



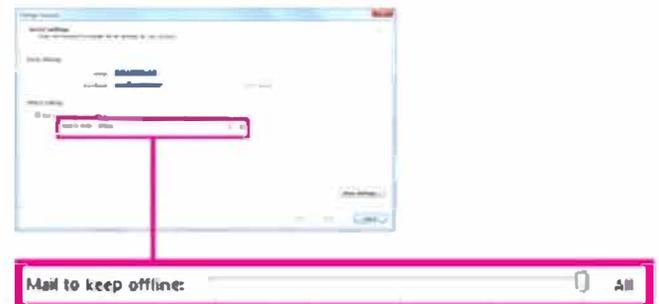
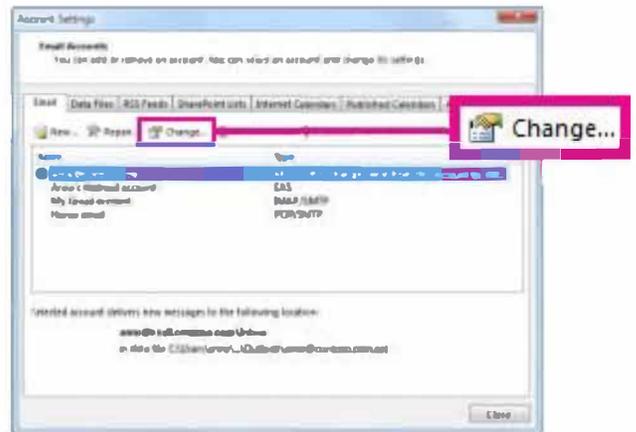
Transfer Student Email to Outlook Account

Outlook 2016 and 2013 for Windows

Follow these steps to transfer all data from your JMLS student email account, which expires a year after graduation, to a different Outlook account.

Change Cache to All and Restart Outlook

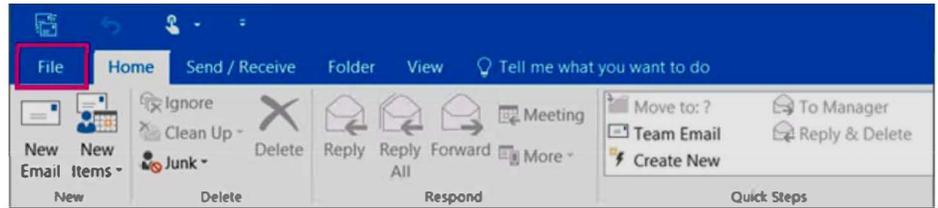
1. Make sure Outlook is connected to your JMLS student email account.
2. Click **File > Account Settings > Account Settings** (see top image).
3. Select an **Exchange account**, and then click **Change** (see middle image).
4. Under **Offline Settings**, check the box next to **Use Cached Exchange Mode** (which downloads a copy of your messages) and move the slider right to **All**. Click **Next** (see bottom image).
5. **Restart Outlook** by closing and reopening it.
6. Allow time for Outlook to download *all* content locally.



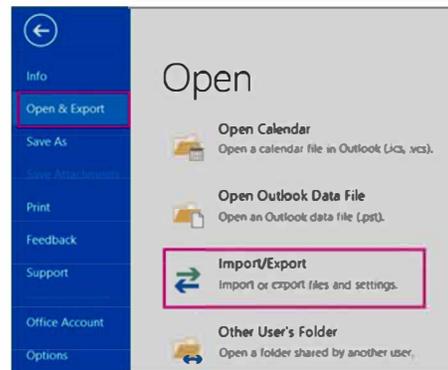
Export Student Account to a .pst File

These instructions assume you've already changed cache to all, restarted Outlook, allowed time for Outlook to download *all* content locally, and made sure it is connected to your JMLS student email account.

1. Click **File** from the top of the Outlook ribbon.

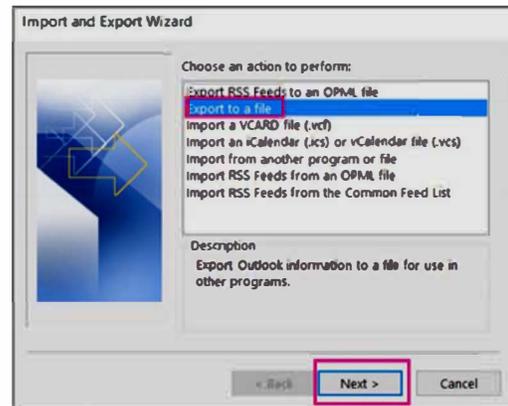


2. Choose **Open & Export > Import/Export**.



3. **Restart Outlook** by closing and reopening.

4. Select **Export to a file**, and then click **Next**.



5. Select **Outlook Data File (.pst)**, and click **Next**.

6. Select the **name of the email account to export**, as shown at right. Only information for one account can be exported at a time.

Note: Make sure the **Include subfolders** box is checked. This way everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.

