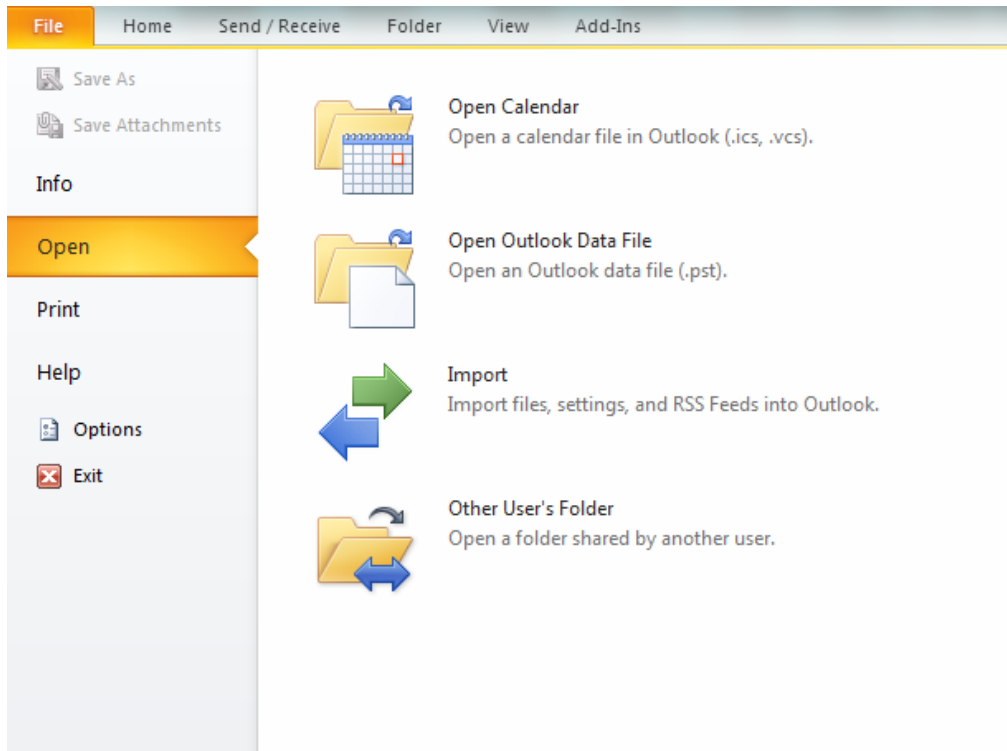How to import your .PST file into Outlook

1. Click on File
2. Click Open
3. Select Open Outlook Data File from the options

4. There will be a folder located under "My Documents" called "Outlook File(s)"

5. In the "Outlook Files" folder select your .pst and click OK
6. If you have more than one .pst you may have to repeat this process several times until you have imported every .pst file