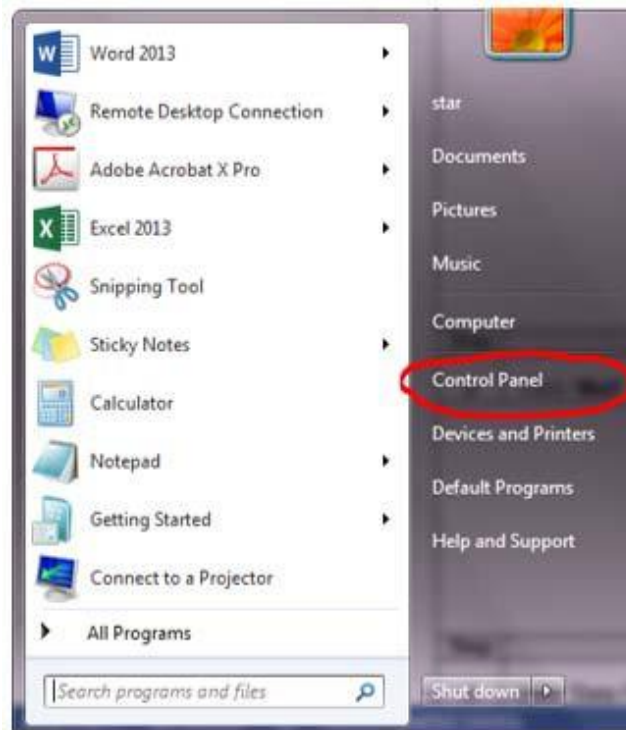


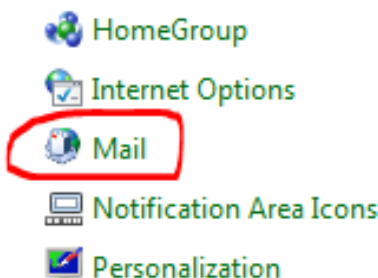
How do I Import my bMail .pst file into an Existing Outlook Profile?

Please note that these instructions assume that you are importing your Haas mail backup into an existing Outlook profile with a working email account, such as a personal Gmail account. If you would rather import your Haas mail into a new profile, please see the document [“How Do I Import my bMail .pst File into a New 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 bMail Account Expires?”](#) for instructions on exporting your mail to a .PST file.

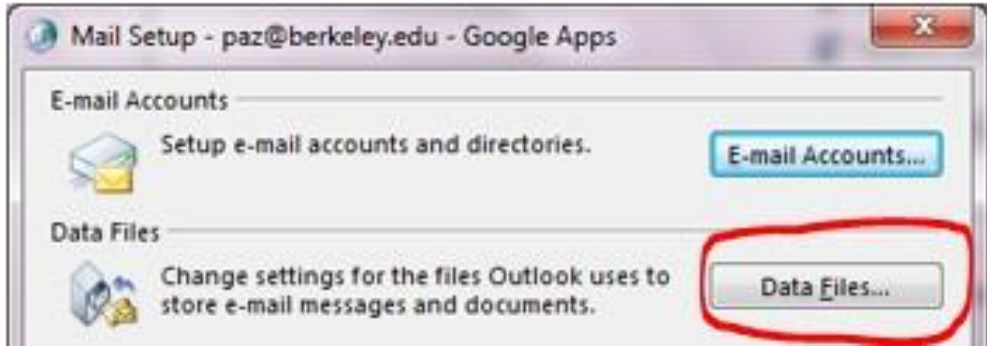
| Step | Procedure |
|------|---------------------------------------|
| 1 | Go to Start > Control Panel |



