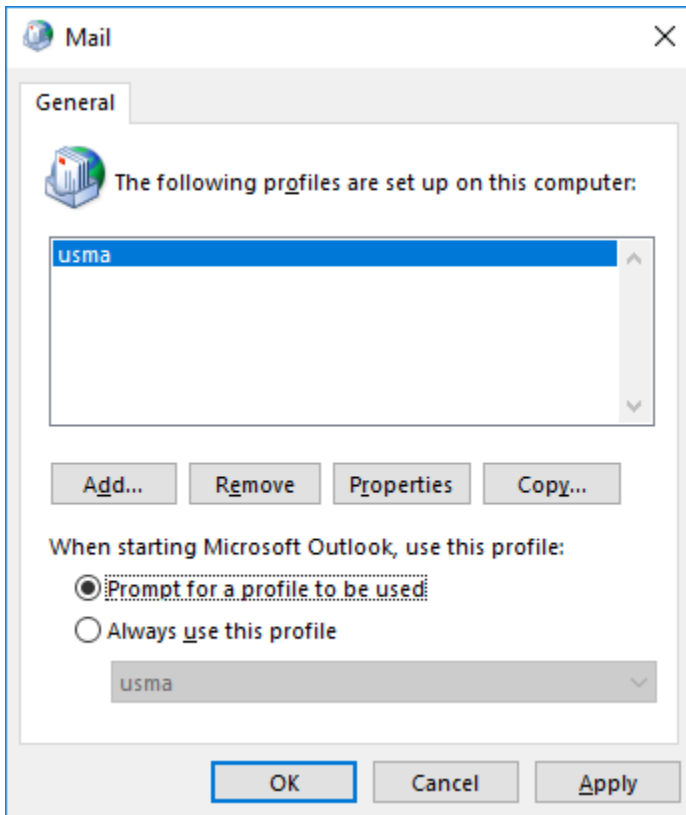
3. Open mail setup by clicking on



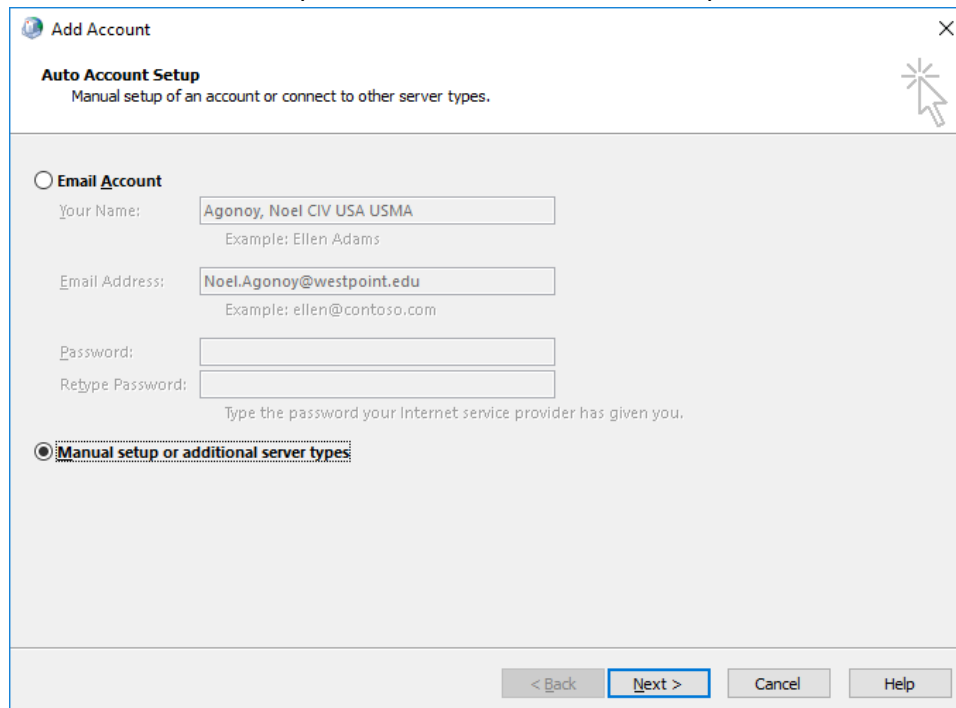
4. Click on “Show Profiles” in the Mail Setup window.



