

# USW - Data Migration

This user guide is to help you move a PST/OST file after your data has been migrated to One Drive.

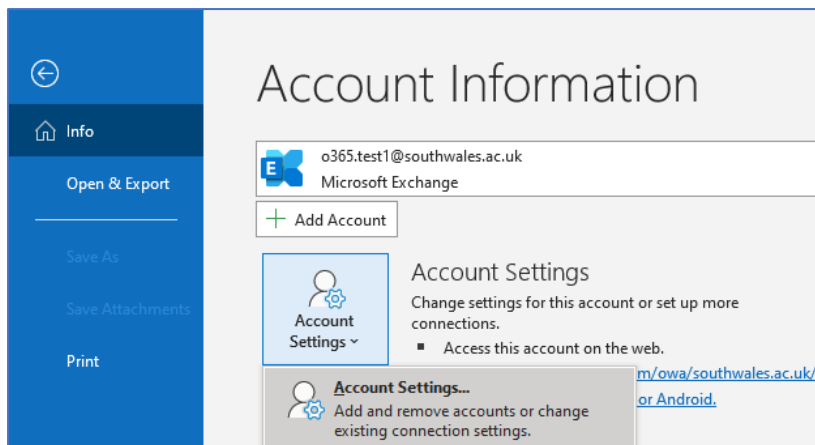
Instructions will begin on page 3 of this document.

## Overview - What is a PST?

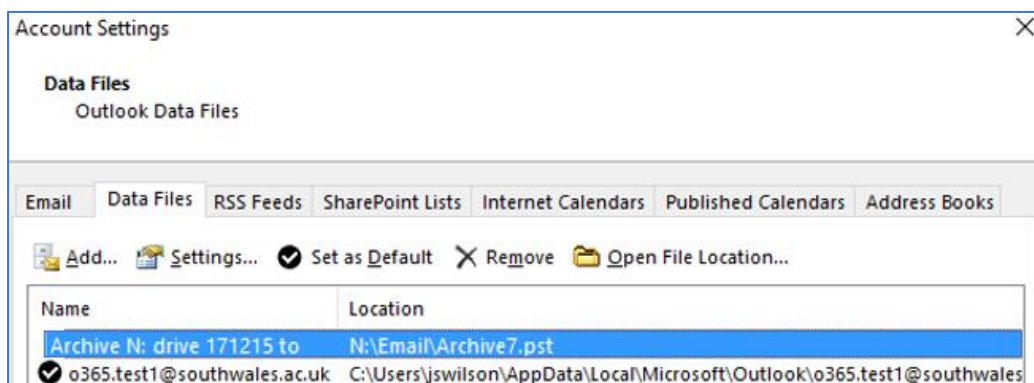
If you've used Outlook for any length of time, you've likely heard of PST files. Each email account you set up in Outlook gets its own database in the form of a personal storage table (PST) file, where Archived emails, calendar items, contacts, and reminders are all stored instead of your Mailbox.



Locations of your Outlook PSTs can be viewed by clicking on the **File** tab



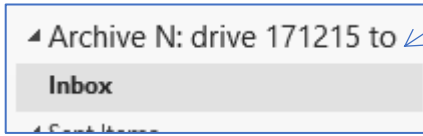
## Select Account Settings



On the **Data Files** tab you will see .PST file(s) listed (if you are using them).

There may be several PSTs listed and you will need to copy/move from all PSTs stored on the network (usually N: or Z: drive) if you wish the data to be still accessible in Outlook.

The Name of the file **Archive N: drive 171215 to** will match how the file is seen in Outlook i.e.