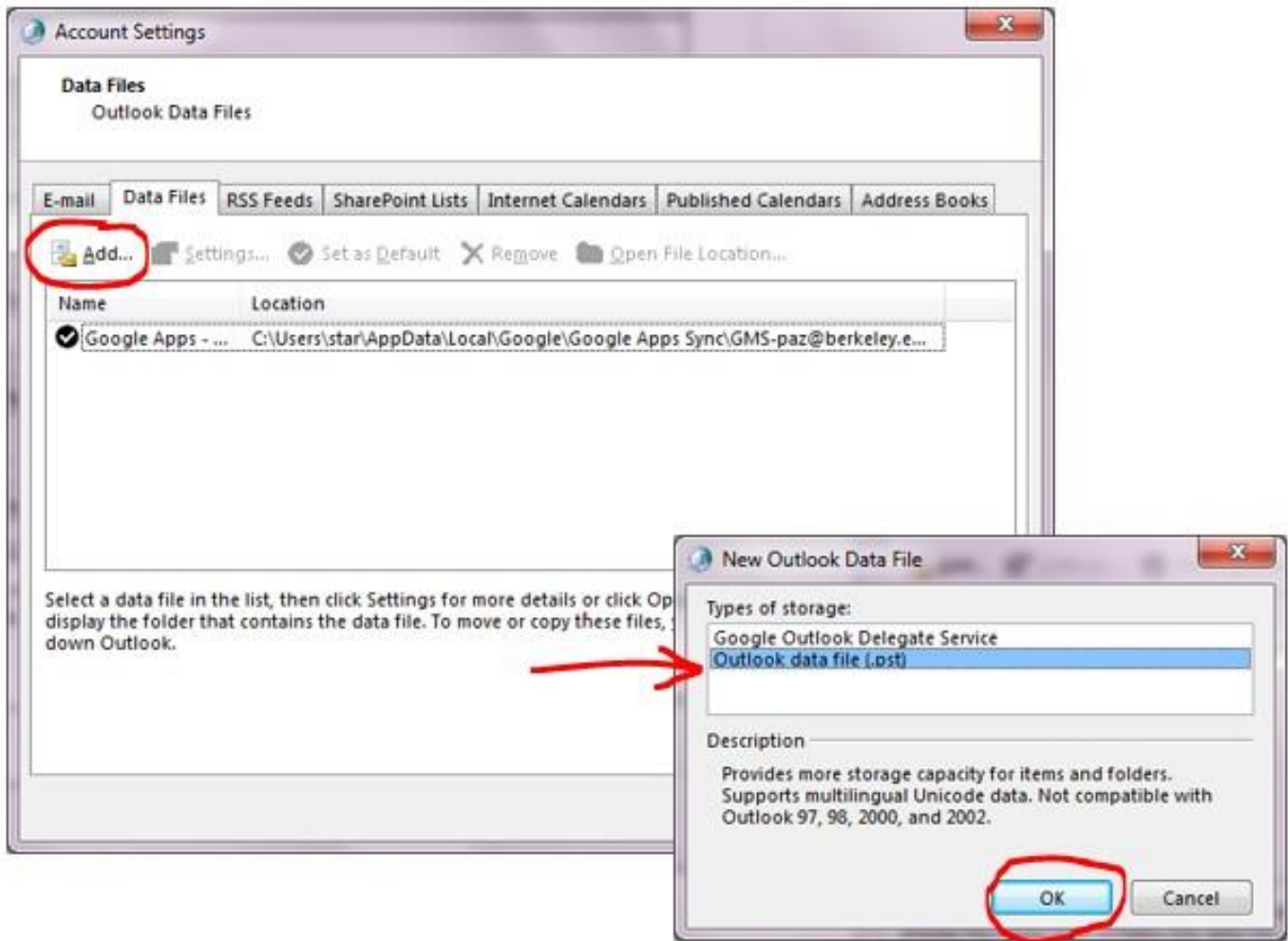
| Step | Procedure |
|------|----------------------|
| 2 | Select “Mail” |



