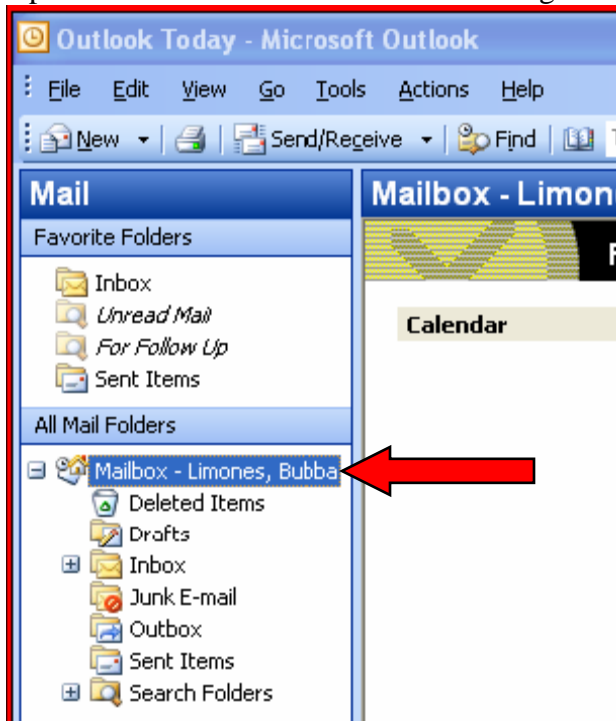
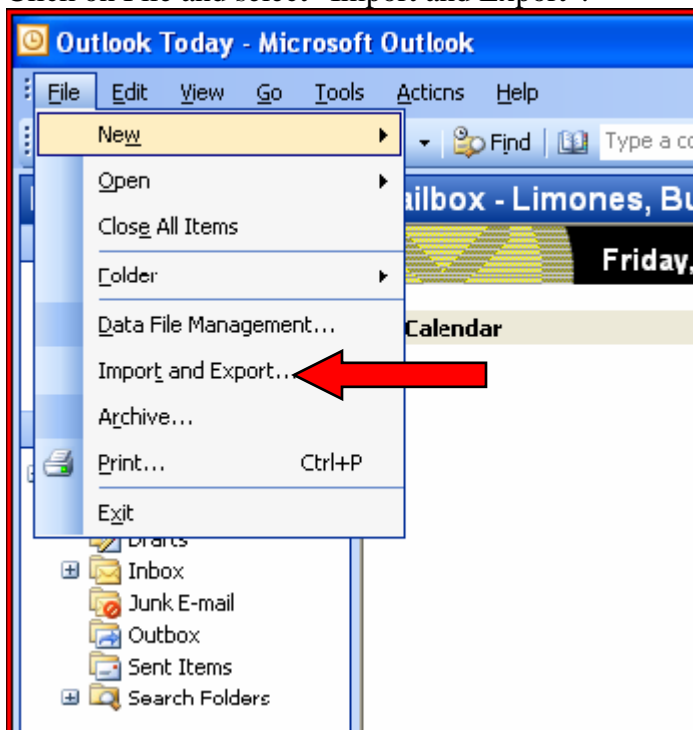


Import Email Backup

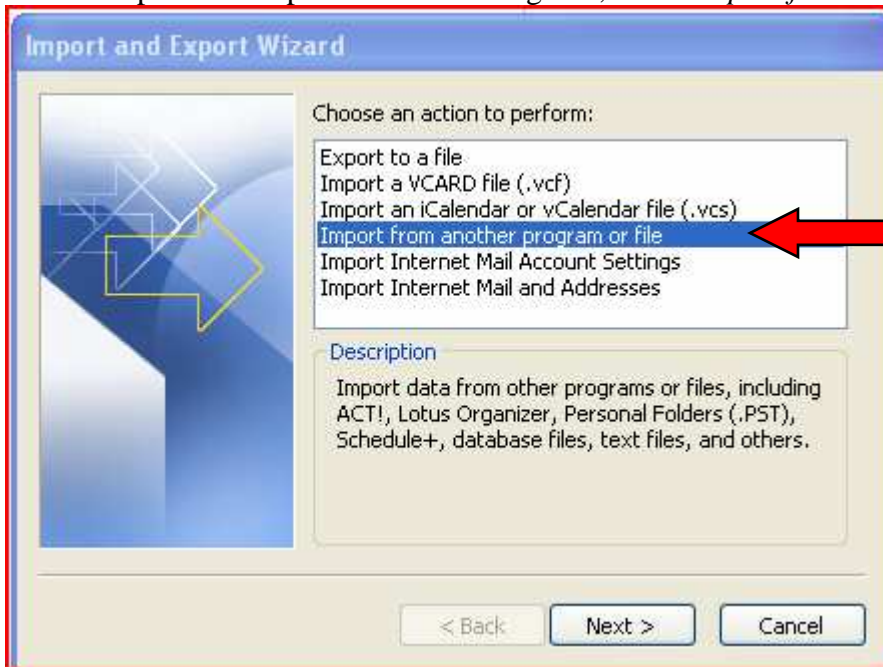
1. Open Outlook. Select the Mailbox heading.