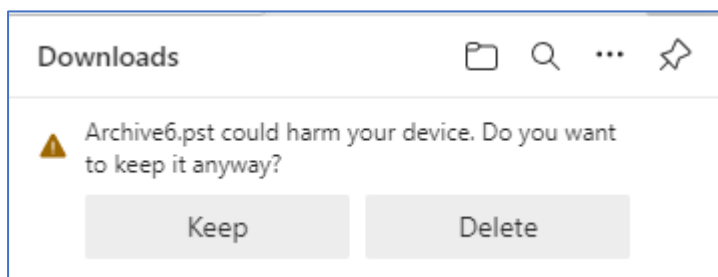
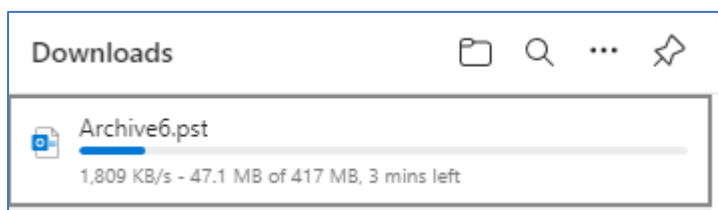
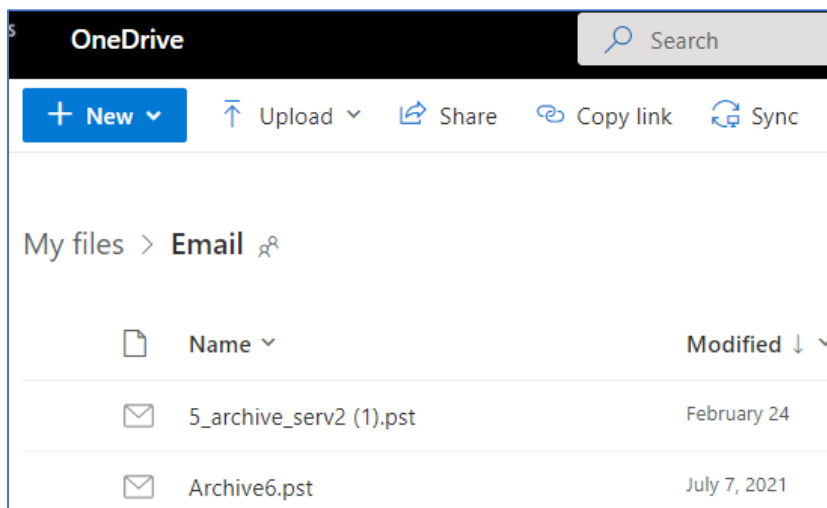


## Complete these steps if you wish to migrate your PST from your One Drive

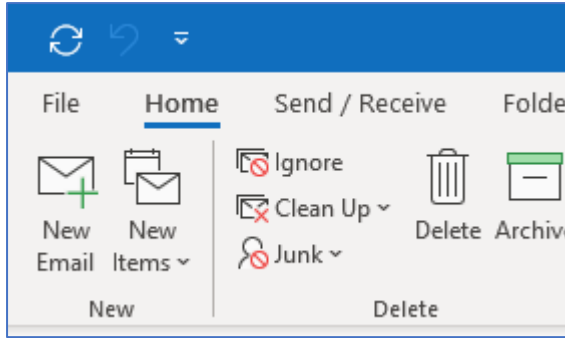
### Adding a PST to Outlook

Only follow these steps if your PST has moved to OneDrive and you haven't imported it to Outlook prior to the N: drive move (as explained in the guide PSD userguide for N drive).