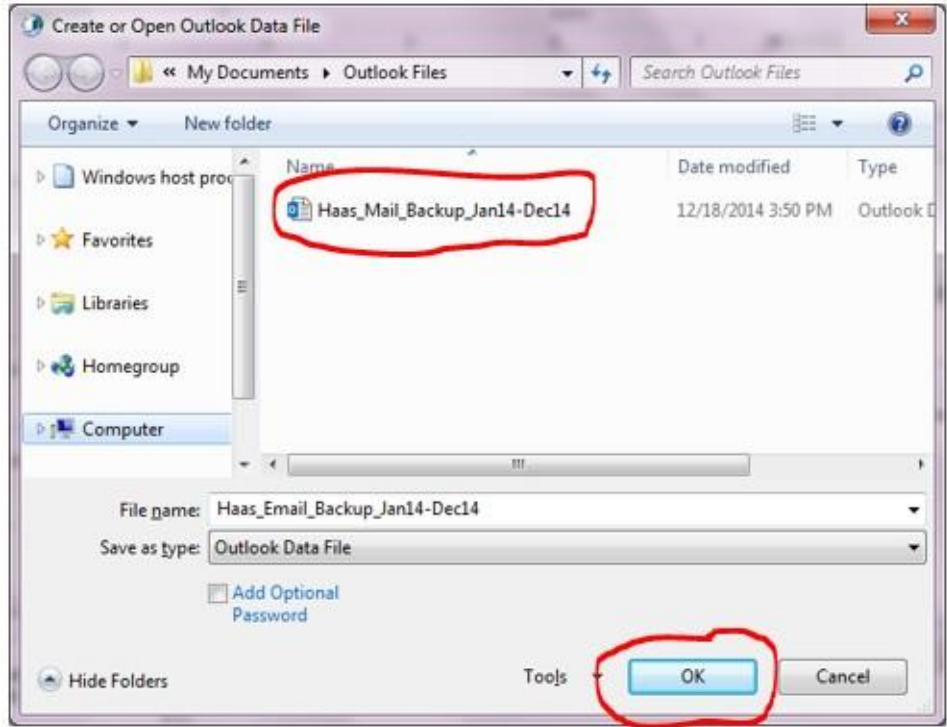
| Step | Procedure |
|------|---------------------------------|
| 3 | Click on “Data Files...” |



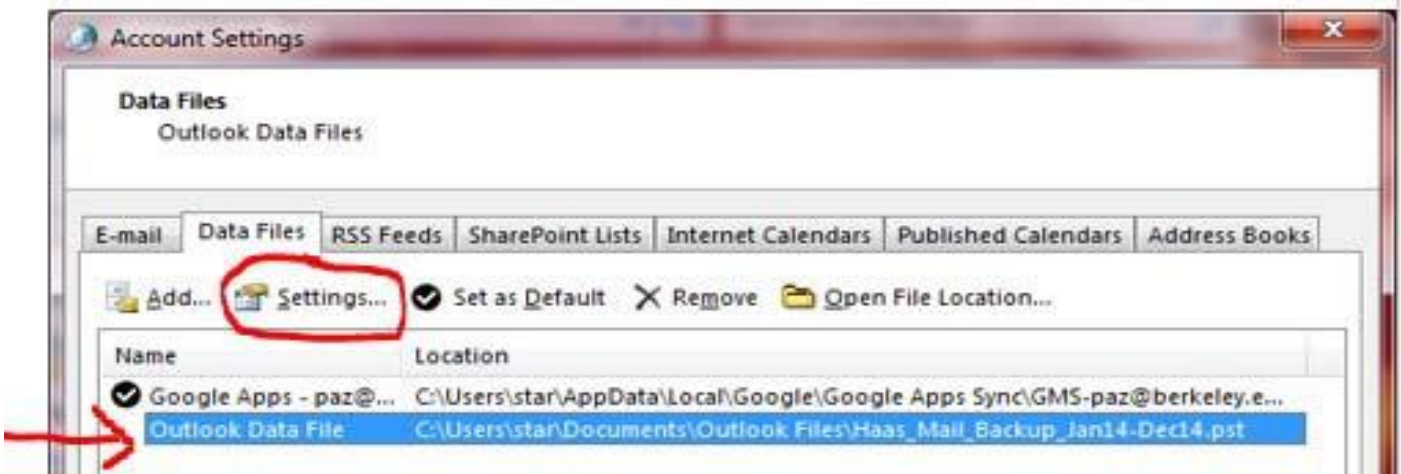
| Step | Procedure |
|------|--|
| 4 | Then click “Add...” , choose “Outlook data file (.pst)” , and then click OK . |