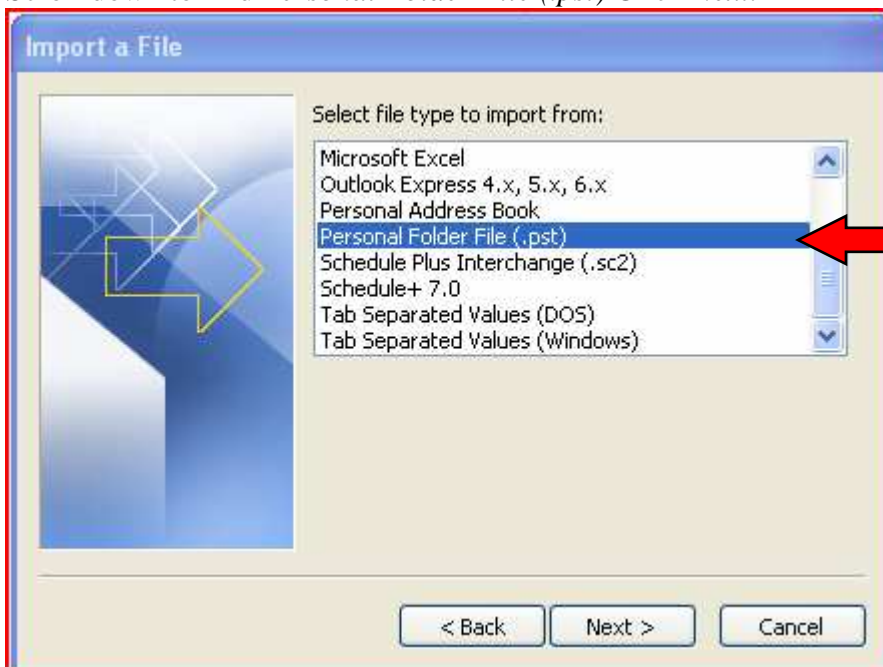
2. Click on File and select "Import and Export".



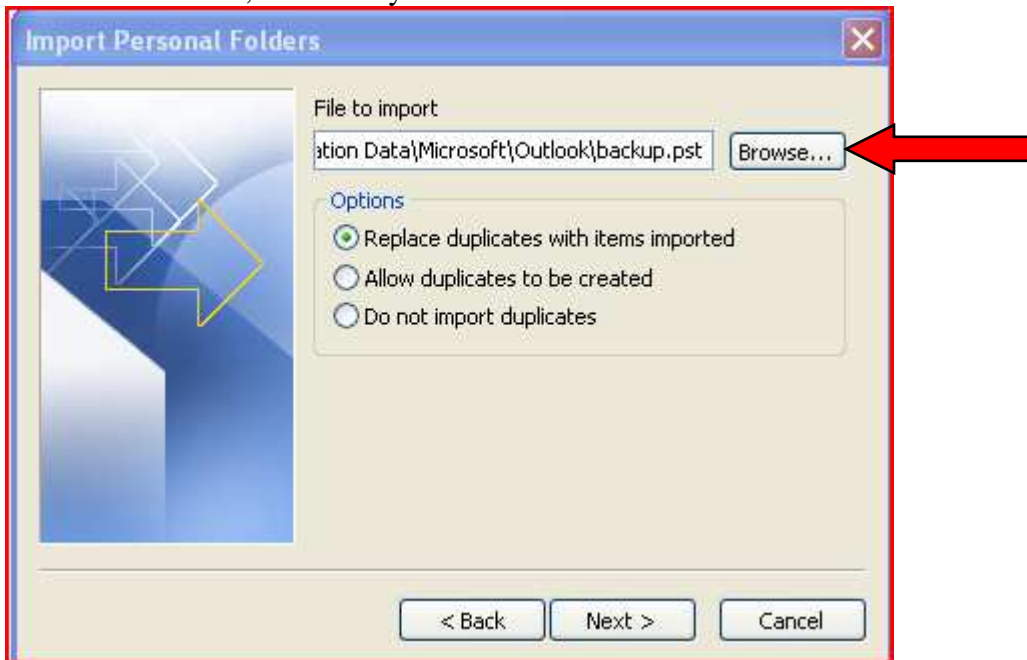
3. In the “Import and Export Wizard” dialog box, select *Import from another program or file*. Click *Next*.