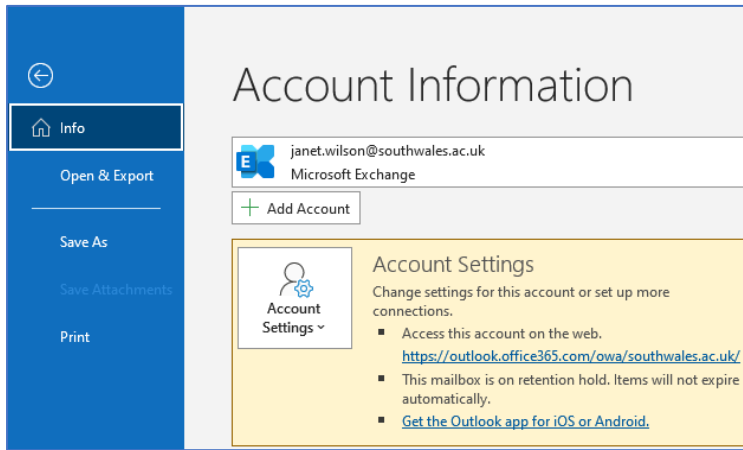
### Download PST from OneDrive



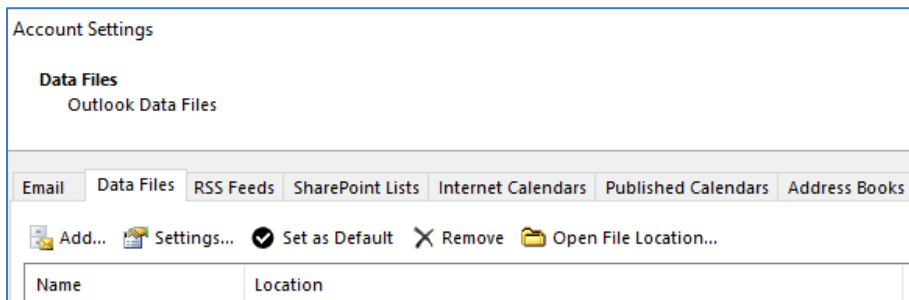
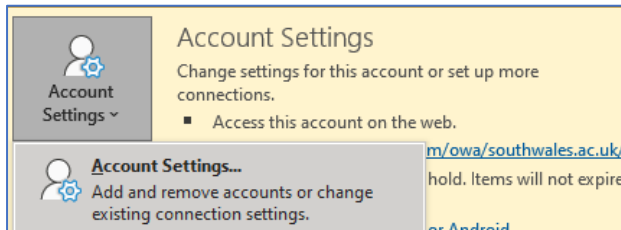
Select Keep