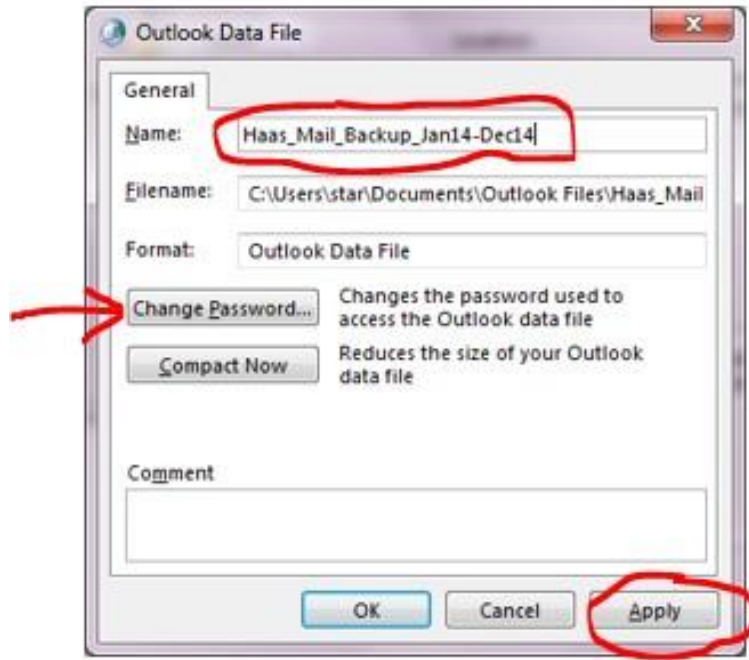
| Step | Procedure |
|------|--|
| 5 | <p>You will be taken to the default location for backup .PST files under c:\Users\Your Username\My Documents\Outlook Files</p> <p>If this is where you saved your file when you created your backup you will see it here. If not, please browse to the location where you saved it and select it.</p> <p>Once you have chosen your .PST mail backup, click “OK”</p> |



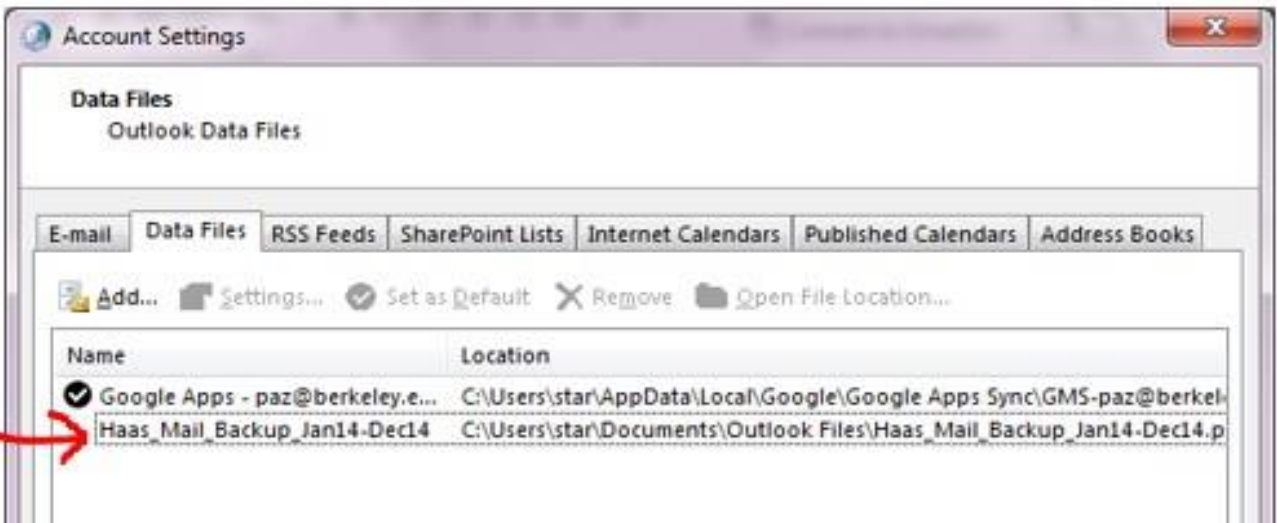
| Step | Procedure |
|------|--|
| 6 | <p>You will then see your backup file under Data Files. Make sure the new Outlook Data File is selected, and then click “Settings”.</p> |



