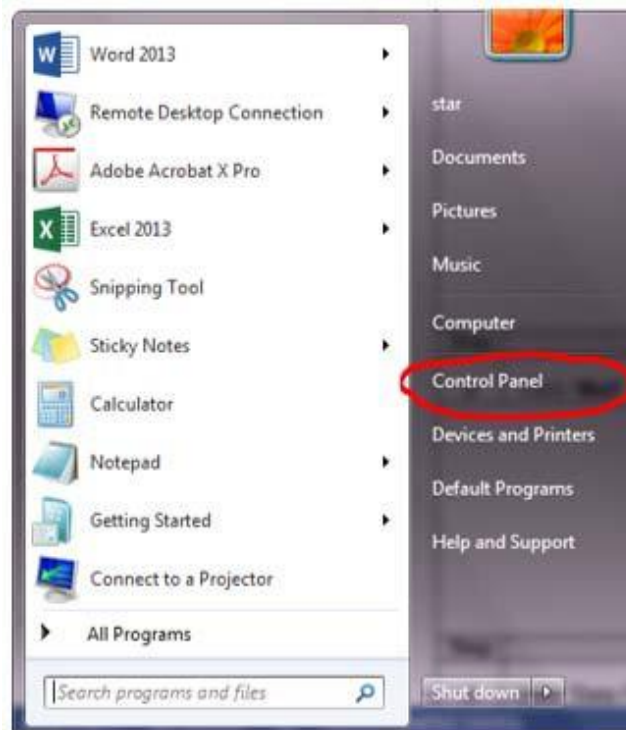


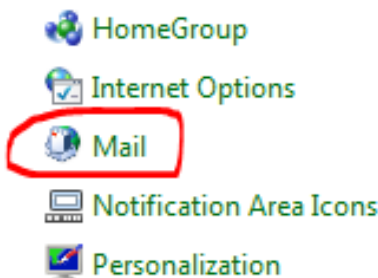
How do I Import my bMail .PST Backup into a New Outlook Profile?

Please note that these instructions assume that you are importing your Haas mail backup into a new Outlook profile with no accounts configured. This means you will not be able to send or receive mail from this new profile, you will only be able to view and read your backed up mail. If you would rather import your Haas mail into an existing profile with a working email account, please see the document [“How Do I Import my bMail .pst File into an Existing Outlook Profile?”](#) Also, in order to import mail with the instructions below, you will need to have a .pst file already created. Please see the document [“How Do I Backup my Haas Mail Before my bConnected Account Expires?”](#) for instructions on exporting your bMail to a .pst file.

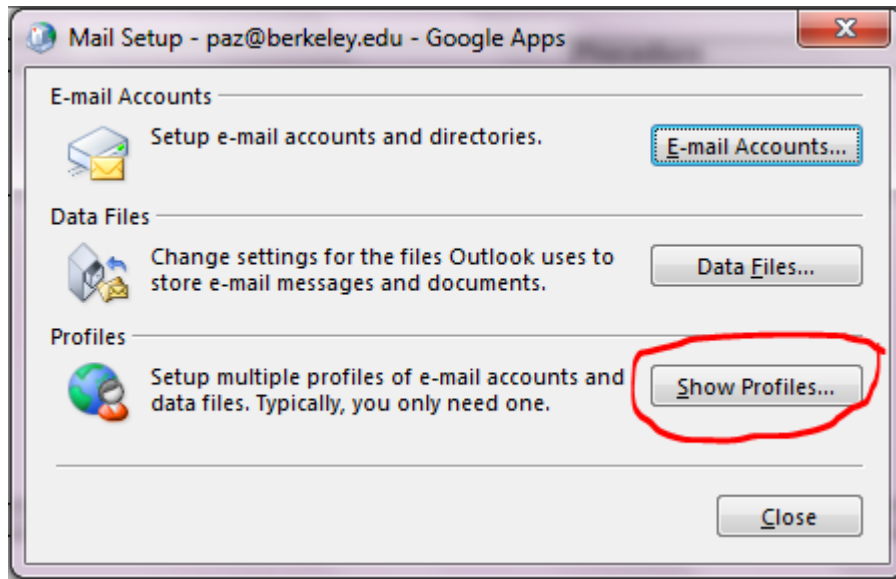
Step	Procedure
1	To begin creating the new Outlook profile, go to Start > Control Panel