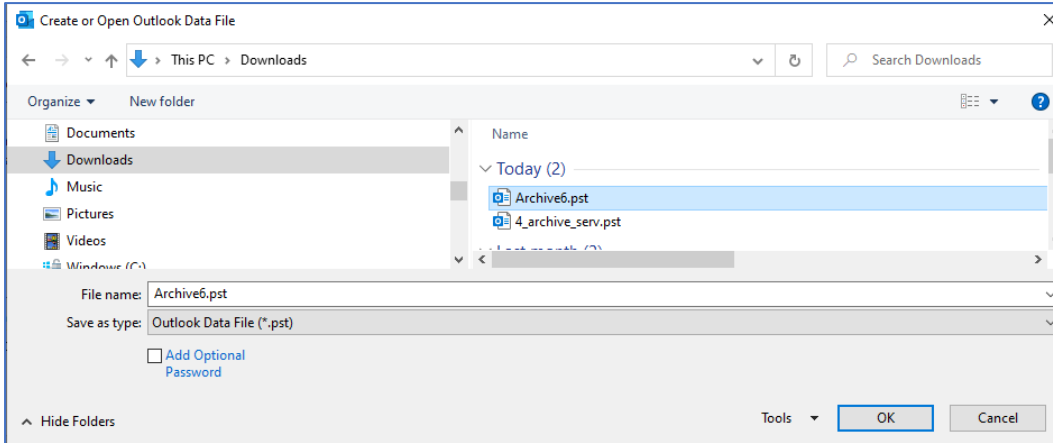
In **Outlook** select **File**



**Account Settings**

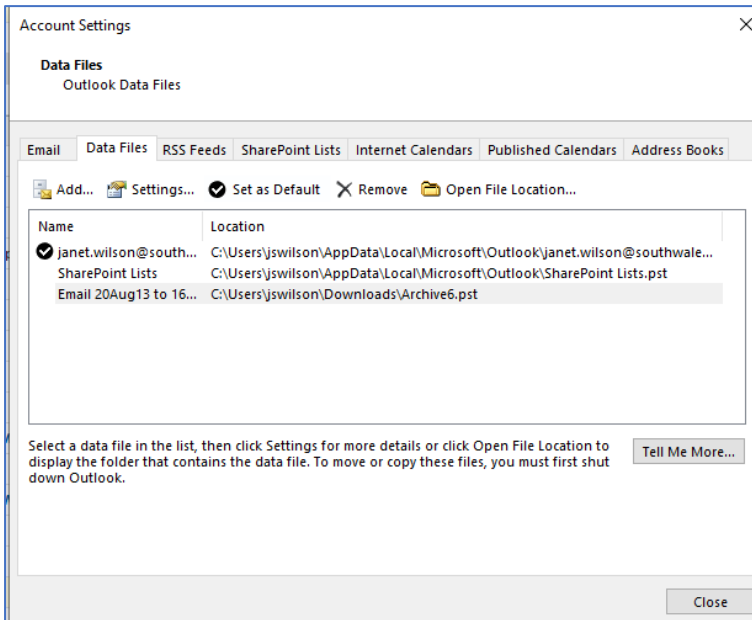


Select **Add**

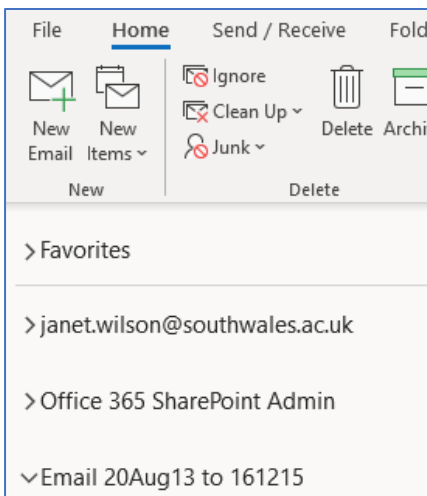


Select the file that you downloaded (should be in your Downloads folder)

OK

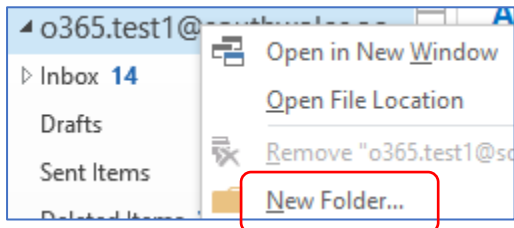


Close



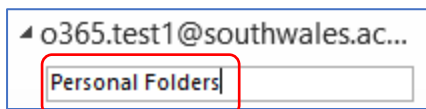
Once the PST is in Outlook please continue to the follow the steps below.

How can I move or copy Mail from PST to Office 365 Mailbox?  
Create a Destination Folder within your O365 Mailbox

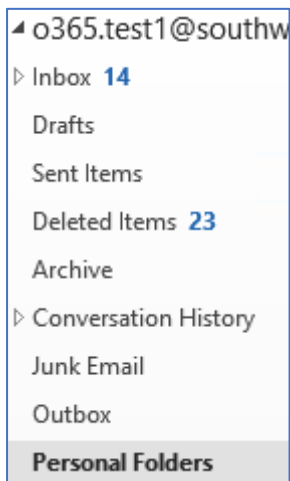


On the Left-Hand pane **Right-Click** on your **Mailbox** i.e. [firstname.lastname@southwales.ac.uk](mailto:firstname.lastname@southwales.ac.uk)

Select **New Folder...**



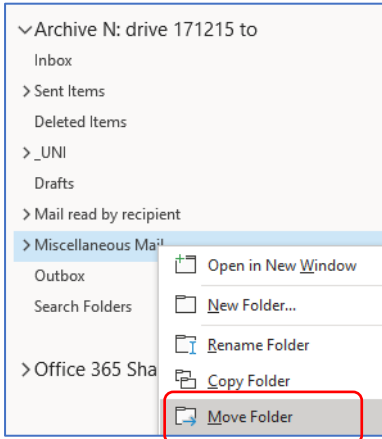
Enter the name you wish to call the folder, e.g. Personal Folders



## Move Folders

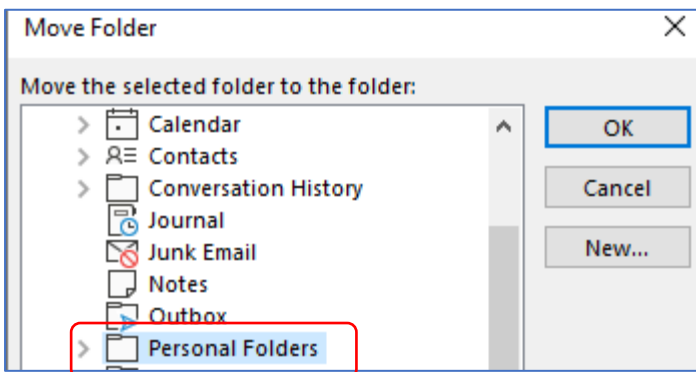
You can choose to Copy or Move the folders you created yourself within Outlook and these should transfer successfully into Office 365.