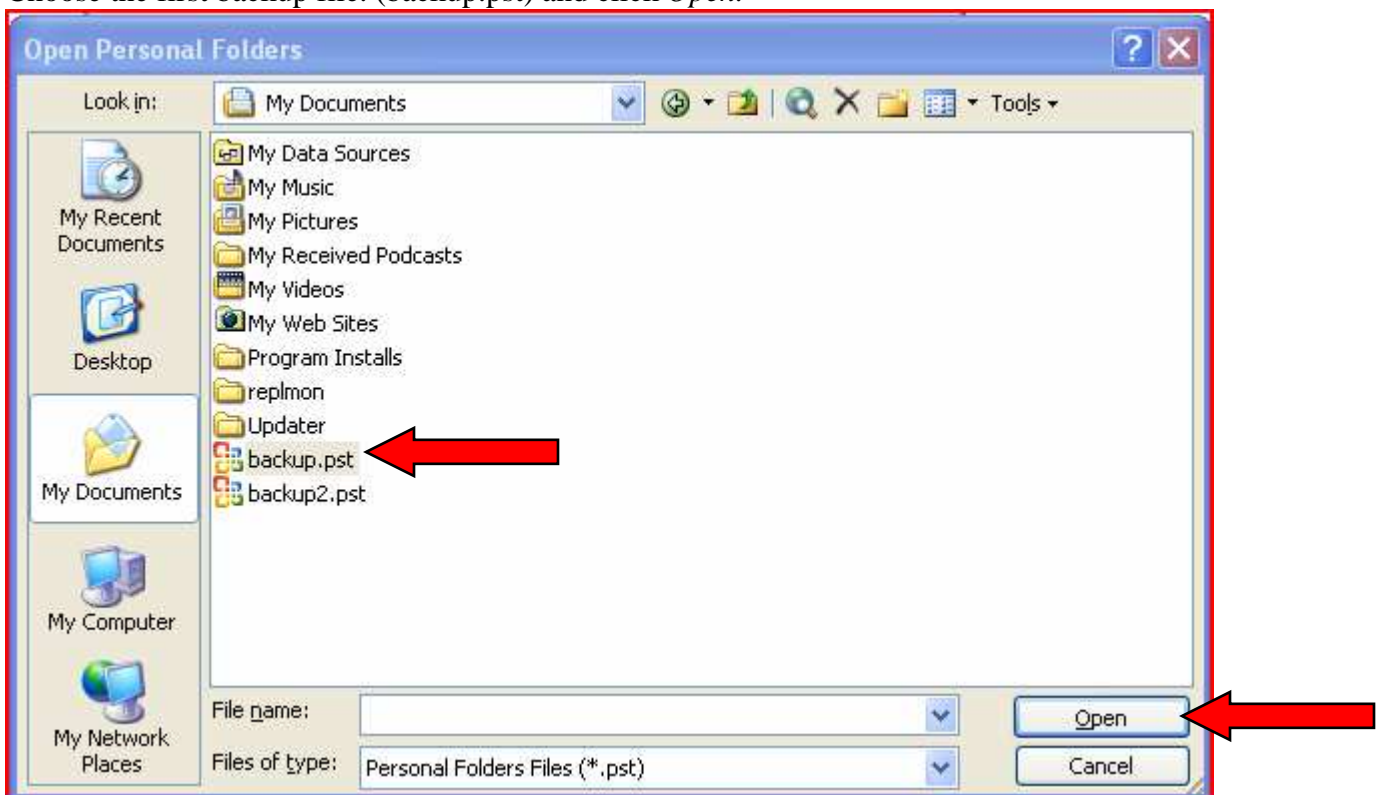
4. Scroll down to find *Personal Folder File (.pst)*. Click *Next*.



