



- 1) Log into <u>mail.office365.com</u> with the username/temporary password provided to you and set your own password.
- 2) Open up Outlook and click on File at the top left and then click Open.



3) Then select **Import**. A new window will open, select **Export to a file** and then click **next**.

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel





- 4) On the next screen, select **Outlook Data File** from the list and then click **Next**.
- 5) Then select the Olympian.org email account like below, make sure **Include subfolders** is ticked and click **next**.

Export Outlook Data File	×
	ielect the folder to export from: User@olympian.org Inbox Drafts Sent Items Deleted Items Calendar Contacts Journal Junk E-mail Notes Outbox Include subfolders Filter
	< Back Next > Cancel

6) On the following screen, click on Browse. A save dialog will appear, navigate to your desktop and then click OK to save the email. Click Finish and it will save all your Olympian.org email to a file on your desktop.

Export Outlook Data File	X
	Save exported file as: Documents\Outlook Files\backup.pst Browse Options @ Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items
	< Back Finish Cancel

- 7) Once done, close down Outlook.
- 8) Go to the Start Menu > Control Panel.





9) In the top right search box, type mail and then open the **Mail** control panel.



10) Click on email accounts, then select your current Olympian.org email account and click **remove**.







11) Next click new, a new screen will appear, enter your name, email address and password you specified earlier. Then click next and it will automatically detect all the email settings for you.

	م
e-mail Account	
Your Name:	
	Example: Ellen Adams
E-mail Address:	Example: ellen@contoso.com
Password:	
Retype Password:	
	type the password your internet service provider has given you.
Manual setup or ad	ditional server types

- 12) Once complete, click finish and open up Outlook again.
- 13) In Outlook, click on File at the top left again and then select Open.
- 14) Select Import, a new Window will appear, then select **Import from another program or file** and click **Next**.

Import and Export Wizard	
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Import data from other files, such as Outlook data files (.PST) and text files.
	< Back Next > Cancel





15) Select Outlook Data File and then click Next.

16) On the following screen, select Browse.

Import Outlook Data File	×
	File to import soft\Outlook\Giotech UK1 backup.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates
	< Back Next > Cancel

17) Navigate to the email file you saved previously and select **Open**.

Open Outlook Data Files			×
😋 🕞 🗢 📜 « Users 🕨 peter.h	unt 🕨 Desktop	✓ ✓ Search D	esktop 🔎
Organize 🔻 New folder			:= - 1 📀
Downloads	 Name 	*	Date modified
🔛 Recent Places	backup.pst		22/06/2012 14:22
📜 Libraries	1		
Documents			
Music Pictures			
Videos	=		
🤞 Homegroup			
🖳 Computer			
🚢 Local Disk (C:)			
👝 Local Disk (D:)			
Giotech-Data (\\aiotech.lo	•		· · · ·
File name: 8	ackup.pst	 Outlook da 	ata files (*.pst) 🔹
		Tools 🔻 Open	Cancel





18) Once back on the following screen, select Next.

Import Outlook Data File	
	File to import soft\Outlook\Giotech UK1 backup.pst Doptions Replace duplicates with items imported Allow duplicates to be created Do not import duplicates
	< Back Next > Cancel

19) In the drop down menu at the bottom of the screen below, make sure your Olympian.org account is selected and the click **Finish**.

Import Outlook Data File	×
	Select the folder to import from: Import from: Include subfolders Filter Import items into the current folder
	user@olympian.org
	< Back Finish Cancel

20) It will now import all your old email into your new Olympian.org account, once it is complete, you can use your email as normal.