Inbuilt Outlook folders such as **Inbox**, **Deleted Items** and **Sent Items** will need to be copied instead.



On your Personal Folder (PST) **right-click** on the folder you wish to move

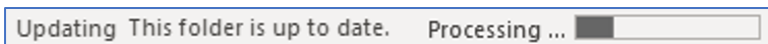
### Select **Move Folder**



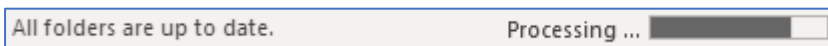
Select the folder created previously i.e. **“Personal Folders”**

### OK

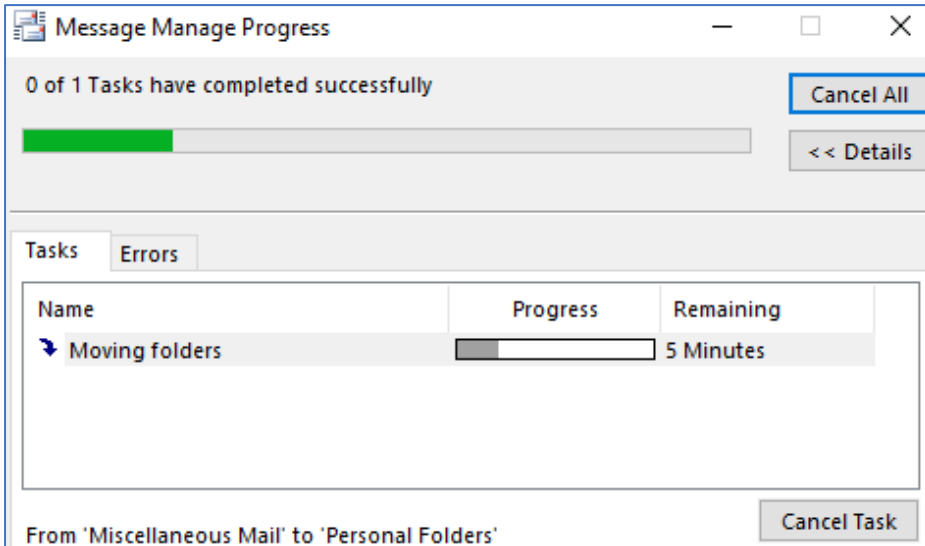
When the Move starts you will see the following on the bottom of the screen