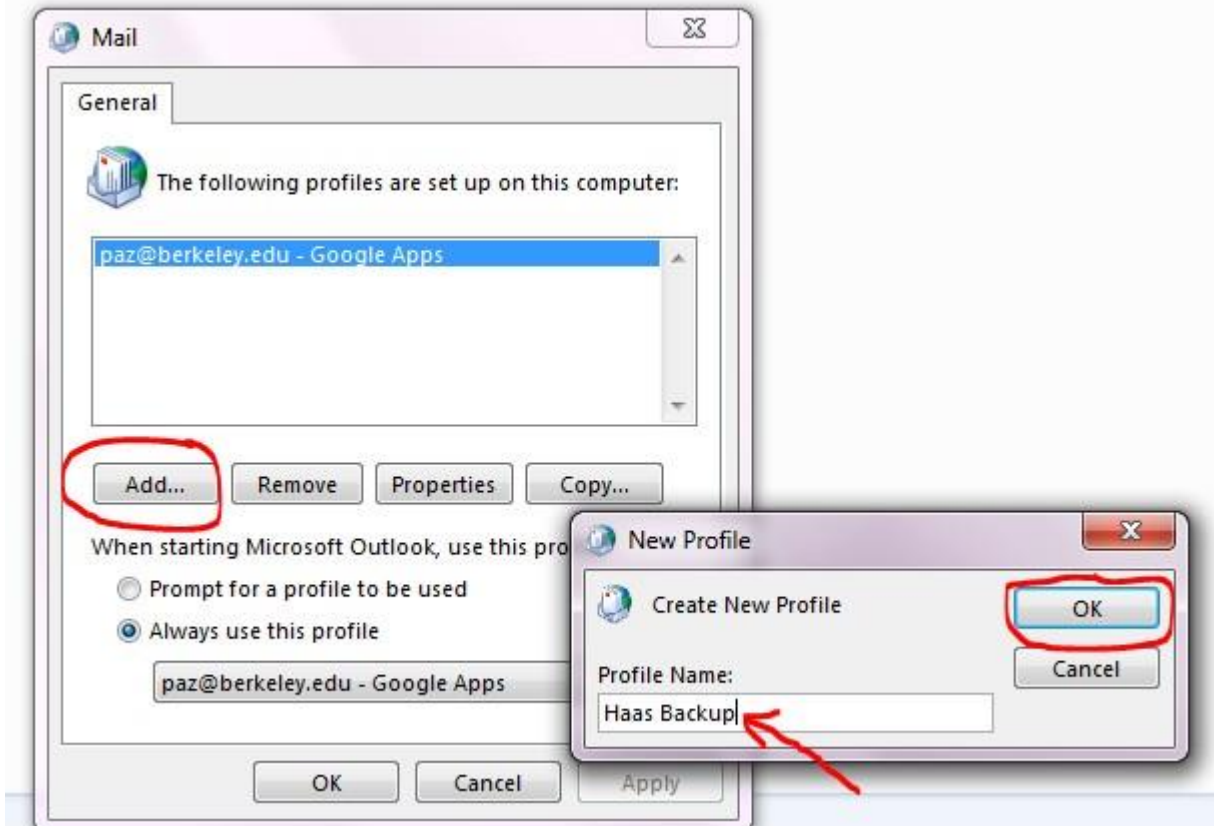
Step	Procedure
2	Select “Mail”



