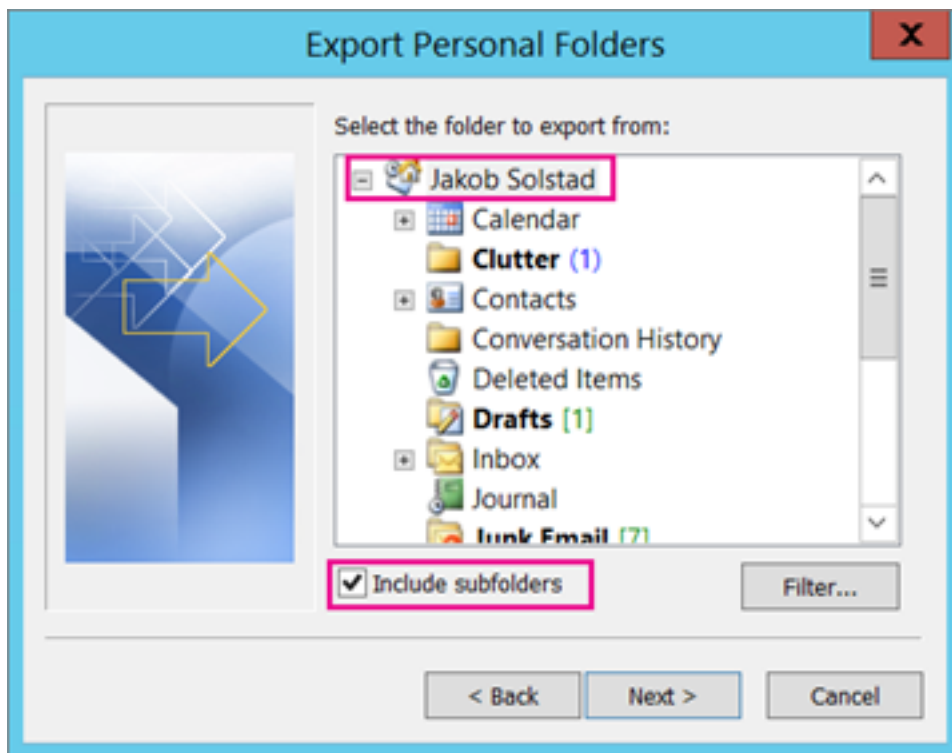


Exporting your data to .pst file

1. At the top of your Outlook ribbon, choose **File**.
If your ribbon doesn't have a **File** option in the top left corner.
2. Choose **Open & Export > Import/Export**.
3. Choose **Export to a file**.
4. Click **Outlook Data File (.pst)**, and then click **Next**.
 1. Make sure that the **Include subfolders** check box is selected. This way everything in the account will be exported: Calendar, Contacts, and Inbox. Choose **Next**.
5. Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported information at a time.



6. Click **Browse** to select where to save the Outlook Data File (.pst). Type a file name, and then click **OK** to continue. I recommend saving the .pst to your desktop for quick and easy access for when you do the import later on.
NOTE: If you've used export before, the previous folder location and file name appear. Type a different file name before clicking **OK**.
7. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
8. Click **Finish**.