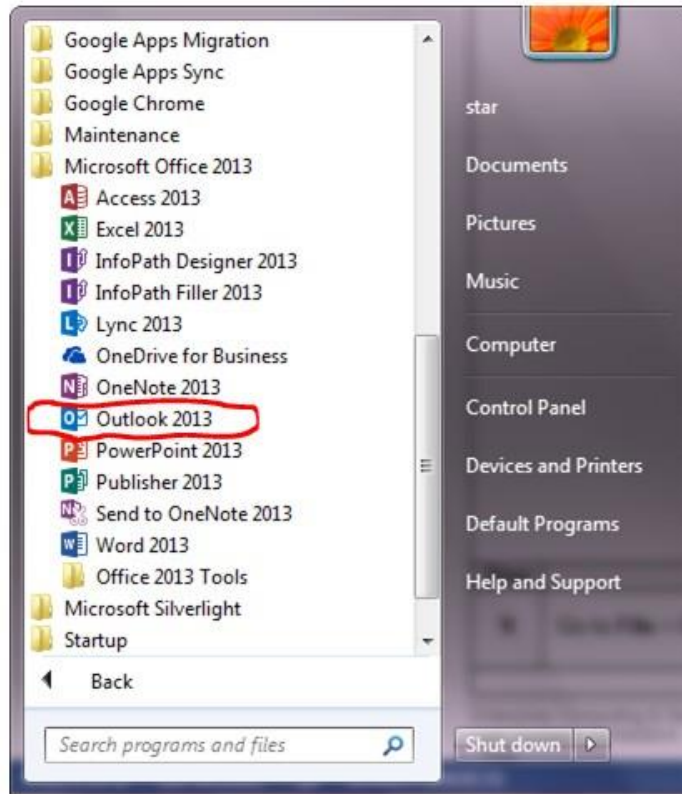
| Step | Procedure |
|------|---|
| 7 | <p>Under “Name” enter a name for your backup mail data file. This is the name that will appear in Outlook as the name of your account, so it might be helpful to give it a descriptive name- perhaps the same one you used for your .PST backup file: Haas_Mail_Backup_Jan14-Dec14</p> <p>Note: Again, you have the option to enter a password to be able to access your email via Outlook. It’s up to you if you want to add a password, but if you do set one up, be sure to keep it in a secure place. You are accessing your .PST file backup directly, so if you lose the password you won’t be able to access your backup mail any longer. Although, one way to work around this is to copy your .PST file to another location or an external drive before you add a password here. That way you have an extra copy of your mail backup without a password.</p> <p>Click “Apply” when done.</p> |



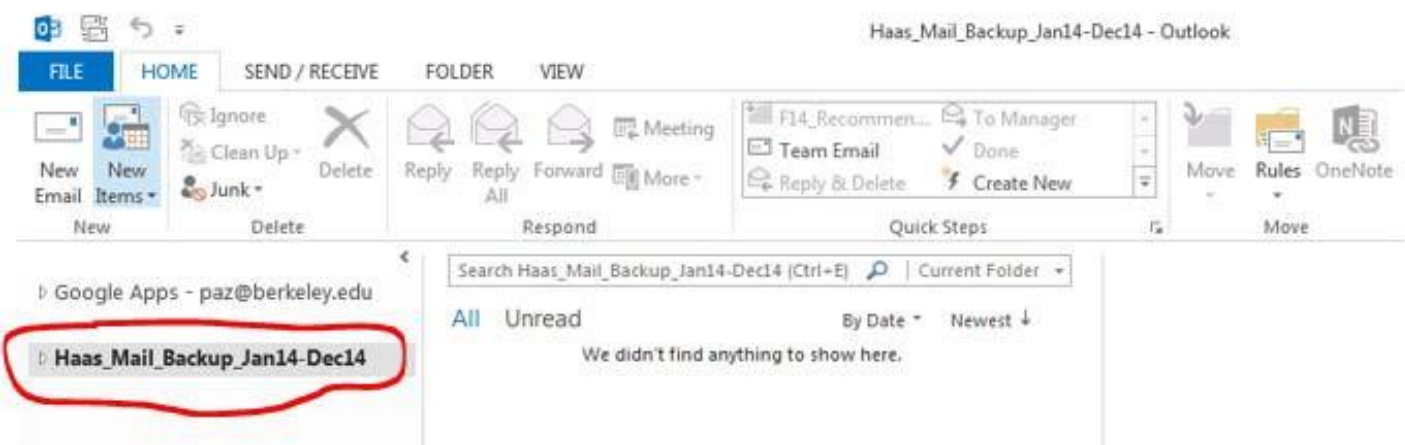
| Step | Procedure |
|------|--|
| 8 | <p>You will see that your backup mail data file is now called Haas_Mail_Backup_Jan14-Dec14</p> <p>Click “Close”, and you are done.</p> |

