

Transferring Outlook Data

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Old System

- Identify profiles (hopefully there is only 1)
 - [Control Panel] [Mail] [Show Profiles]
 - Select first profile, click properties. Repeat this entire process for each profile.
- Identify location all active PST files
- Backup all PST files
- Screen shots of all account settings
- Check to see if there are any of the following OTHER settings:
 - RSS feeds
 - SharePoint Lists
 - Internet Calendars
 - Published Calendars
 - Address Books
- Copy NK2 files (http://www.nirsoft.net/utils/outlook_nk2_edit.html)

New System

- Install Outlook / Office
- All of the following is performed ONLY in [Control Panel] [Mail]
 - Setup all profiles
 - Setup accounts
 - Setup OTHER options
 - Copy PST files to proper location
 - Add Data Files, set default PST
- Start Outlook, test sending and receiving email
- Exit Outlook
- NOW you can copy NK2 directory to proper location depending on the OS.