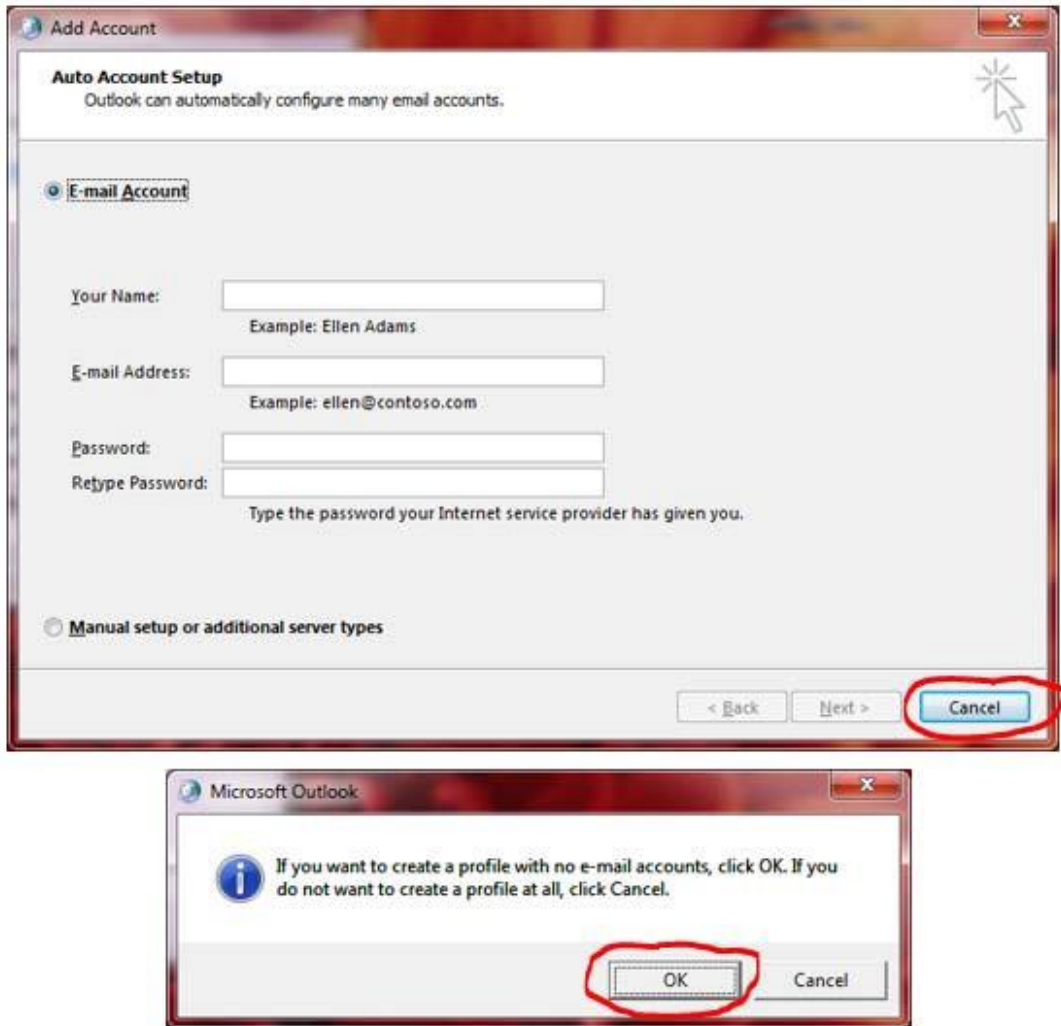
Step	Procedure
3	Click on “Show profiles...”



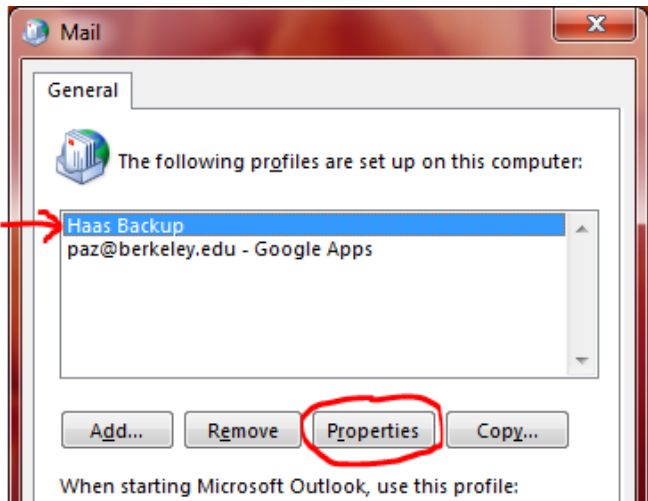
Step	Procedure
4	Click “Add” and in the New Profile screen enter “Haas Backup” or whatever name you would like to identify the new profile for your Haas mail backup. When done, click OK , and OK again.



Step	Procedure
5	At the “ Auto Account Setup ” screen that comes up click “ Cancel ”. When prompted to “create a profile with no email accounts” choose “ OK ”.



