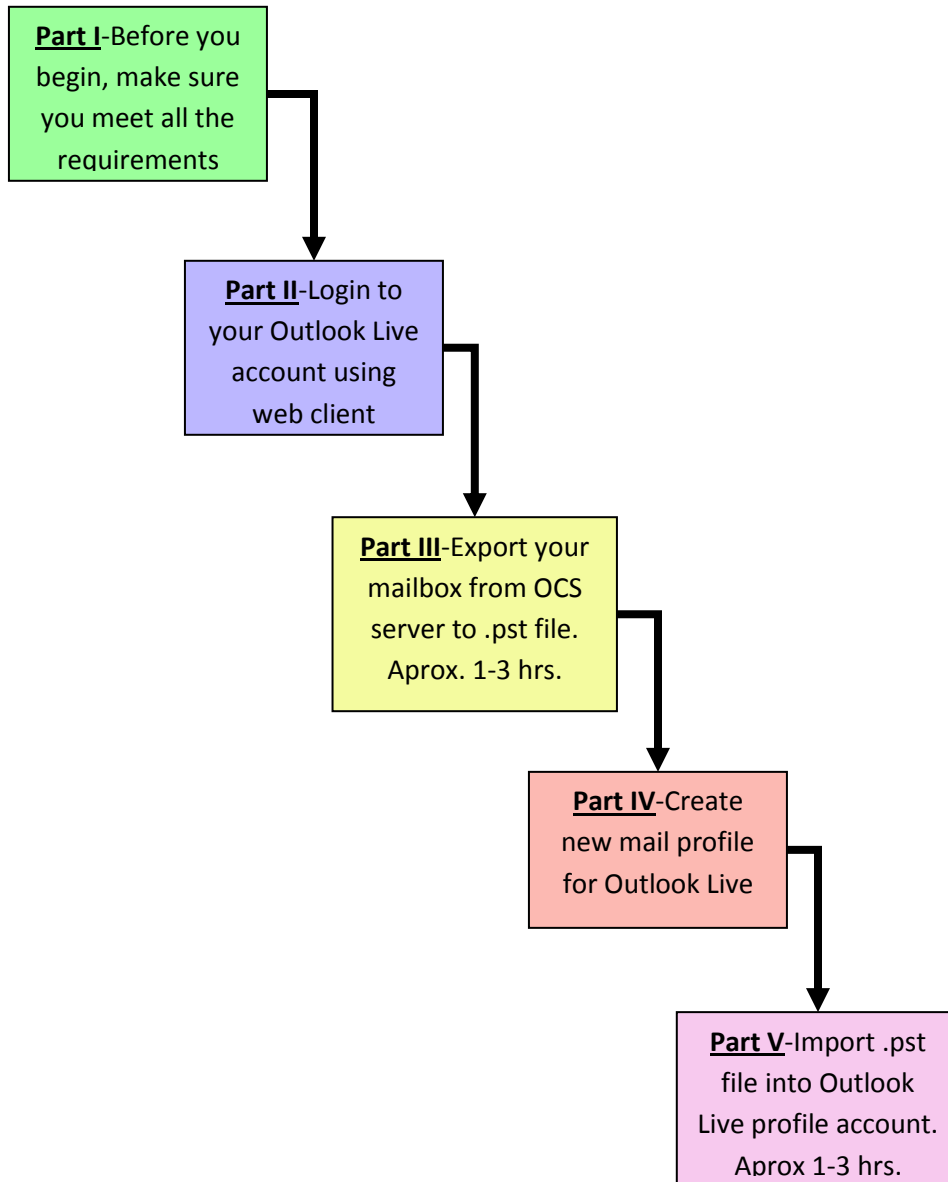**Microsoft**
Outlook Live

Migration Instructions for Students' Desktop Client

Introduction:

Welcome to HBU's Outlook Live email system. This document provides guidance on how to migrate your emails, calendar entries, tasks and personal contacts from the OCS email server to the new Outlook Live email server. The following illustration explains the migration process:

Part I-Before you begin, make sure you meet all the requirements

Part II-Login to your Outlook Live account using web client

Part III-Export your mailbox from OCS server to .pst file. Aprox. 1-3 hrs.

Part IV-Create new mail profile for Outlook Live

Part V-Import .pst file into Outlook Live profile account. Aprox 1-3 hrs.

Part I - Before you Begin:

As a requirement, the migration process must be done from a computer with Windows XP. Also, you must have Microsoft Outlook 2007 installed in your computer (ITS will not support home computers). For Mac or Linux users, use the Migration instructions for Thunderbird in the web page.

Microsoft® Outlook Live
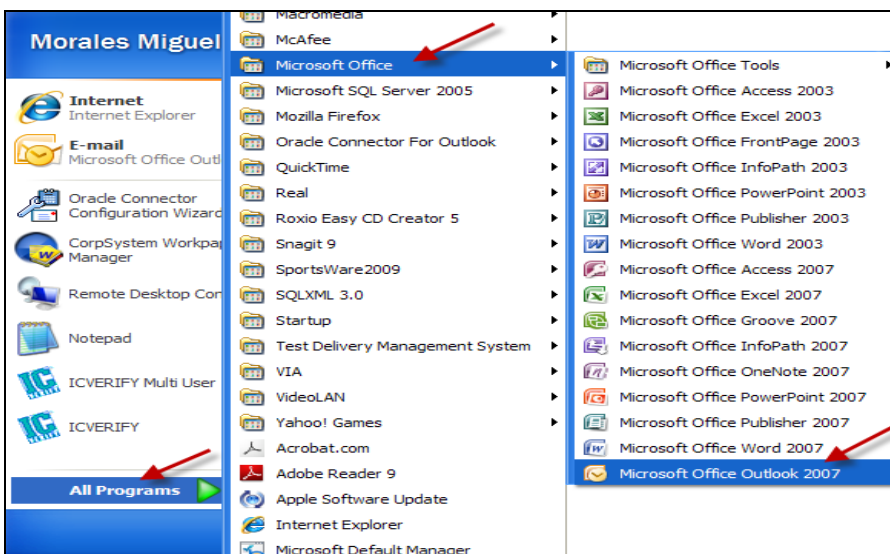
Migration Instructions for Students' Desktop Client

Part II - Login to Outlook Live:

Before you begin any migration tasks, if you have never logged in to your Outlook Live account, you must do so now. First-time login instructions can be found at http://www.hbu.edu/email.
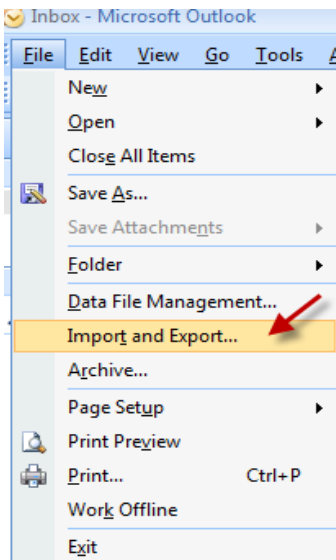
During the entire migration process you may stay logged in to the Outlook Live web client to send and receive new emails.

Part III - Export from OCS:

1. To export your information, go to the Start button → All Programs → Microsoft Office → Microsoft Office Outlook 2007.
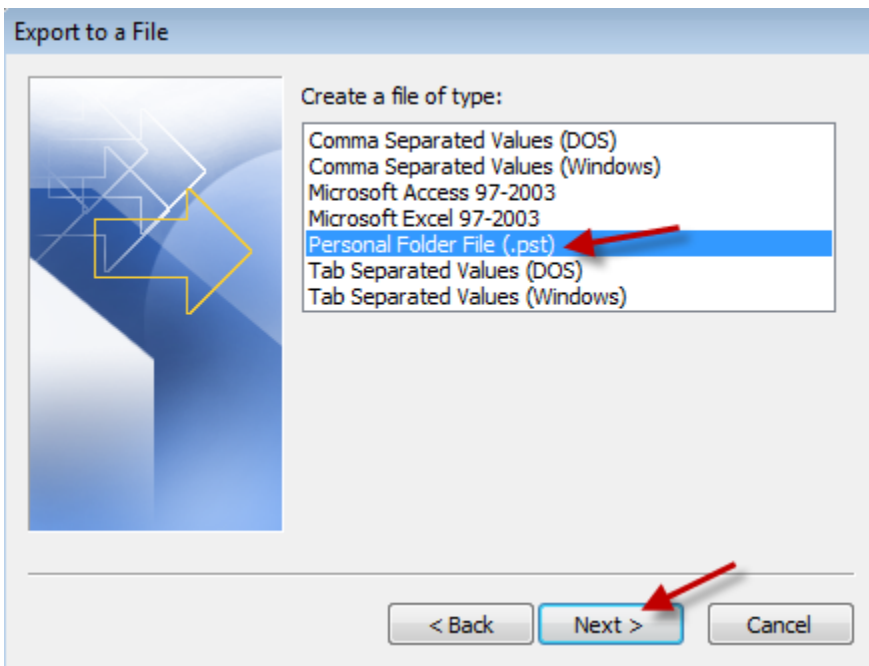