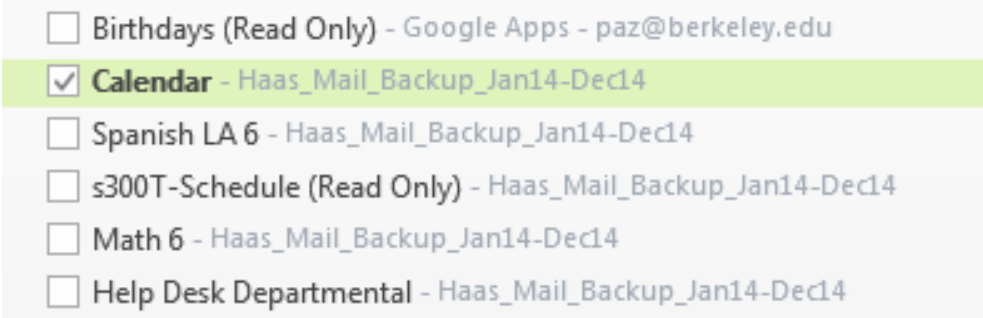
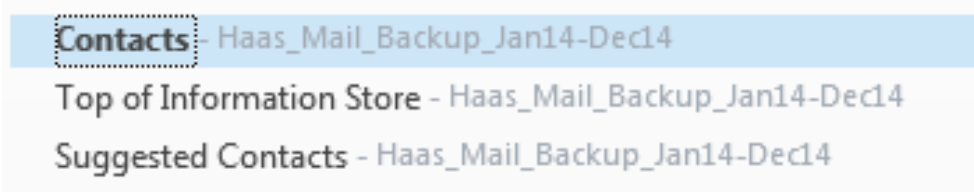


| Step | Procedure |
|------|---|
| 9 | To access your mail, open Outlook from Start > All Programs > Microsoft Office 2013 |



| Step | Procedure |
|------|---|
| 10 | Your mail will be available on the left hand side under the name “Haas_Mail_Backup_Jan14-Dec14”, or whatever name you gave it in Step 7. Your Calendar and Contacts should have also been imported to your account. |



| Step | Procedure |
|---|---|
| 11 | <p>Any calendars you had in your bMail account will be under Calendar > My Calendars and they will have the name of the account or data file where they live as the ending. In the example below you can see that “Birthdays” lives under the “Google Apps- paz@...” account, and the rest of the calendars are under the “Haas_Mail_Backup_Jan14-Dec14” data file.</p> |
|  <p>A screenshot of the Outlook 'My Calendars' view. It shows a list of calendars with checkboxes to the left. The selected calendar, 'Calendar - Haas_Mail_Backup_Jan14-Dec14', is highlighted in green. Other calendars include 'Birthdays (Read Only) - Google Apps - paz@berkeley.edu', 'Spanish LA 6 - Haas_Mail_Backup_Jan14-Dec14', 's300T-Schedule (Read Only) - Haas_Mail_Backup_Jan14-Dec14', 'Math 6 - Haas_Mail_Backup_Jan14-Dec14', and 'Help Desk Departmental - Haas_Mail_Backup_Jan14-Dec14'.</p> | |
| Step | Procedure |
| 12 | <p>Your Contacts will be under People > My Contacts. The ending will also be depending on the account or data file the contacts live under.</p> |
|  <p>A screenshot of the Outlook 'My Contacts' view. It shows a list of contact folders. The folder 'Contacts - Haas_Mail_Backup_Jan14-Dec14' is highlighted in blue. Other folders include 'Top of Information Store - Haas_Mail_Backup_Jan14-Dec14' and 'Suggested Contacts - Haas_Mail_Backup_Jan14-Dec14'.</p> | |