5. Select “Prompt for a profile to be used” to enable you to select a profile when you start Outlook. Click Add to add a new profile.



6. In the “Auto Account Setup” window select “Manual setup ...” and click Next.



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

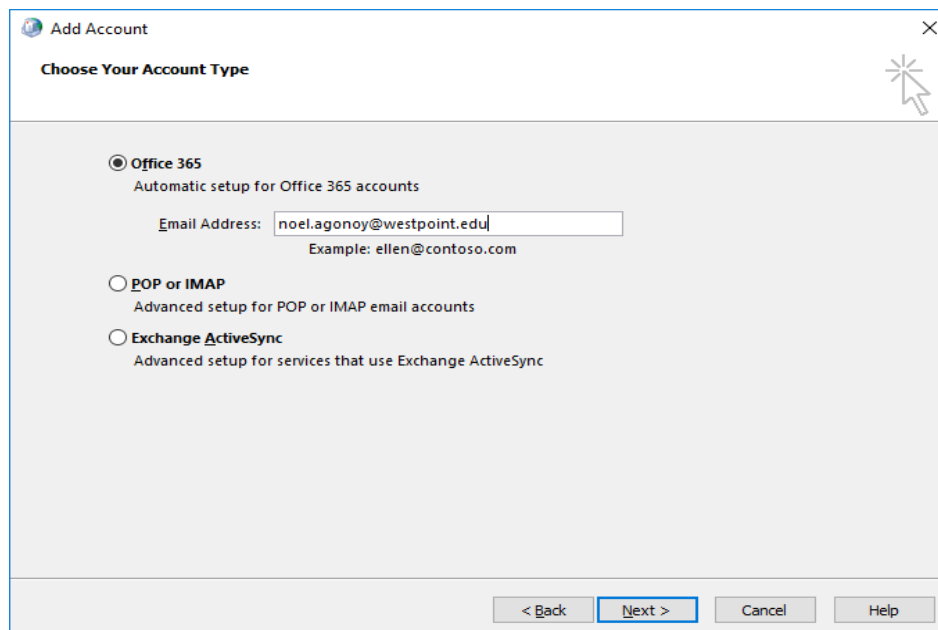
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel Help

7. On the “Choose Your Account Type” window select Office 365, enter your O365 email address and click Next.



Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

8. Enter your user and password information if prompted and approve it with your MFA. Click Finish when setup is completed. Click OK on the “Mail” window and close control panel.
9. You will be prompted for the profile to use when you open Outlook.

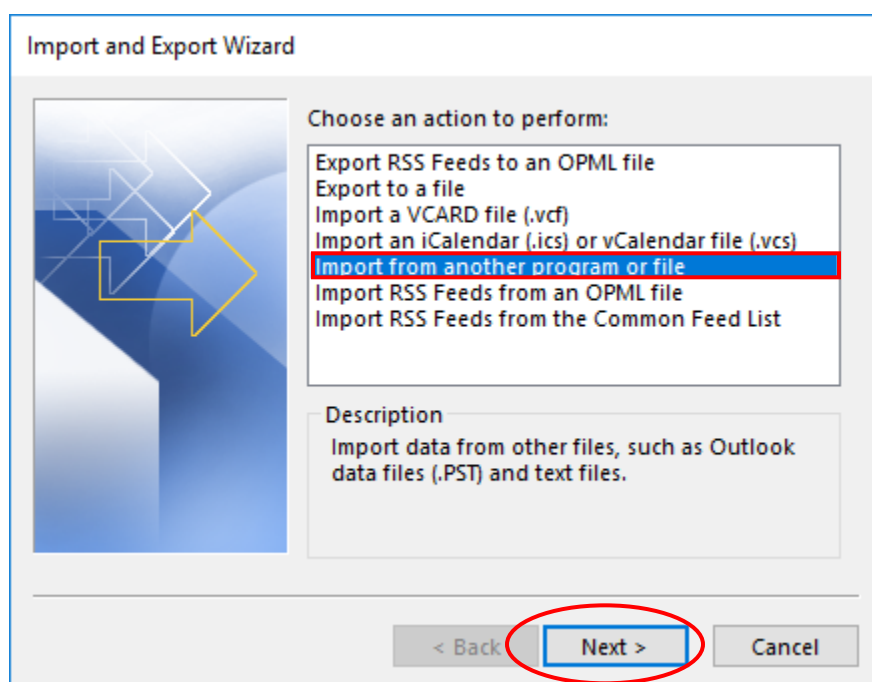
IMPORT the outlook data that is in a (.pst) file (@usma.edu data) to @westpoint.edu