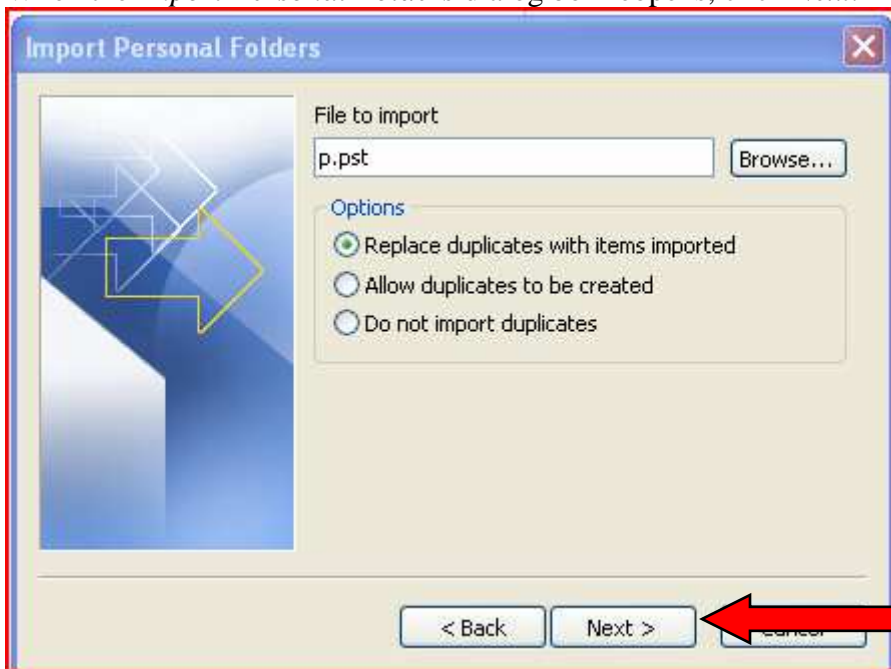
5. Click *Browse* to find the backup or backups you made in previous steps. The files should be located in your *My Documents Folder*, unless they were saved elsewhere.



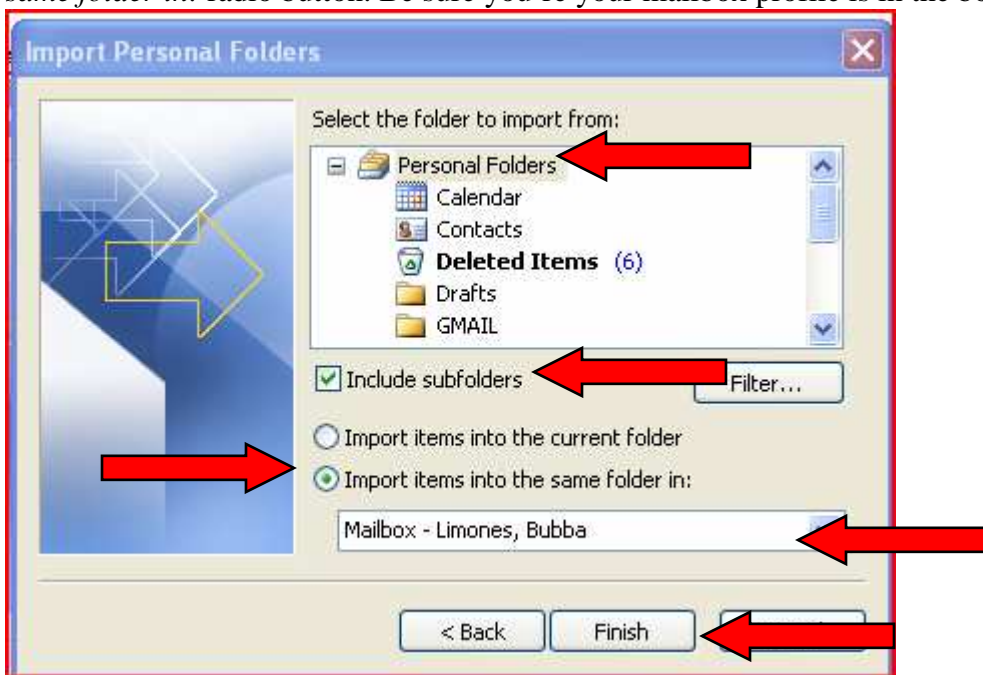
6. Choose the first backup file. (backup.pst) and click *Open*.



7. When the *Import Personal Folders* dialog box reopens, click *Next*.



8. Select the *Personal Folders* heading. Check the box for *Include subfolders*. Select the *Import items into the same folder in:* radio button. Be sure you're your mailbox profile is in the box below. Click *Finish*.



Your files will now be imported into your Outlook email account. For any additional backups, follow the previous steps.