2. Click the File menu and select Import and Export…

3. Select Export to a File
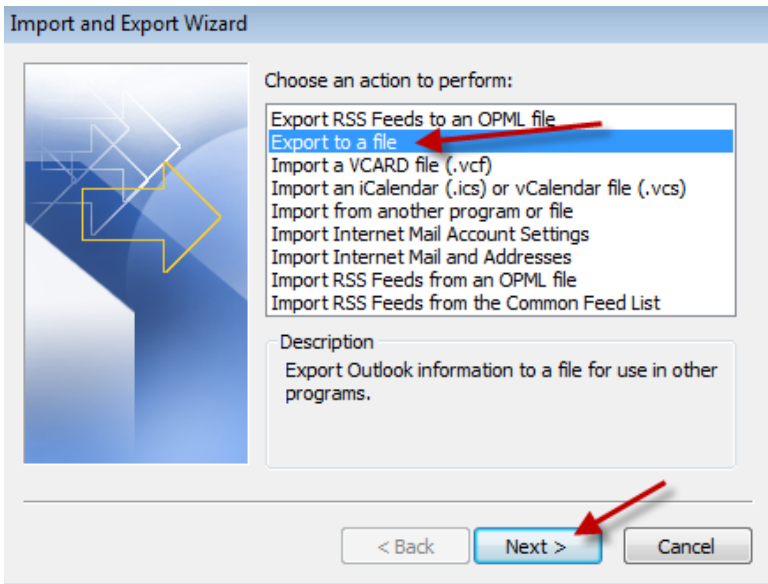
4. Select Personal Folder File (.pst), click Next.

5. Select the top folder (e.g., Oracle – Your Name). Check the "Include subfolders" check box. Click Next.
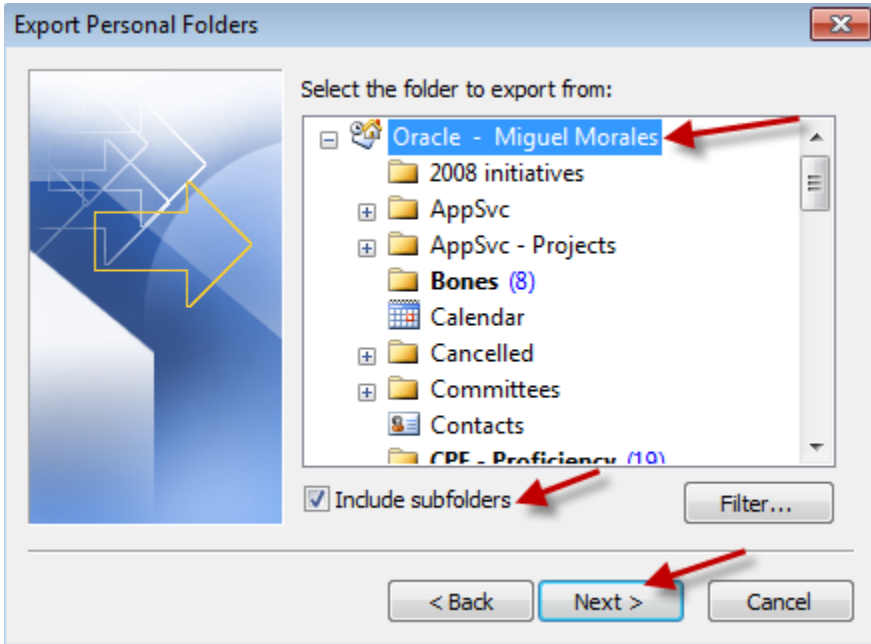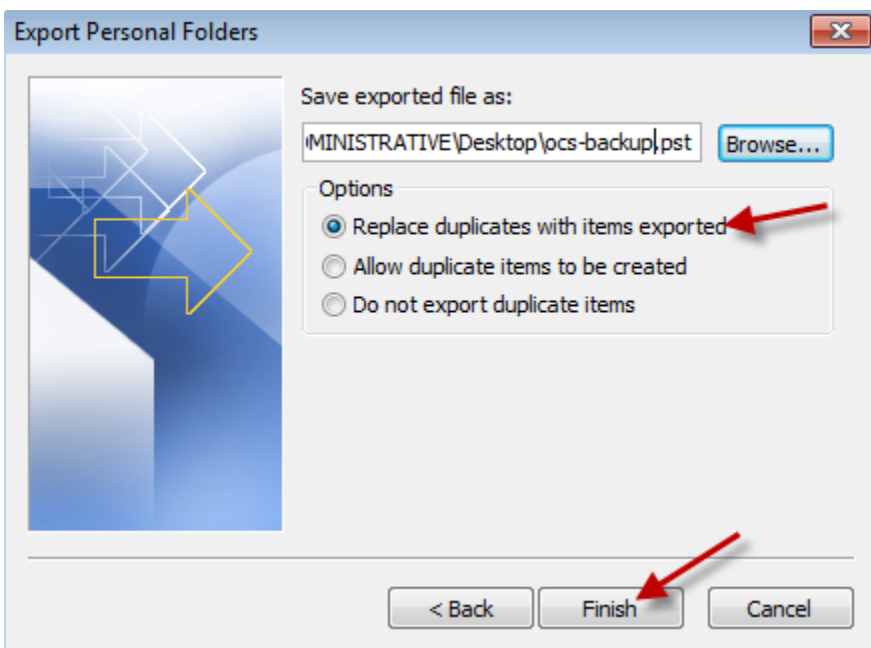

6. Click the Browse button.
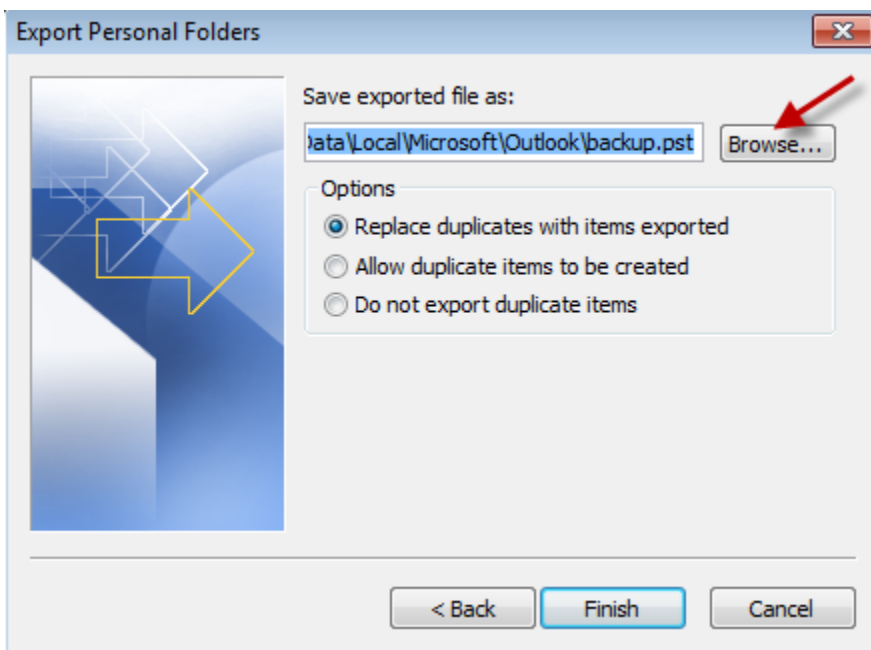
7. Select the Desktop and name the file "ocs-backup.pst". Click Ok.
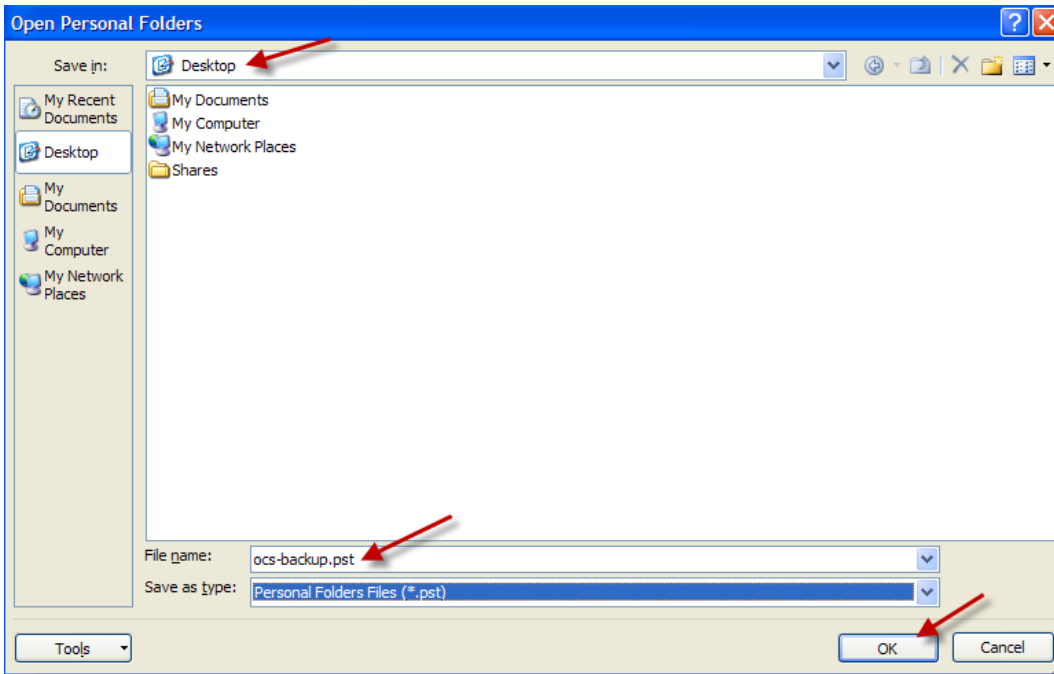

8. Make sure that the "Replace duplicates with items exported" radio button is selected. Click the Finish button.

9. On the following screen click OK. The Export Process starts. This step may take several hours depending on the size of your mailbox.