STEP 1: Select *file* in outlook (**Same as above**)

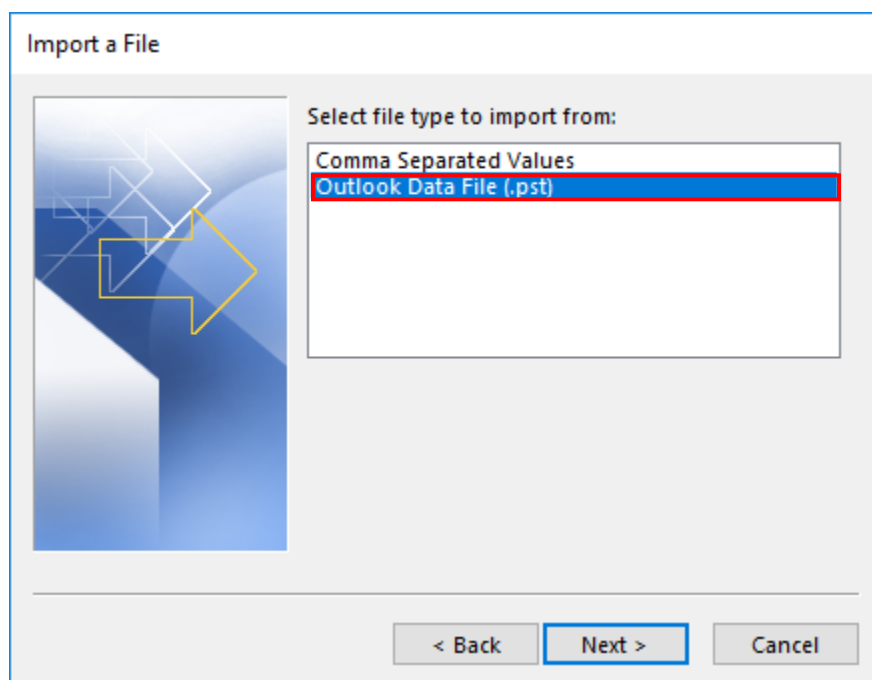
STEP 2: Then select open & export (**Same as above**)

STEP 3: Select import/export (**Same as above**)