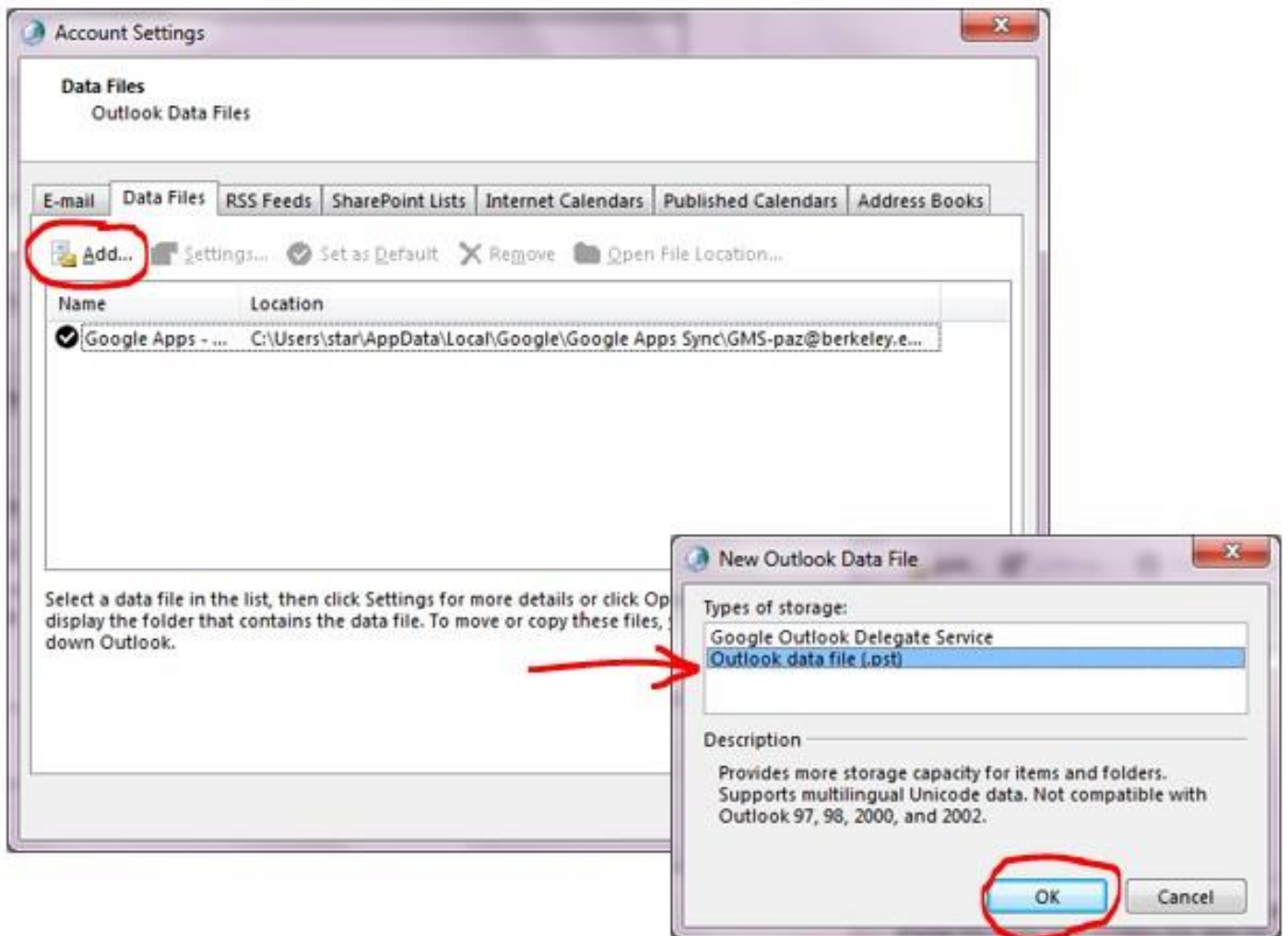
Step	Procedure
6	Next make sure the “ Haas Backup ” profile is selected and click on “ Properties ”.