   During this time you will not be able to use Outlook Desktop client; however, you may use the Outlook Live web client to send and receive emails.
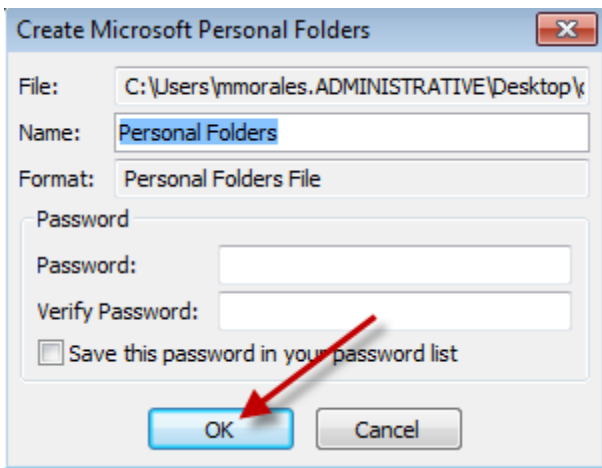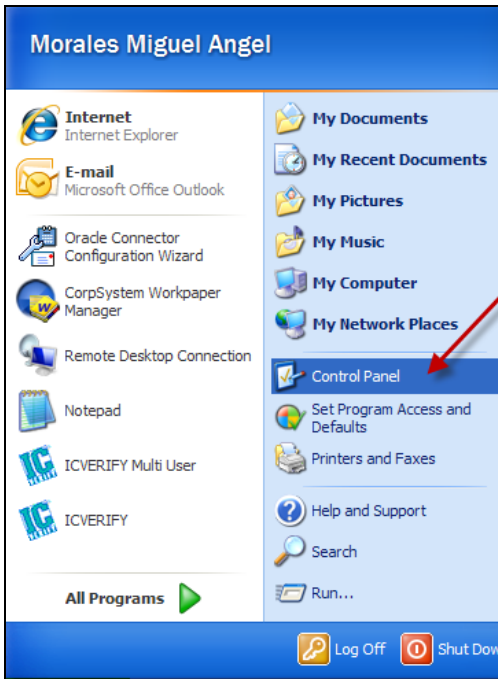

10. Exit Microsoft Outlook 2007 and confirm that you have the file "ocs-backup.pst" on your Desktop.
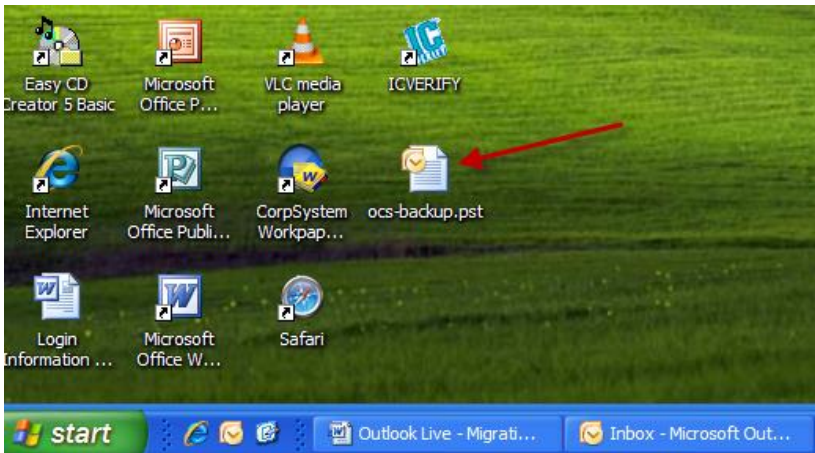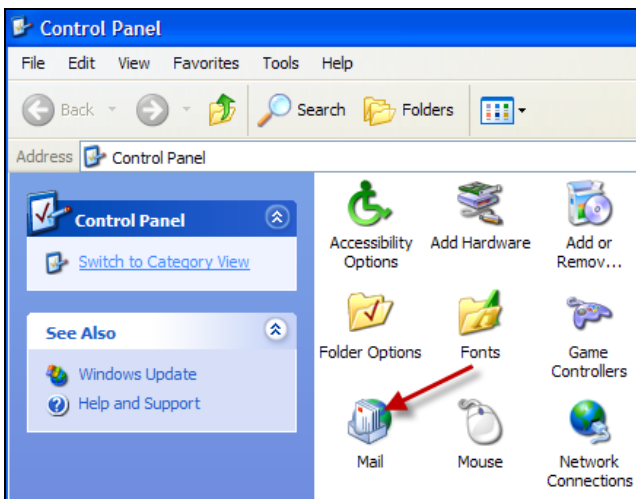
Part IV - Create new Profile:

11. Click the Start button → Control Panel.

12. Control Panel opens. Click on Mail.

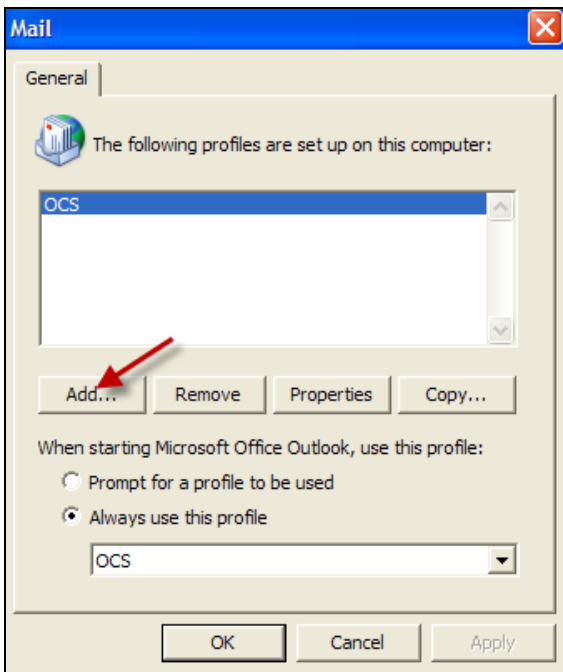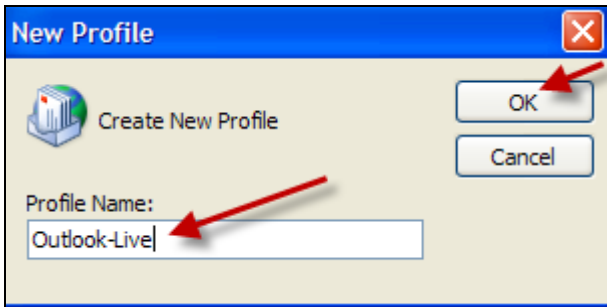13. The Mail Setup dialog box opens. Click the Show Profiles… button.
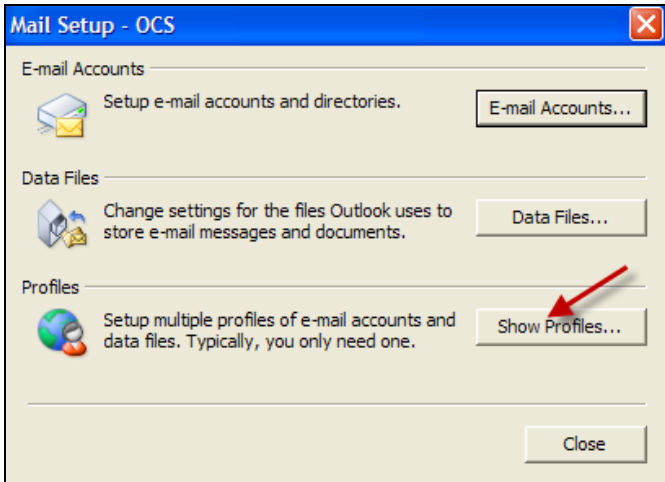
14. The Mail configuration box appears. One profile already exists for your OCS connection. You are going to create a new connection for the Outlook Live email server. Click on the Add… button