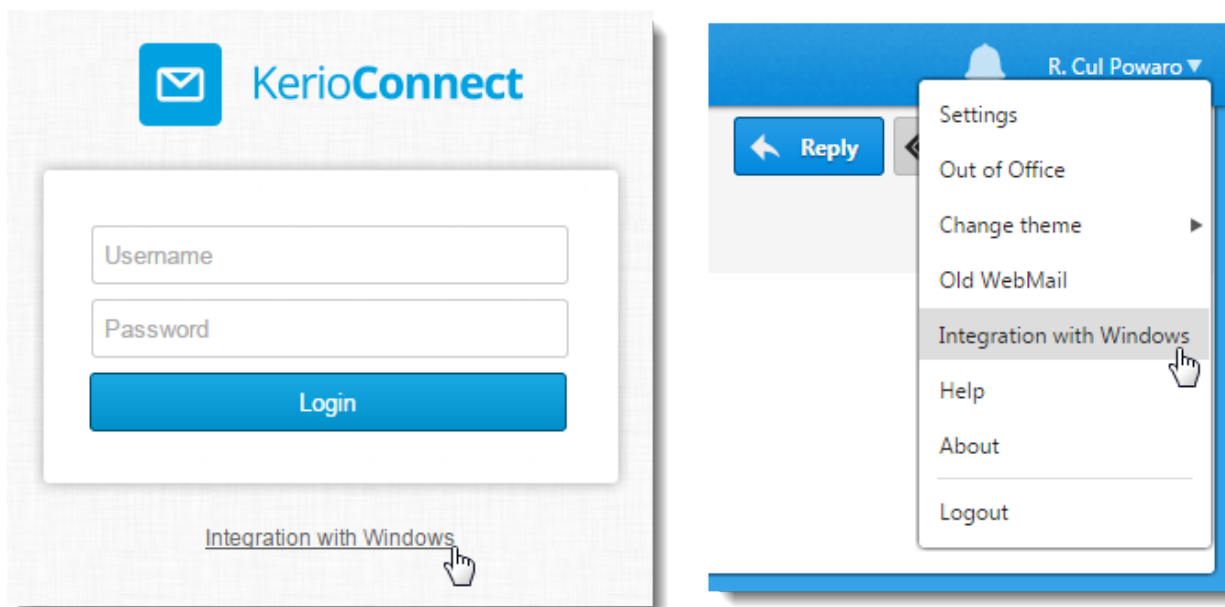
9. Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.
 - a. If you're creating an Outlook Data File (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, type the password 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**.
 - b. If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, type the password, and then click **OK**.

Now your .pst will be ready to import after configuring Outlook to connect to the new server.

Automatic configuration of Outlook

Kerio Connect has a special tool for automatic configuration of your MS Outlook account.

1. Go to: <https://<yourserverhostname>> to access the Kerio Connect Client (webmail).



2. Open the **Integration with Windows** page in your browser:
 - a. on the Kerio Connect client login page, click on the **Integration with Windows** link, or
 - b. click your name in Kerio Connect client and select **Integration with Windows**.
2. Download and install the Kerio Outlook Connector.
3. Download the auto-configuration profile creator which is specific for each user account. You will be asked for your email address and password.

Integration with Windows

[Linux](#) [Mac](#) [Mobile Devices](#)

Connect your PC to Kerio Connect:



Microsoft Outlook



[Download Kerio Outlook Connector](#)

Synchronize calendars, contacts and email between Kerio Connect and your PC. [Click here to auto-configure Kerio Outlook Connector.](#)



[Download my calendar file \(.ics\)](#)

Manually import your current calendar into Outlook 2007 and later (no synchronization).

5. Run the profile creator tool.

The tool creates a Microsoft Outlook profile and synchronizes your Kerio Connect account to Microsoft Outlook. Once Outlook is open, right-click on your account name in the folder list and go to Data File Properties. Click on Folder Synchronization. Check the option to Download the entire message and to include all subfolders. Click OK.

Importing your data

Once you have this complete, you can then import the .pst file of your data (**assuming you have already exported your data to a .pst file**):

1. At the top of your Outlook 2016 or 2013 ribbon, choose **File**.
2. Choose **Open & Export > Import/Export**. This starts the wizard.
3. Choose **Import from another program or file**, and then click **Next**.
4. Choose **Outlook Data File (.pst)** and click **Next**.
5. **Browse** to the .pst file you want to import (this is the location where you saved your exported .pst file. Under **Options**, choose how you want to deal with emails and contacts, then choose **Next**. Typically, you would choose to not import duplicate items.
6. If a password was assigned to the Outlook Data File (.pst), enter the password, and then click **OK**.
7. Choose Import items into the same folder in: and select your new account.
8. Choose **Finish**. Outlook will start importing the contents of your .pst file immediately and will begin to upload the data to the new server.

Please do not close/quit Outlook until the import/upload has finished.