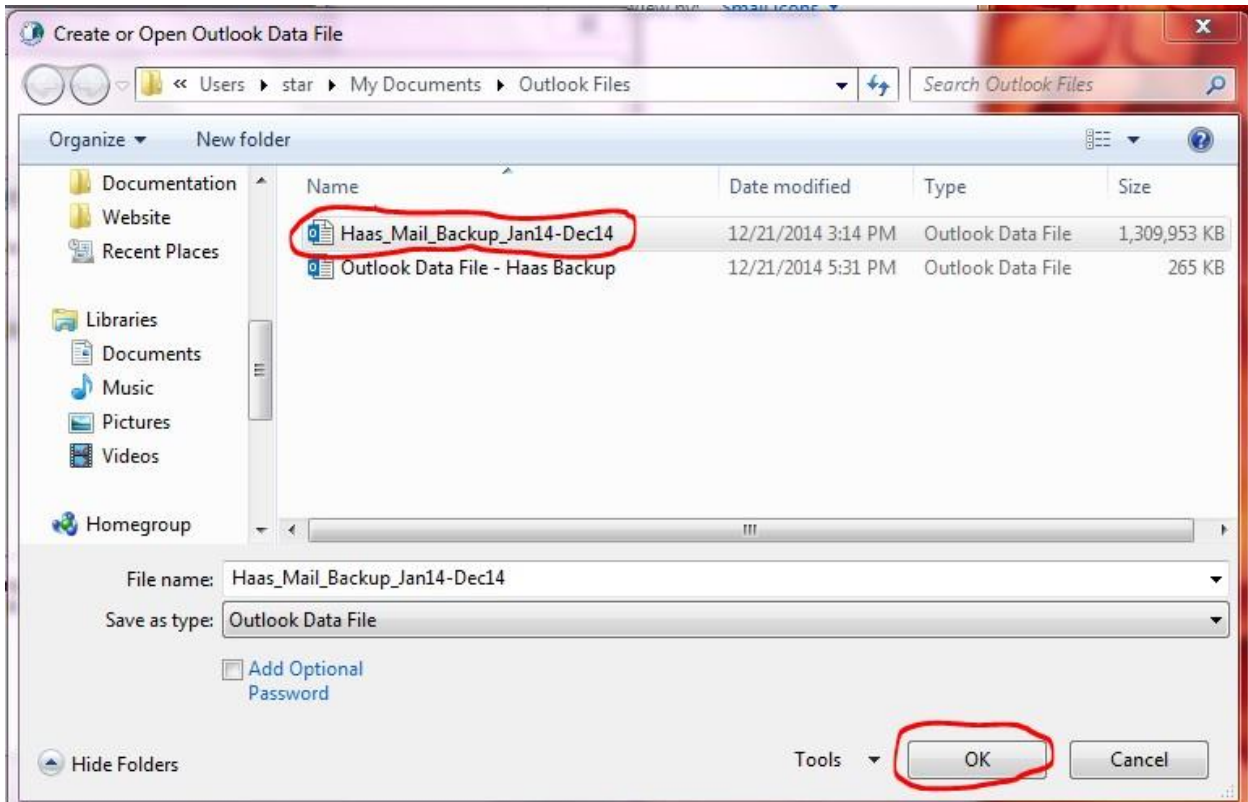
Step	Procedure
7	Next click on “Data Files...”



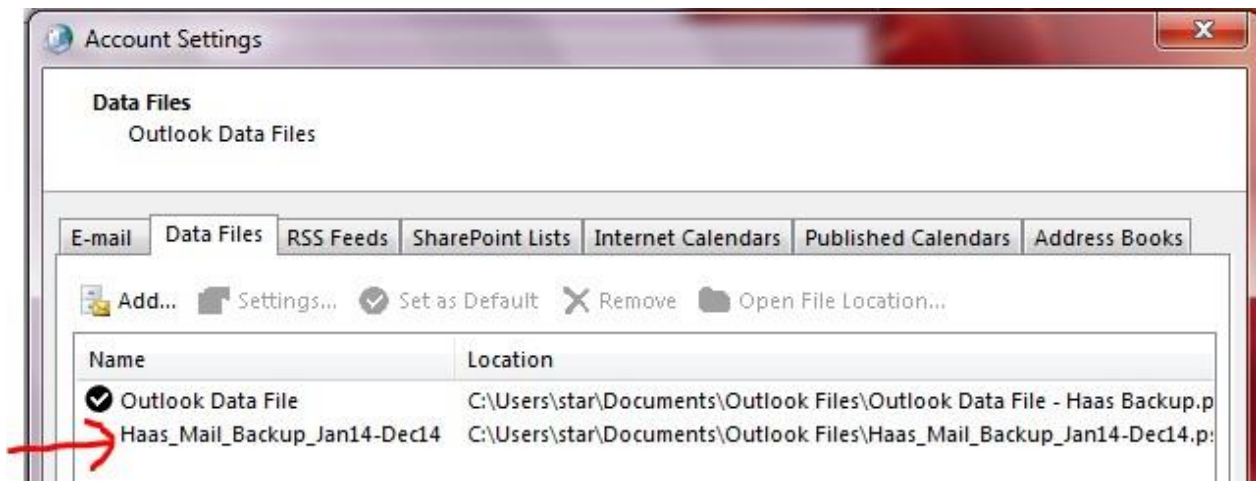
Step	Procedure
8	Then click “Add...”, choose “Outlook data file (.pst)”, and then click OK.