15. The New Profile dialog box appears. Type "**Outlook-Live**" in the Profile Name field. Click OK.

16. The Add New E-mail Account dialog box appears. Delete the email address. Enter your name in the field provided. Also enter your HBU email address. Finally enter your Outlook Live password and retype it in the field provided. Click Next. <mark>**Never select the "Manually configure server settings or additional server types" box**</mark>.
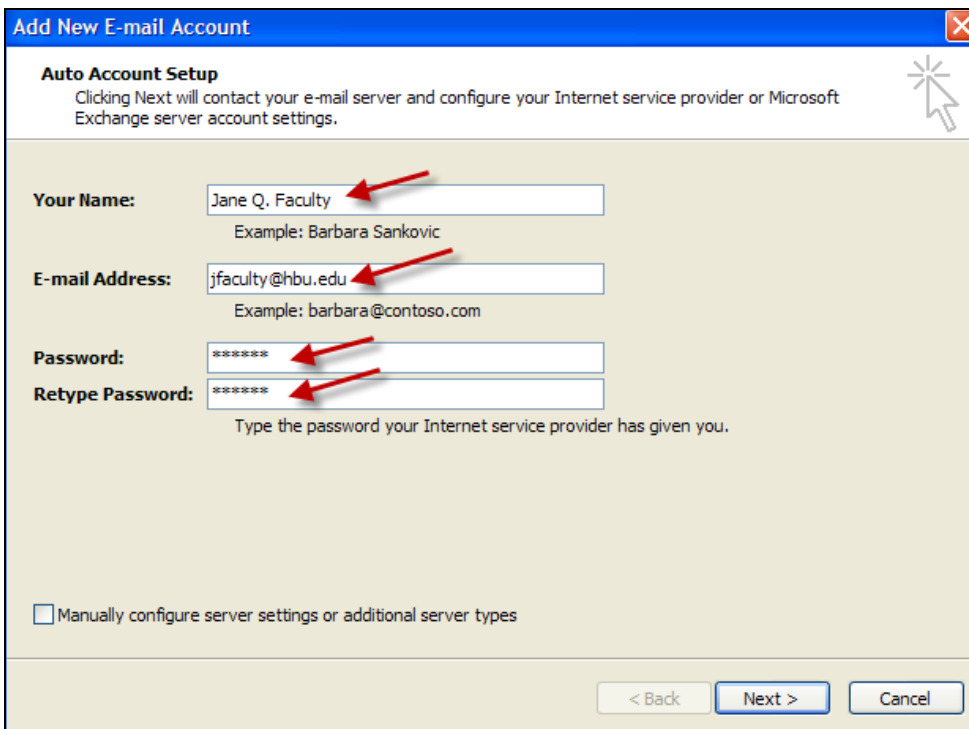
17. The profile configuration process will start. Then a message from Microsoft Outlook Appears. It will ask "Allow this website to configure yourusername@hbu.edu server settings?" Check the "Don't ask me about this website again" check box. Click the Allow button. This step may take 1 or 2 minutes.
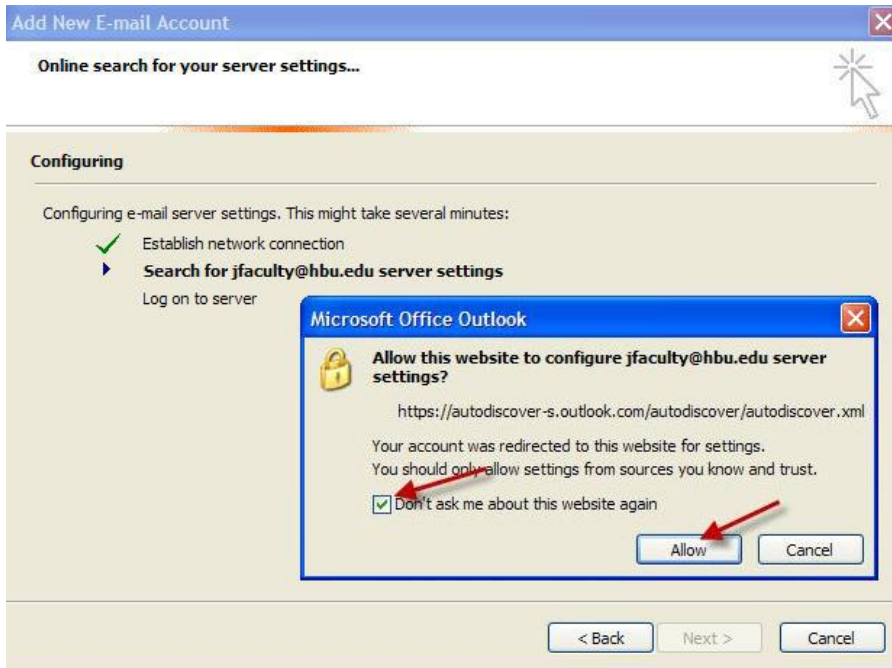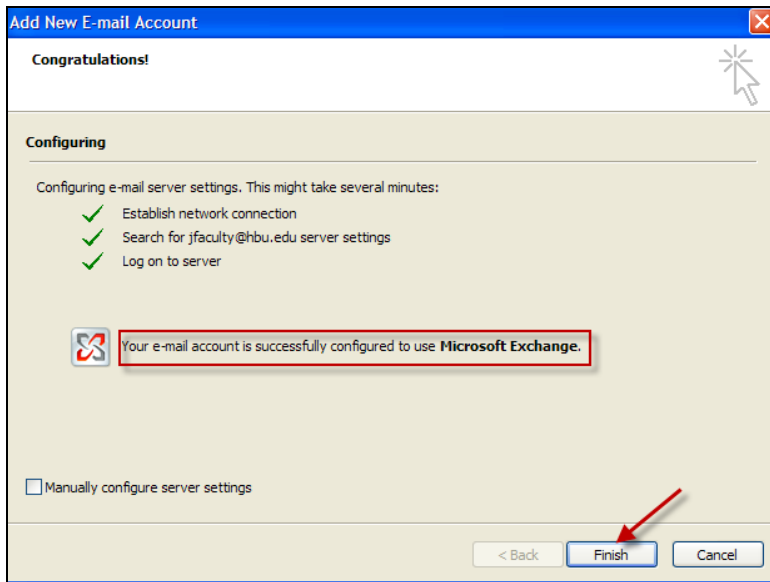

18. Then the "Connect to sn1prdxxxx.mailbox.outlook.com" dialog box appears. Enter your username which is your full email address (e.g., yourusername@hbu.edu). Finally, enter your Outlook Live password and click OK.

19. The Configuration dialog box continues and the message "Your email account is successfully configured to use Microsoft Exchange" appears. Click the Finish button. (**Note:** If this process fails, click Cancel, remove the newly created profile (Outlook-Live) by selecting it from the list and clicking the Remove button. Start over at step 14). **Never select the "Manually configure server settings" box.**

20. Since your default profile is the one connecting to OCS, we need to change this. Select Outlook-Live profile from the list and click on the "Always use this profile" radio button . Make sure that the profile name "Outlook –Live" (or the name you gave to the new profile in step 15) appears in the drop-down field. Click OK.
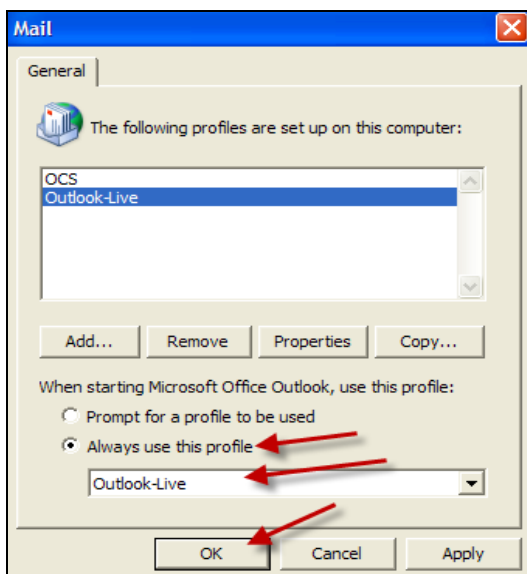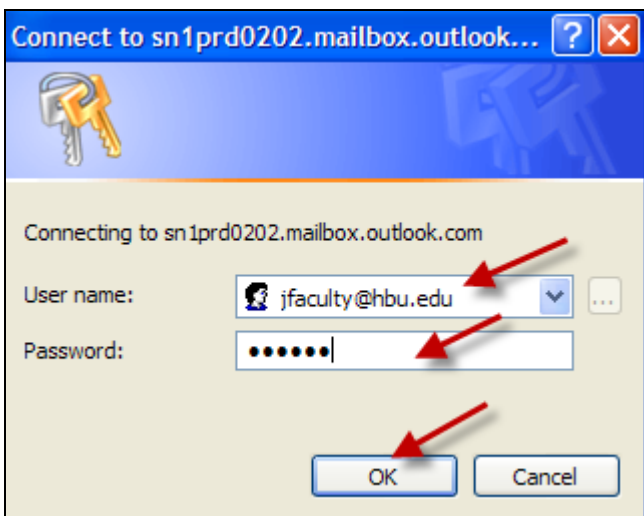
Migration Instructions for Students' Desktop Client

Part V - Import into Outlook Live:

21. Open your Microsoft Outlook desktop client. Go to Start → All Programs → Microsoft Office → Microsoft Office Outlook 2007.
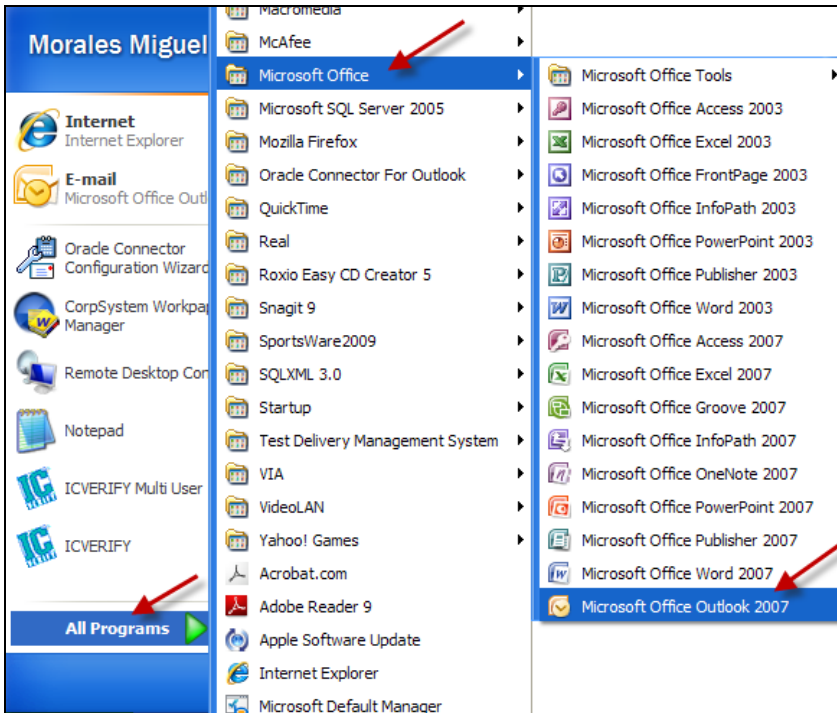

22. As Outlook opens the "Connect to sn1prdxxxx.mailbox.outlook.com" dialog box appears. Enter your Outlook Live User name which is your full email address (e.g., yourusername@hbu.edu). Finally, enter your Outlook Live password and click OK.