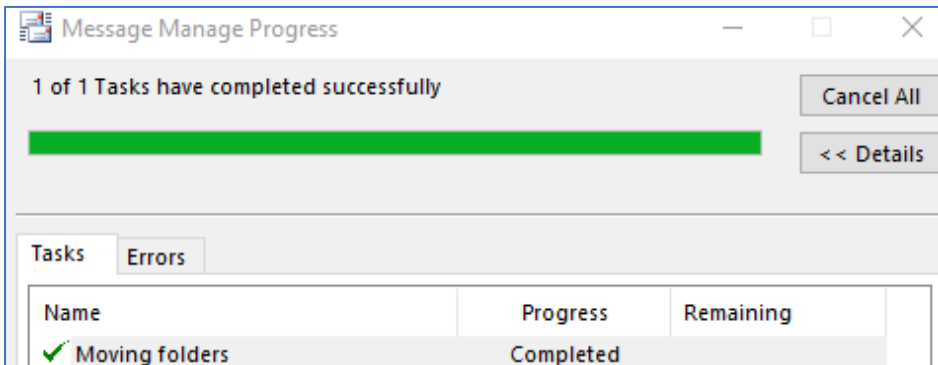
or



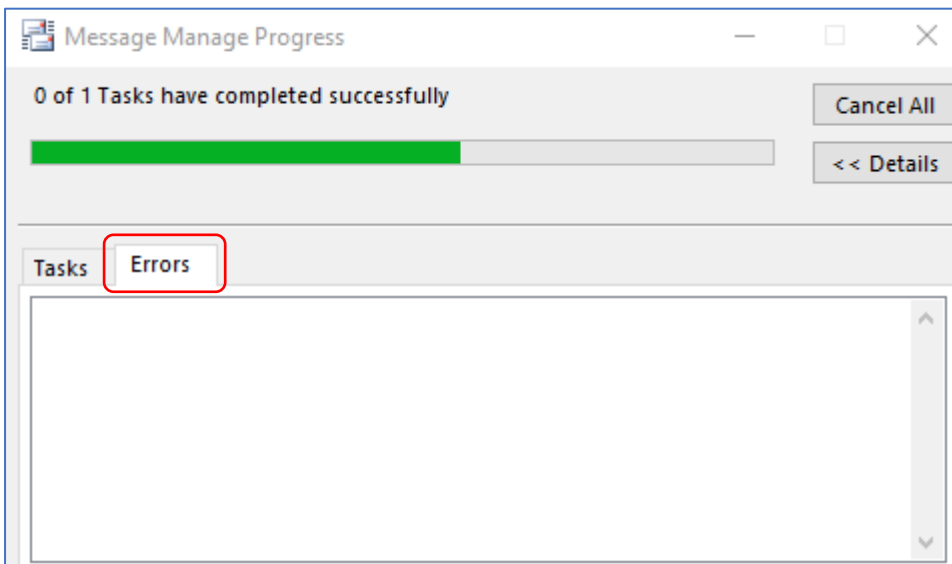
Clicking on the bar will bring up the task details



Progress will show while copying, time may go up and down for large folders



Task will show **Completed** once done

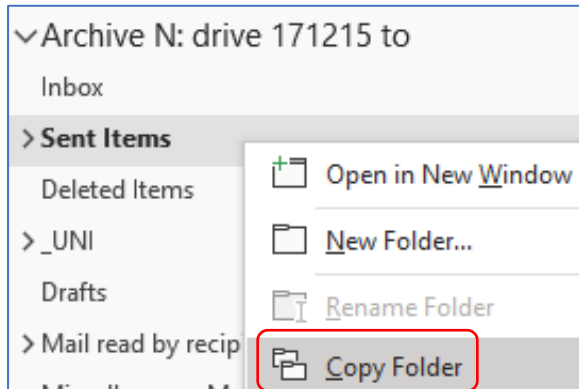


Clicking on **Errors** tab will show any errors that have occurred.

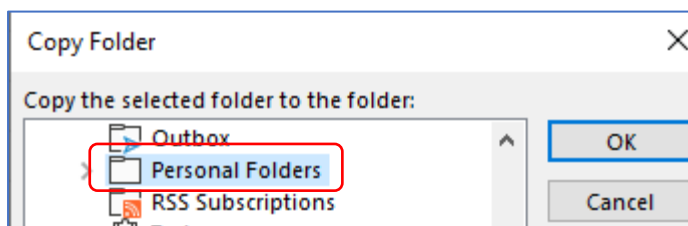
## Copy Folders

Outlook folders such as **Inbox**, **Deleted Items** and **Sent Items** will need to be copied.

If you have not created a folder as shown on page 6, you will need to do this first.

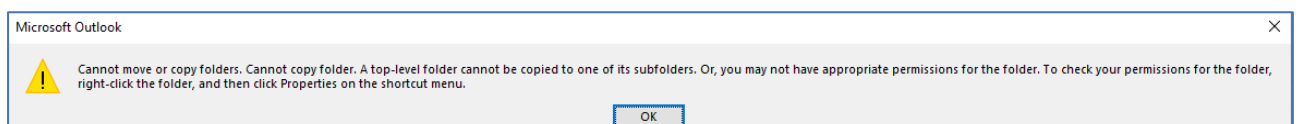
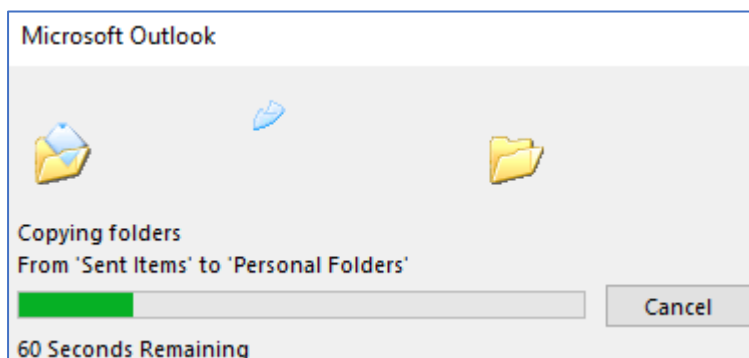


**Right-Click** on folder and select **Copy Folder**



Select the folder created previously i.e. **“Personal Folders”**

**OK**



On Inbuilt folders you may get an error, however this does not mean that the Copy hasn't worked.

