Step 01

Follow the steps below to export all of your Outlook items (emails, calendar reminders/events, etc.) to a .PST file that we can later import when you have the accounts setup with Microsoft Office 365

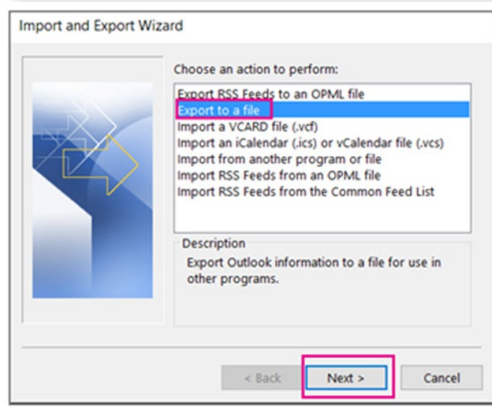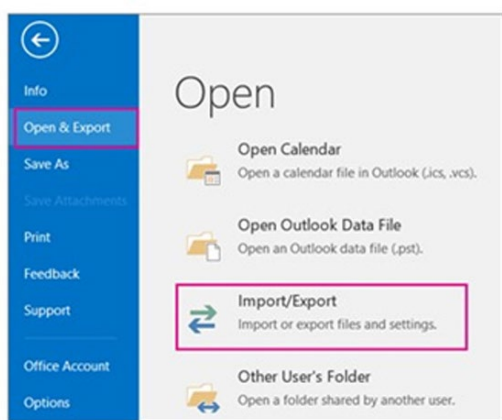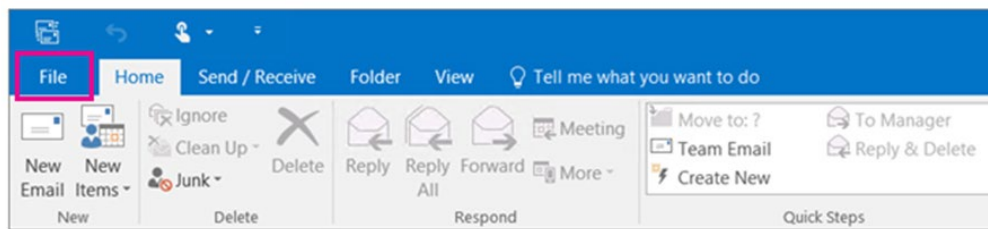At the top of your Outlook ribbon, choose "File."
Choose "Open & Export"
Select "Import / Export"
Choose "Export to a file"
Click Outlook Data File (.pst), and then click Next.
Select the name of the email account to export (example shown in the picture at right).
Only information for one account can be exported information at a time.

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Step 02

Make sure that the Include subfolders check box is selected. This way everything in the account will be exported: Calendar, Contacts, and Inbox.

Click Browse to select where to save the Outlook Data File (.pst) Type a file name, and then click OK to continue.
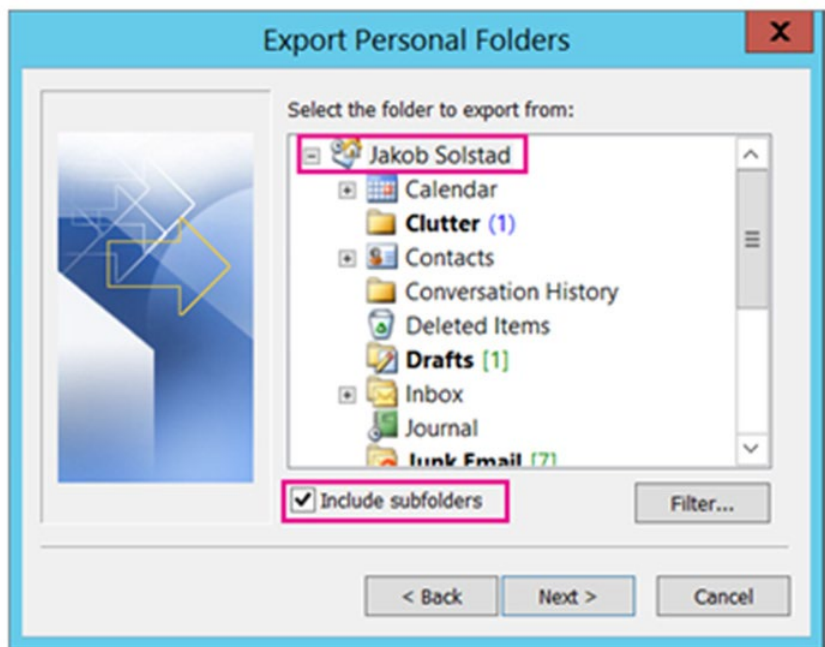
Note:

If you've used export before, the previous folder location and file name will appear. Type a different file name before clicking ok.

If you're creating a new Outlook Data File (.pst), when the Create Outlook Data File dialog box appears,type the password in the Password and Verify Password boxes, and then click OK. In the Outlook Data File Password dialog box, type the password, and then click OK.

If you are stuck and in need of assistance please submit a help desk ticket to HELPDESK@TRIAFED.COM and a technician will reach out.