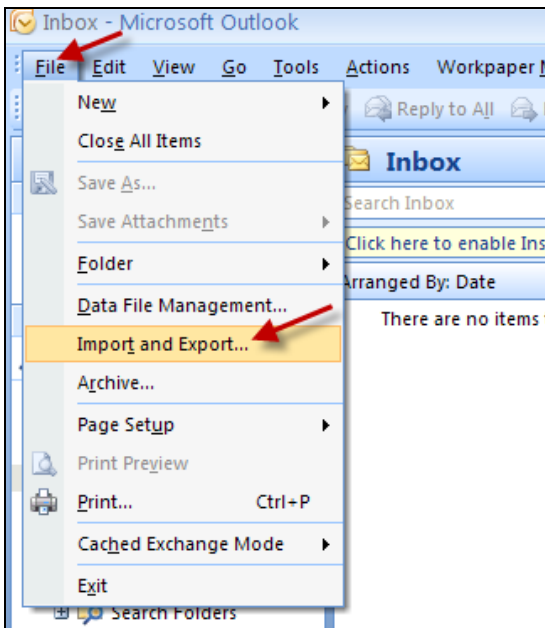23. Microsoft Outlook 2007 opens and shows your Mail box with your information. At this point the mailbox may be empty unless you have logged in previously during the preview period.
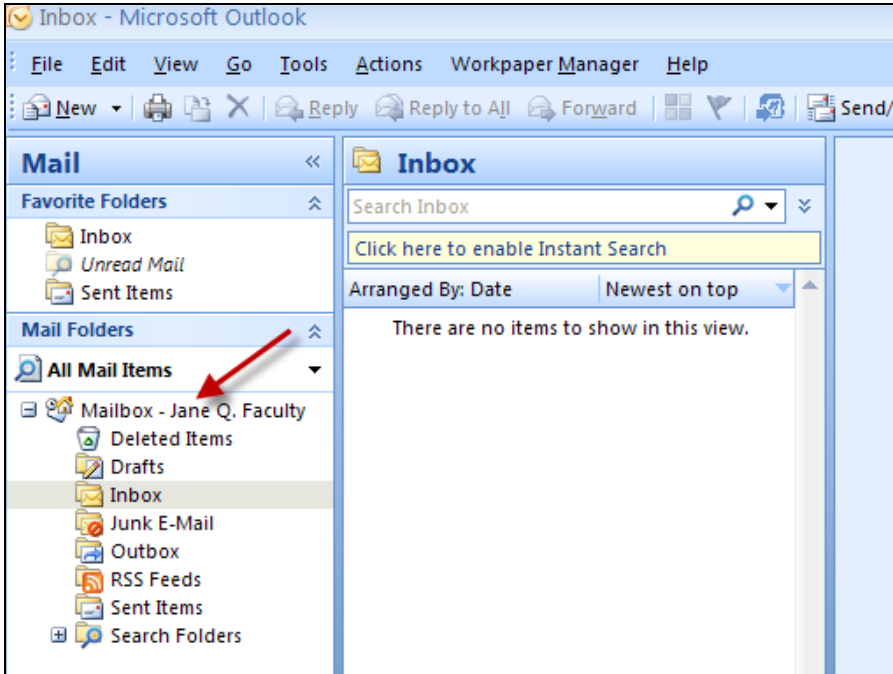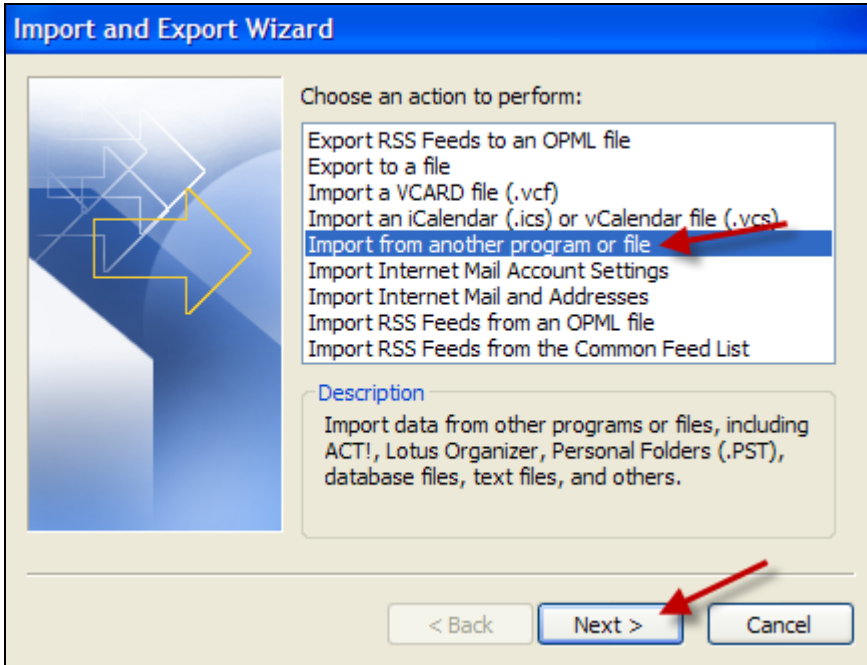

24. We need to import the ocs-backup.pst file with the OCS information. Click on the File menu and select Import and Export…
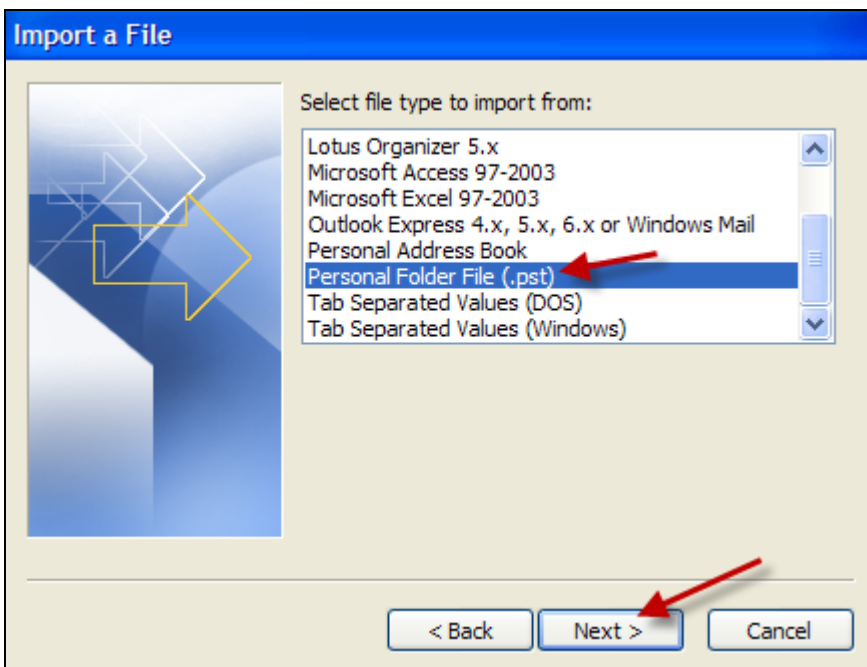
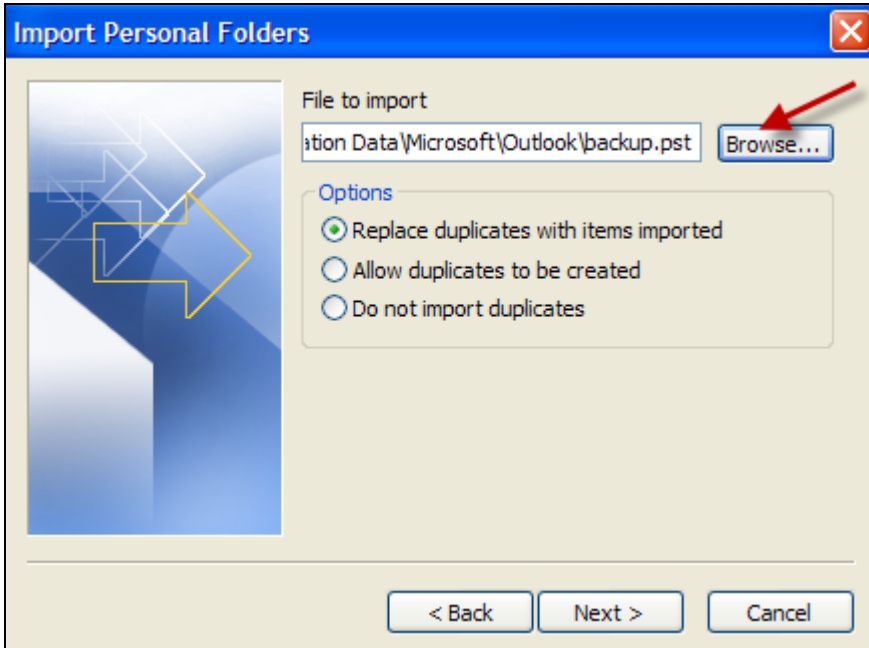25. The Import and Export Wizard dialog box appears. Select "Import from another program or file". Click Next.