▼ Archive N: drive 171215 to

- Inbox
- > **Sent Items**
- Deleted Items
- > \_UNI
- Drafts
- > Mail read by recipient
- > Miscellaneous Mail
- Outbox
- Search Folders

Items: 1,361

▼ o365.test1@southwales.ac.uk

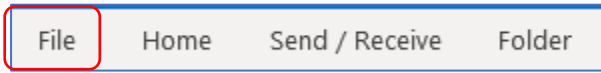
- > Inbox
- Drafts
- Sent Items
- Deleted Items
- Archive
- > Conversation History
- Junk Email
- Outbox
- ▼ Personal Folders
- > Miscellaneous Mail
- > Other
- ▼ **Sent Items**
- Recovered
- RSS Subscriptions

Items: 1,361

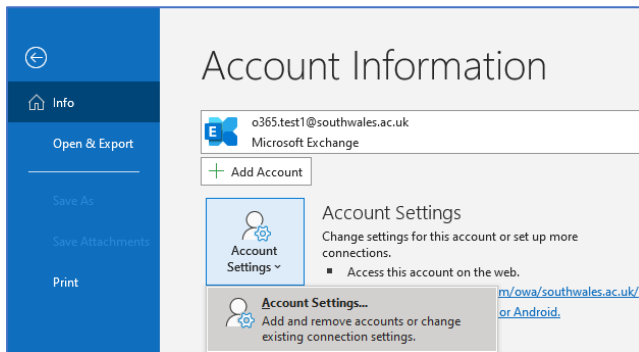
To check if all items have copied, compare the item counts on both folders to see if they match.

## Remove PST from Outlook Profile

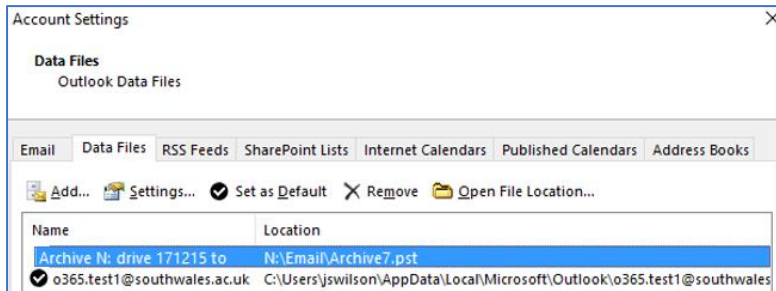
Once you have successfully moved or copied your folders to Office 365, you will need to remove your PST file from your Outlook profile.



In **Outlook**, click on **File**

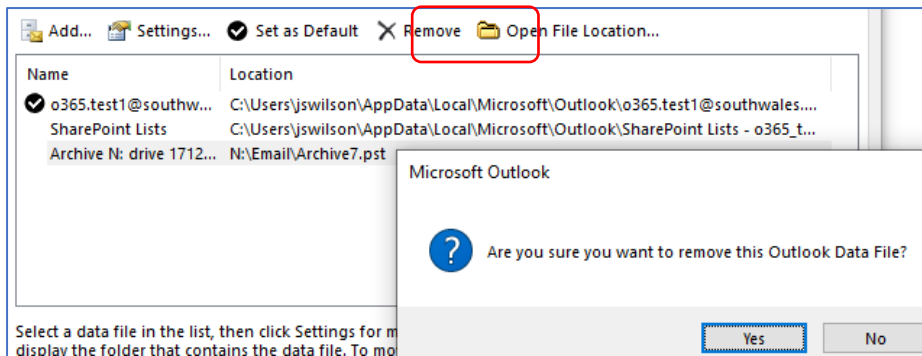


Select **Account Settings**



On the **Data Files** tab you will see .PST file(s)

Highlight the file(s) to remove from Outlook



Click **Remove**

**Yes**

If you have more than one PST you will need to repeat the task for each PST you have (see Page 6).