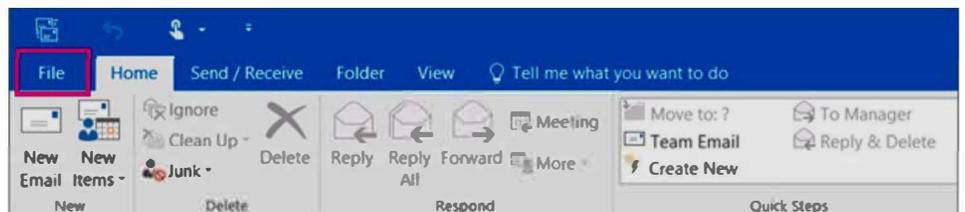


7. Click **Browse** to select where to save the Outlook data file (.pst). Type a **file name**, and then click **OK** to continue. **Note:** If you've used export before, the previous folder location and file name appear. Type a different file name before clicking OK.
8. If you are exporting to an existing Outlook data file, under **Options**, specify what to do when items already exist in that file.
9. Click **Finish**. Outlook immediately begins the export unless a new Outlook data file is created or password-protected file is used.
10. You may use an optional password to help protect the file. 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**.
11. If you're exporting to an existing Outlook data file that is password protected, in the Outlook Data File Password dialog box, type the password, and then click **OK**.

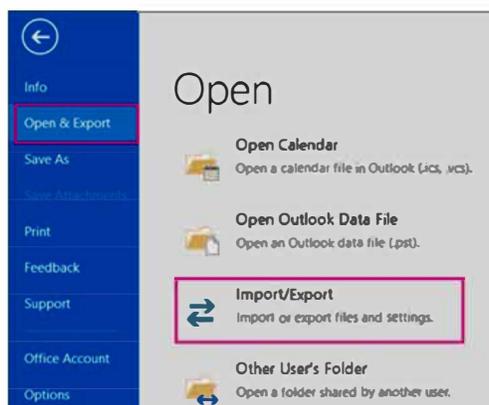
Import Student Account .pst File into Outlook Account

These instructions assume you've already exported your Outlook email, contacts, and calendar and now want to import them to Outlook 2016 or 2013 or your Office 365 mailbox. Now that your Outlook data is in a .pst file, it's portable. For example, you can save the .pst file to OneDrive and then download it to a new computer. Or save it to a USB flash drive, plug the drive into a computer, and then import your email, contacts, and calendar to Outlook.

1. Click **File** from the Outlook 2016 or 2013 ribbon.



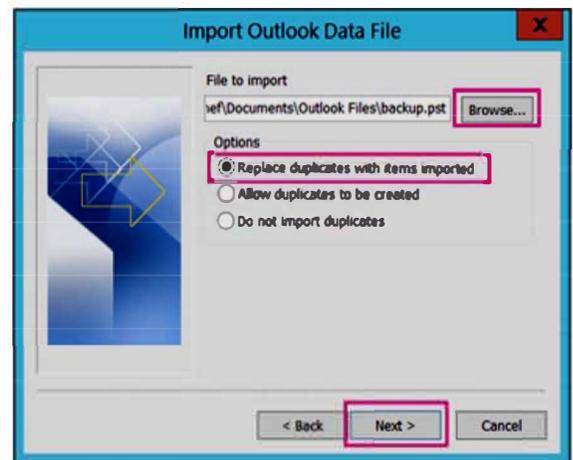
2. Choose **Open & Export > Import/Export**. This starts the wizard.



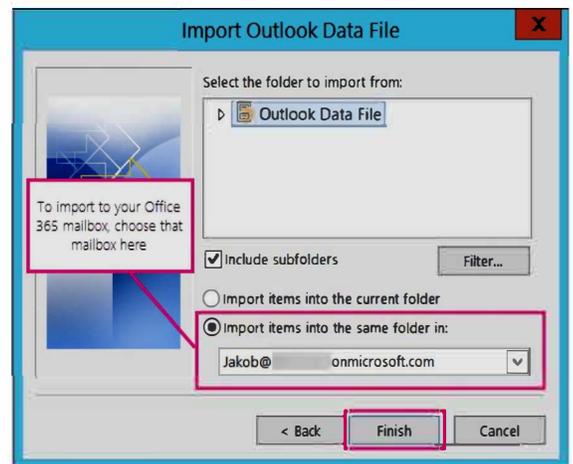
- Choose **Import from another program or file**, and then click **Next**.
- Choose **Outlook Data File (.pst)** and click **Next**.
- Browse to the **.pst file** you want to import. Under Options, choose how you want to deal with emails and contacts, then click **Next**. (See middle image.)



- If a password was assigned to the Outlook data file, enter the **password**, and click **OK**.
- If you're importing the contents of your .pst file into your Office 365 mailbox, **choose that mailbox here**. If you're **NOT** importing into your Office 365 mailbox, choose **Import items into the current folder**. This imports the data into the folder currently selected. (See bottom image.)



- Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. It's finished when the progress box goes away. **Note:** If you're importing your .pst file to your Office 365 mailbox, you may see a message that it's trying to connect with Office 365. This happens when the Internet connection is interrupted, even for a moment. Once your Internet connection is re-established, Outlook will continue importing the .pst file.



Questions? Contact the **ITS Help Desk** via the Help Desk Portal at helpdesk.jmls.edu, phone at 312/427-2737 x550, email at helpdesk@jmls.edu, or visit Room 733, 7th floor, State Street building (via the main elevators or the stairs from the 6th floor outside the library).