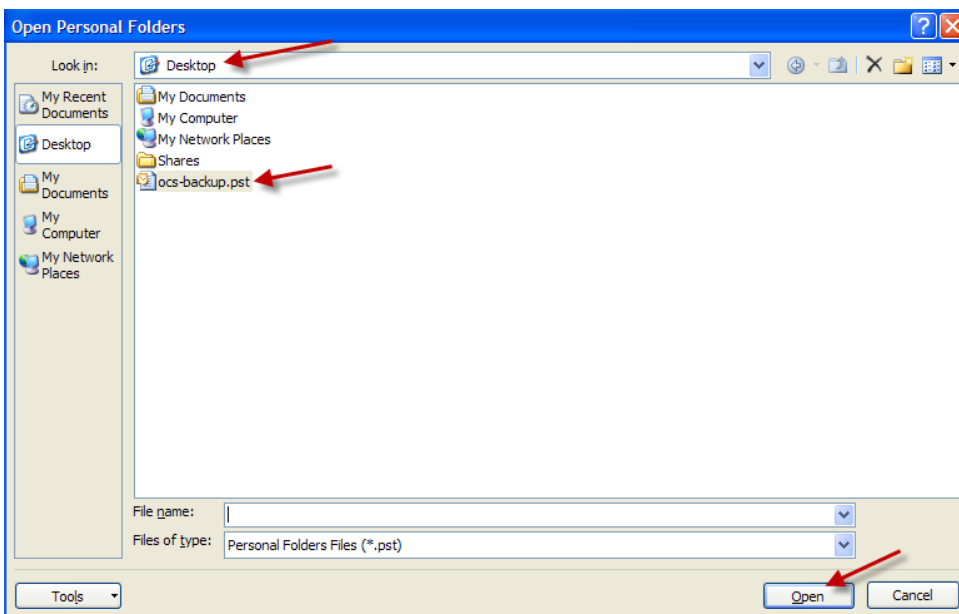26. Then, select Personal Folder File (.pst). Click Next.

27. Browse to the location of your "ocs-backup.pst" file; which should be located on your desktop. Click on the Browse button.

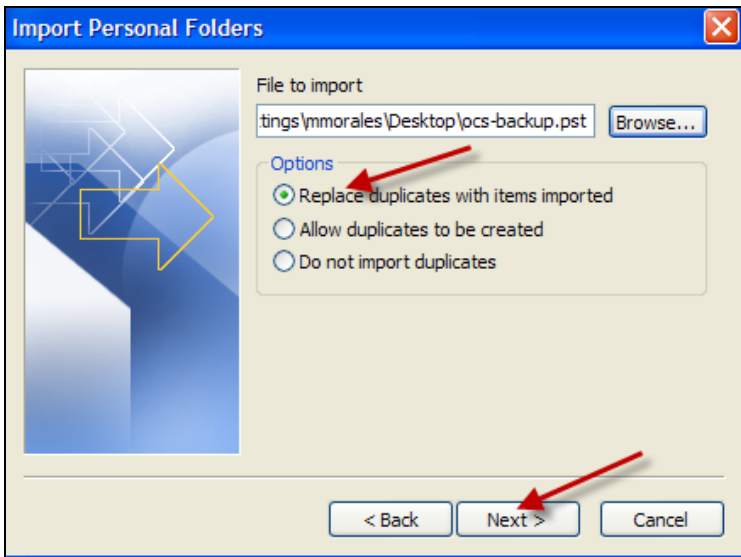28. Go to your Desktop and select the "ocs-backup.pst" file. Click Open.

29. Then from the Import Personal Folders dialog box, click Next.

30. From the following screen select Personal Folders from the list to import from. Make sure that the "Include subfolders" check box is checked. Also that the "Import items into the same folder in:" radio button is selected. Finally make sure that the "Mailbox – Your Name" appears in the dropdown field. Click the Finish button.
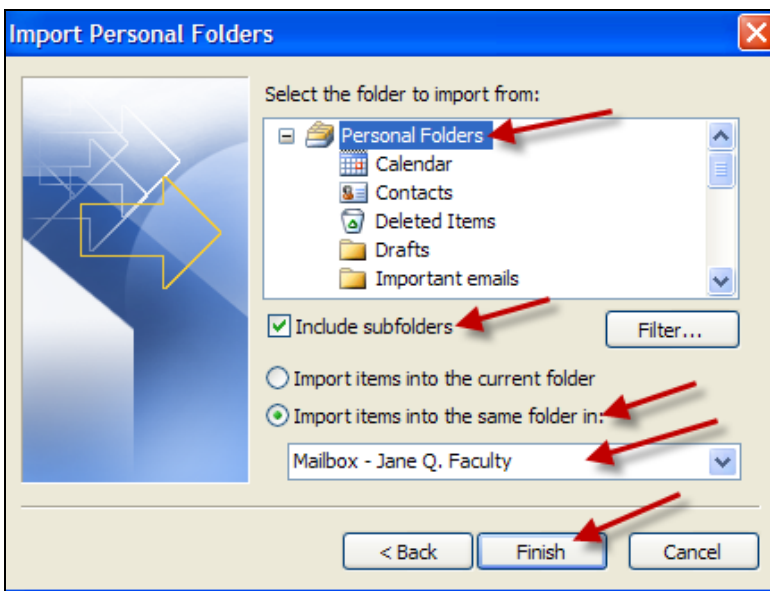
31. The import process will begin and may take from a few minutes to several hours, depending on your mailbox size. Now you see that your mailbox appears with all your emails, calendar entries, tasks, etc.
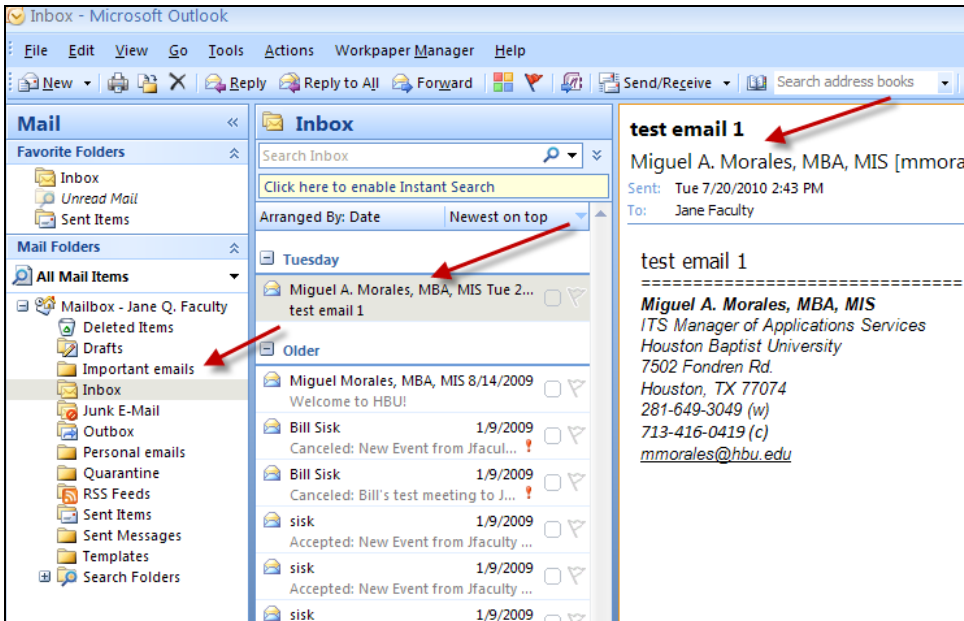
Important: Wait for your computer to finish synchronizing with Outlook Live. Look at the status bar at the bottom right corner of Outlook 2007 for a folder synchronization message. If this message says "Updating this folder" or even "This folder is up to date," **the process has not completed**.


Once the process is complete you will see a message which says "All folders are up to date." When the status bar looks like the image below.

Add Archived Emails (Optional):

32. Archiving in Outlook Live will be a manual process. You will have to create a new Folder (or Folders) in the Outlook Live account to keep old or archived emails. In Outlook 2007, from the left pane, **right-click your account name** and select **New Folder…**
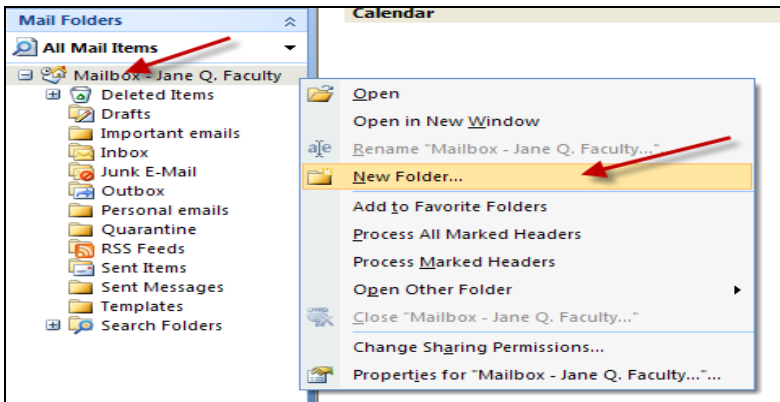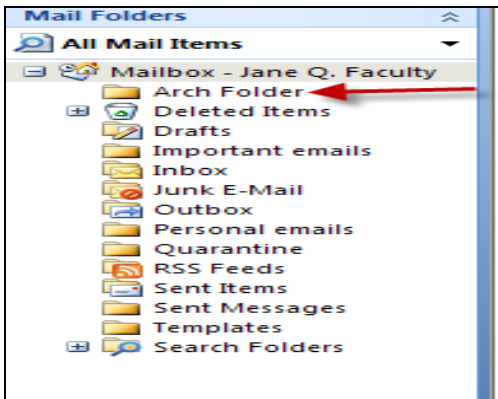