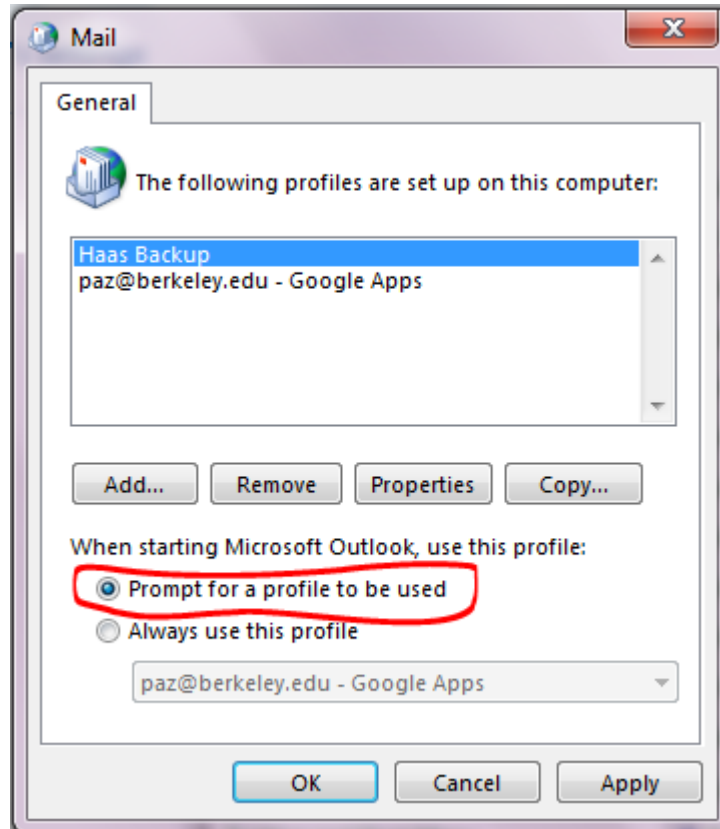
Step	Procedure
9	<p>You will be taken to the default location for backup .PST files under c:\Users\Your Username\My Documents\Outlook Files</p> <p>If this is where you saved your file when you created your backup you will see it here. If not, please browse to the location where you saved it and select it.</p> <p><i>Please note on the screenshot below that an empty Outlook Data File called Haas Backup was also saved here.</i></p> <p>Once you have chosen your .PST mail backup, click “OK”</p>



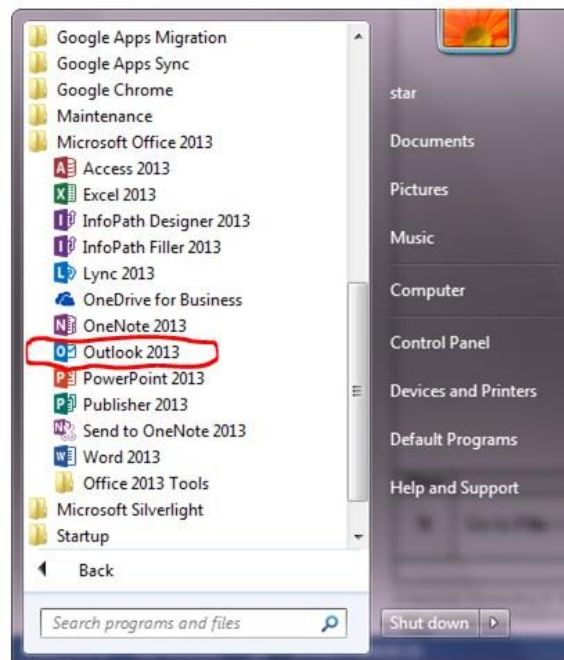
Step	Procedure
10	<p>You will now see your Haas_Mail_Backup_Jan14-Dec14 under Data Files. Click “Close”, and “Close”.</p>