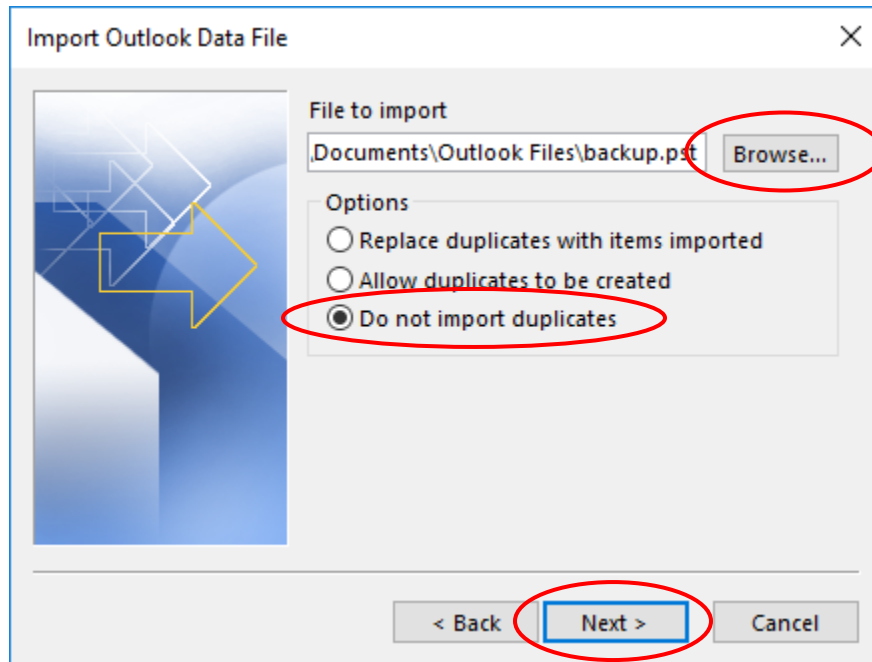
STEP 4: Select *Import from another program or file*



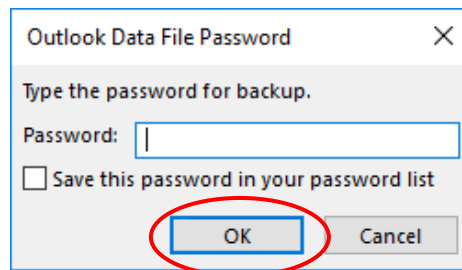
STEP 5: Select *Outlook data file (.pst)*



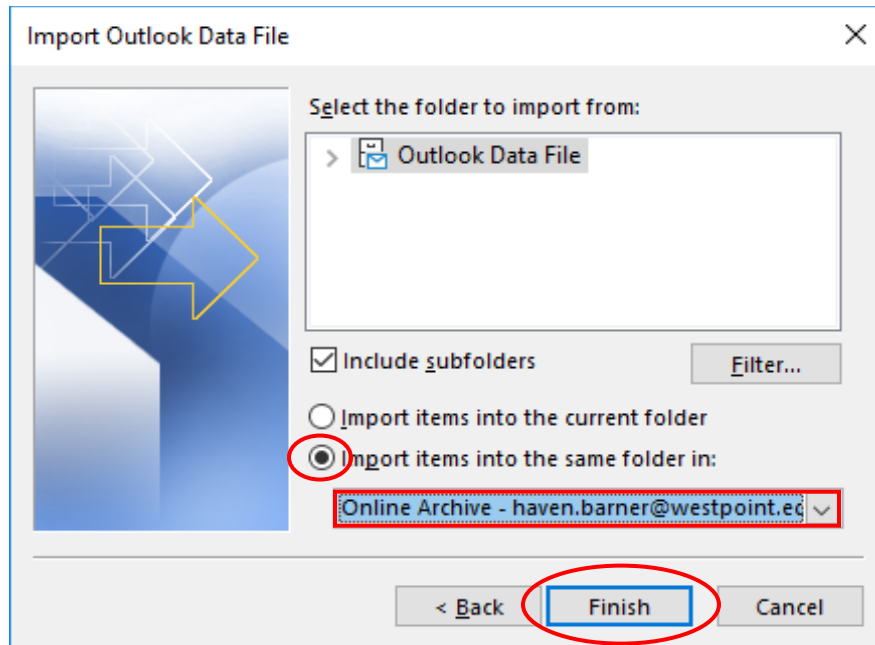
STEP 6: Select *Do not import duplicates* and make sure to select the file where the @usma.edu data is stored in STEP 7 of the export section



STEP 7: Type in the *password you created in STEP 8 of the export section* (you may have to enter it twice) and click *OK*



STEP 8: Select *import items into the same folder in:* and then select your *@westpoint.edu* address from the drop down menu



STEP 9: Click *Finish* and all your data from your *@usma.edu* will be transferred to your *@westpoint.edu* (**This may take a few minutes**)