33. Type the **name of the folder** you are creating to store you're old archived folders. In this example the name of the folder is "Arch Folder". Make sure that from the list of places below, **your account name is selected**. Click **OK**.
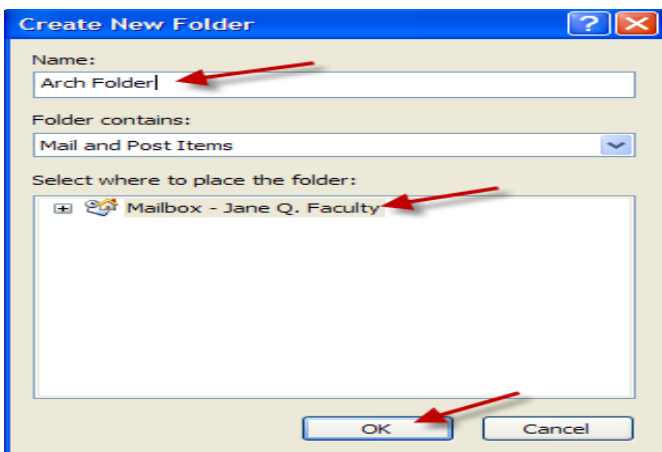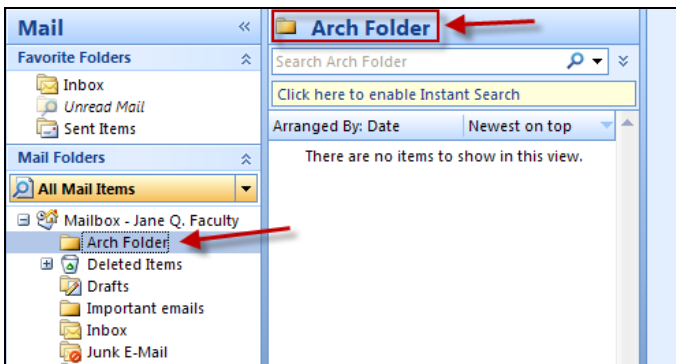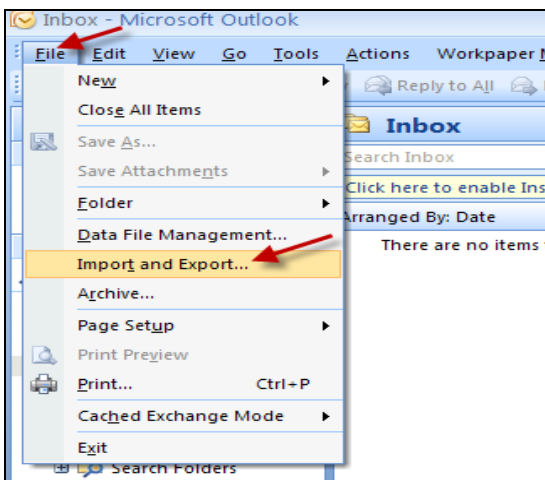
34. The newly created folder appears in the folders list.

35. From the left pane select the folder where you want to import the archive folders. Make sure you see on top of the middle pane the name of the selected folder.
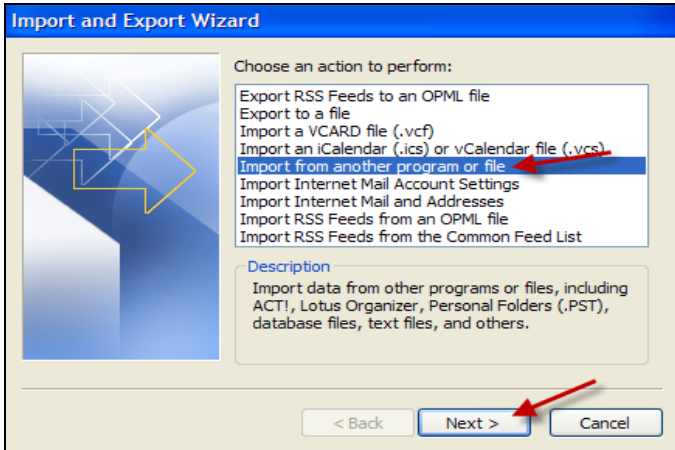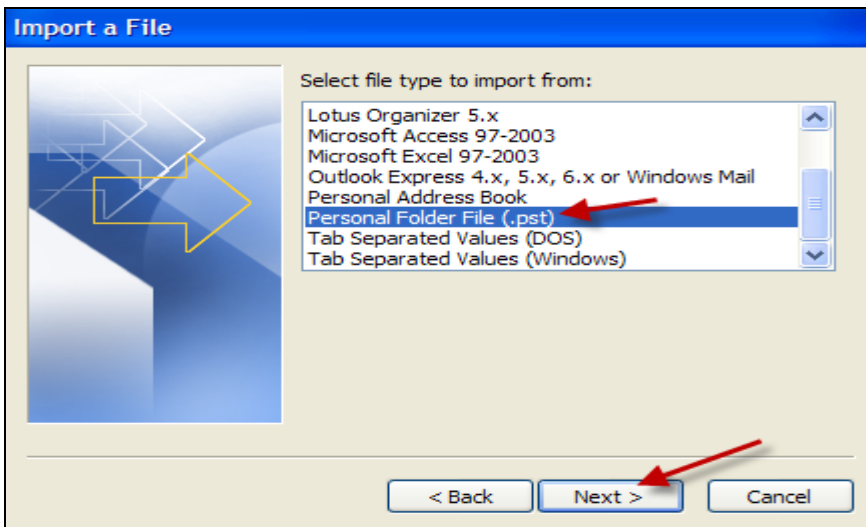

36. From the File menu select **Import and Export…**

37. The Import and Export Wizard dialog box appears. Select "**Import from another program or file**". Click **Next.**
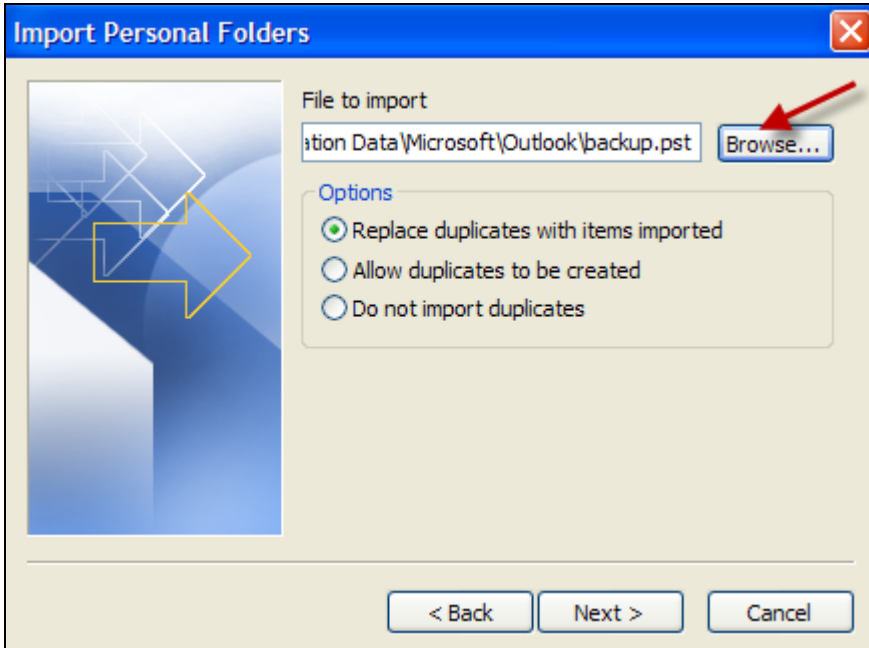

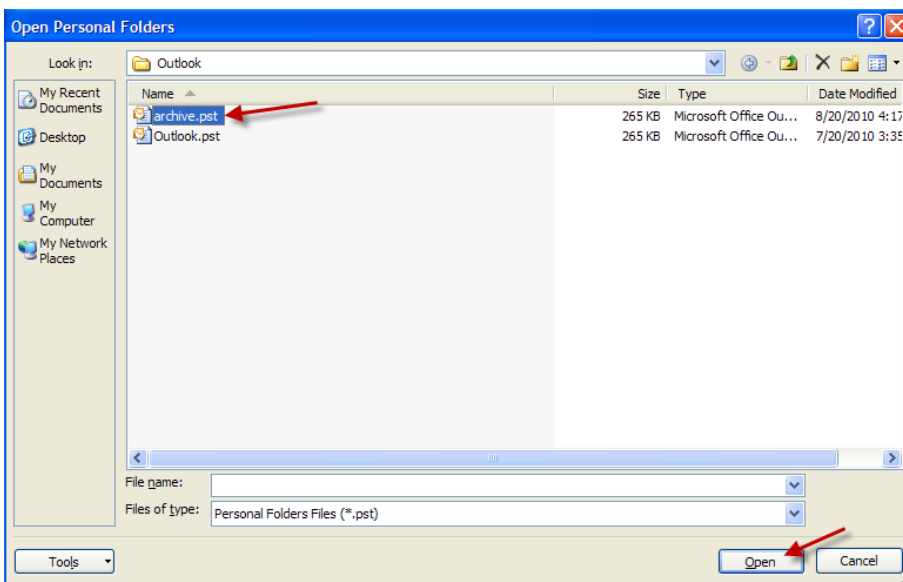38. Then, select **Personal Folder File (.pst).** Click **Next.**