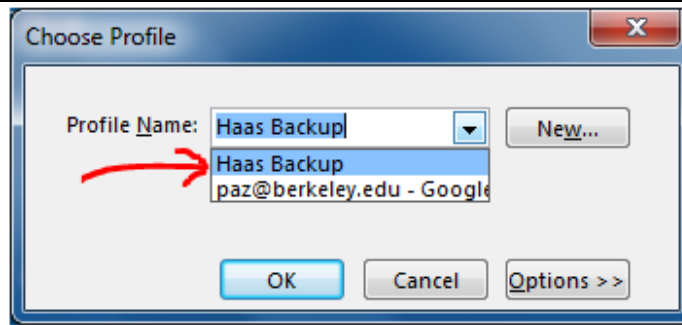
Step	Procedure
11	At the next screen, be sure to select “ Prompt for a profile to be used ”, then click “ Apply ” and OK . You are now ready to access your mail.



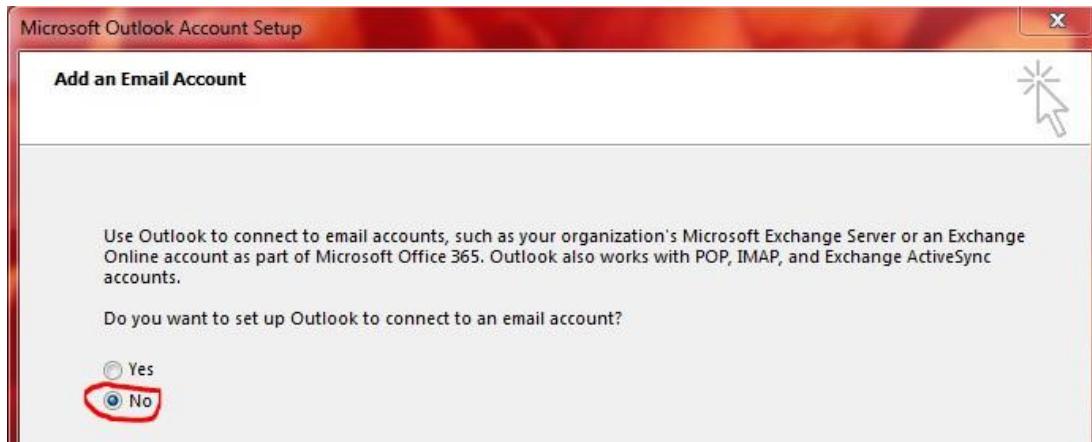
Step	Procedure
12	To access your mail, open Outlook from Start > All Programs > Microsoft Office 2013



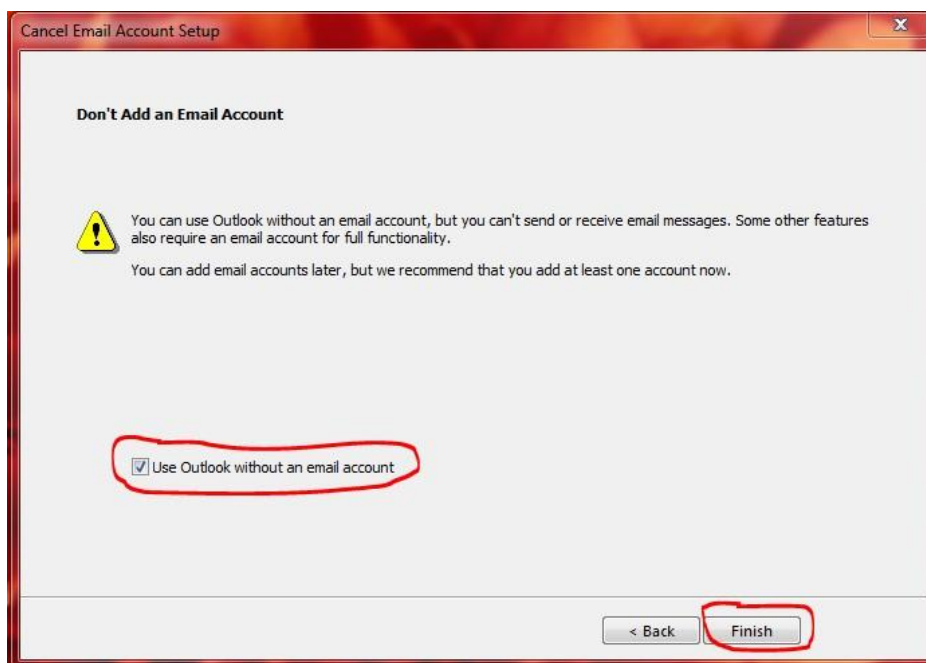
Step	Procedure
13	At the “ Choose Profile ” screen select “ Haas Backup ” as the profile to open.



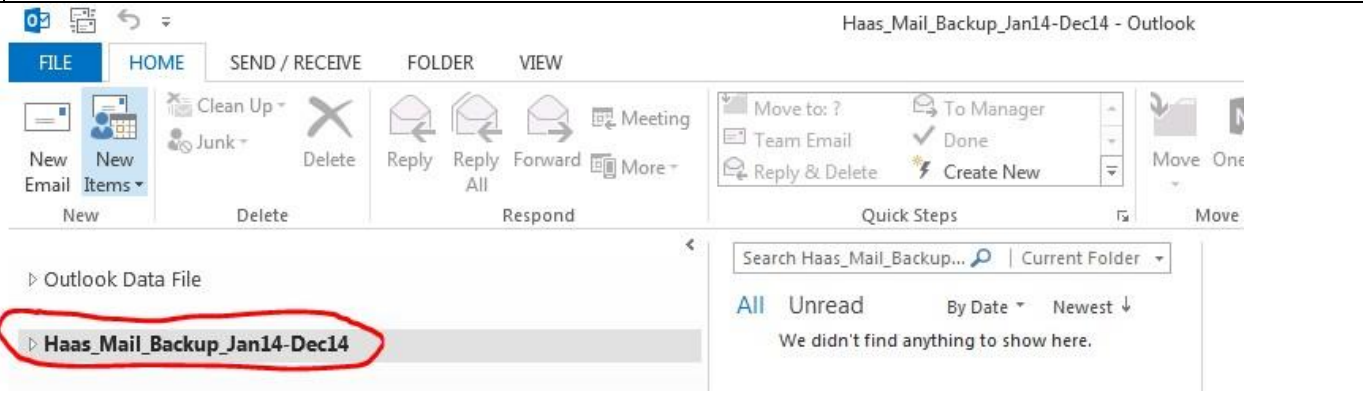
Step	Procedure
14	At the “ Welcome to Outlook 2013 ” screen click “ Next ”. Then at the “ Add an Email Account ” screen, choose the radio button “ No ” and click “ Next ”.



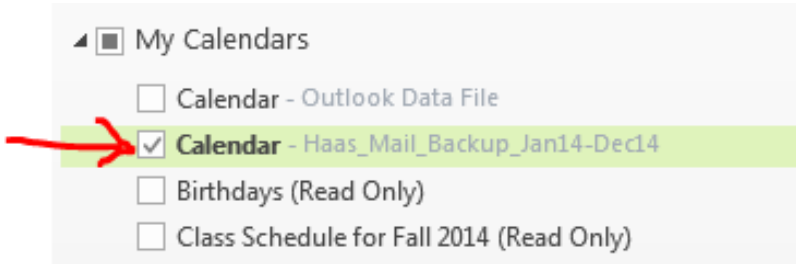
Step	Procedure
15	At the next screen, make sure to check the box “ Use Outlook without an email account ” and click “ Finish ”.



Step	Procedure
16	Your mail will be available on the left hand side under the name “ Haas_Mail_Backup_Jan14-Dec14 ”. Please note that a data file called “ Outlook Data File ” was also created automatically.



Step	Procedure
17	Your Calendar and Contacts should have also been imported to your account. Any calendars you had in your bMail account will be under Calendar > My Calendars and they will have the name of the data file where they live as the ending. In the example below you can see that the first “ Calendar- Outlook Data File ” lives under the “ Outlook Data File ” that was created when you opened Outlook. The second “Calendar” comes from the backup, since it has the “ Haas_Mail_Backup_Jan14-Dec14 ” ending.



Step	Procedure
18	To view your Contacts go to People > My Contacts . The ending will also be “ Haas_Mail_Backup_Jan14-Dec14 ” for the contacts that come from your backup file.