39. Now let's browse to the location of your "**archive.pst**" (or Personal Folder) file; which is a local file. Click on the **Browse** button.
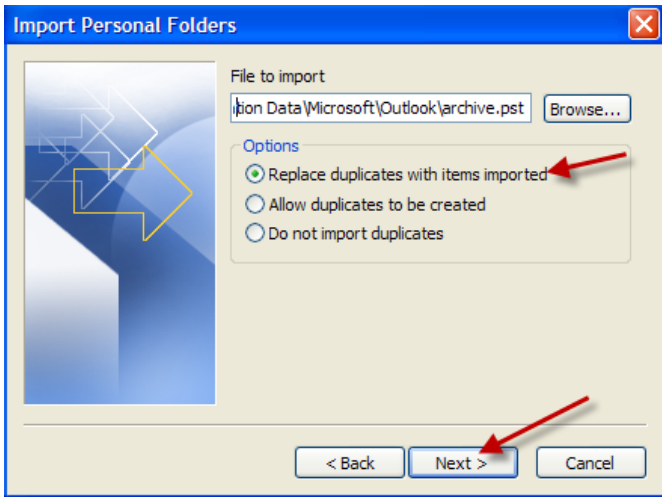

40. Go to **"C:\Documents and Settings\username\Local Settings\Application Data\Microsoft\Outlook"** (or the location where you save your archive folders) and select the **"archive.pst"** (or Personal Folder) file. Click **Open.**
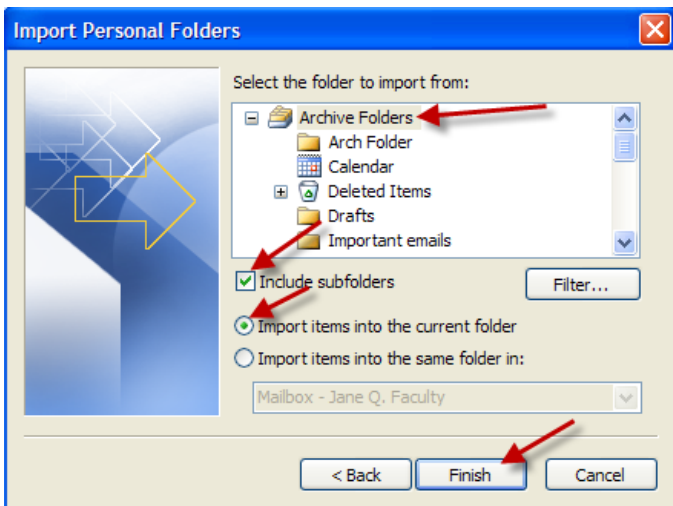
41. Then from the Import Personal Folders dialog box, click **Next**.

42. From the following screen select Archive Folders (or Personal Folder) from the list to import from. Make sure that the "**Include subfolders**" check box is **checked**. Also that the "**Import items into the current folder**" radio button is selected. Click the **Finish** button.

43. The import process will begin and may take from a few minutes to several hours, depending on your archive folder size. Now expand the newly created folder using the **[+]** icon and verify that all your archived emails, calendar entries, tasks, etc. are in this folder.
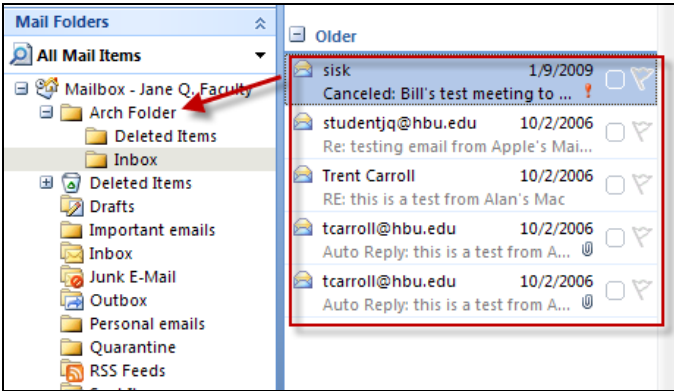

44. Repeat the process for other Personal Folders if you have to. It will take some time for Outlook 2007 to synchronize the newly created folder with the Outlook Live server. From now on, you will manually archive the old emails by moving them from the Inbox to the Arch Folder. In the Outlook Live web client you can easily drag the emails to this folder. **Don't close Outlook 2007 yet.**

45. Open a Browser, go to http://www.outlook.com and login again to your Outlook Live Web Client account. After successful login you can see that the Migration Process was successful. Now you are ready to use your Outlook Live Web Client!
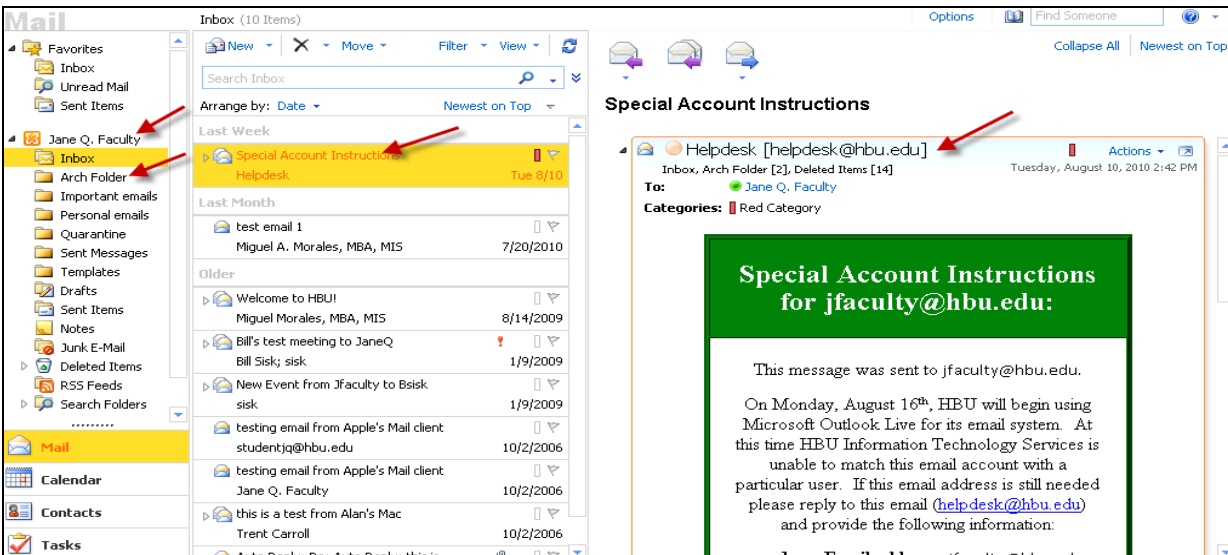
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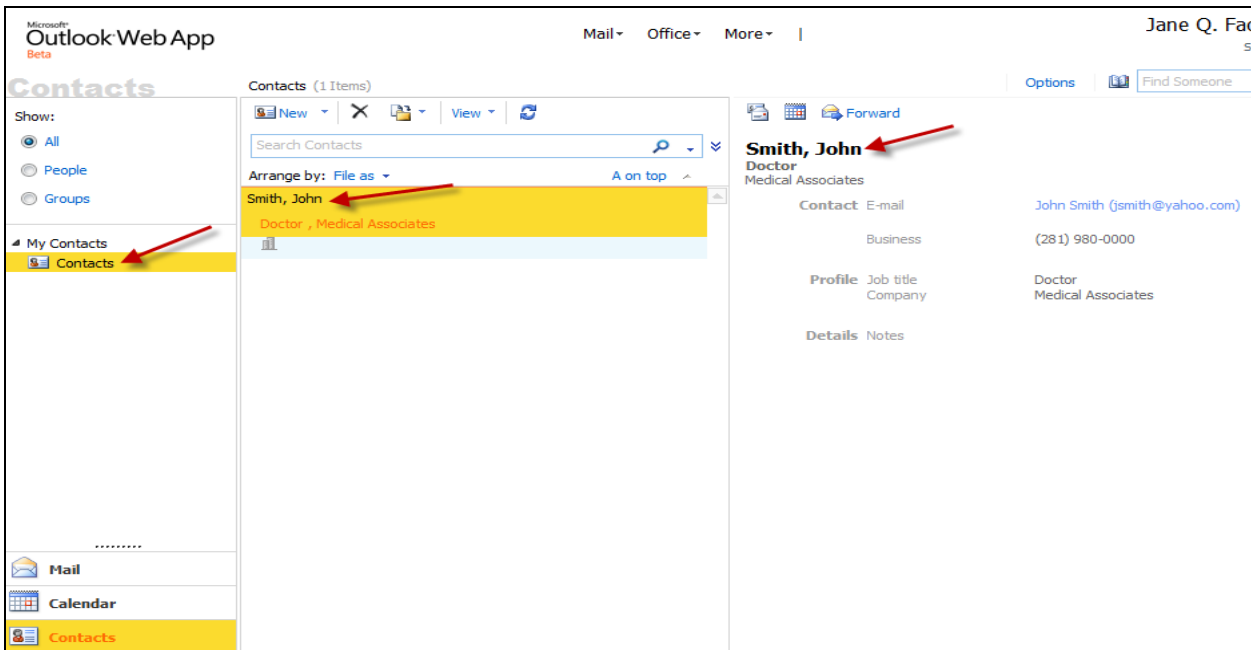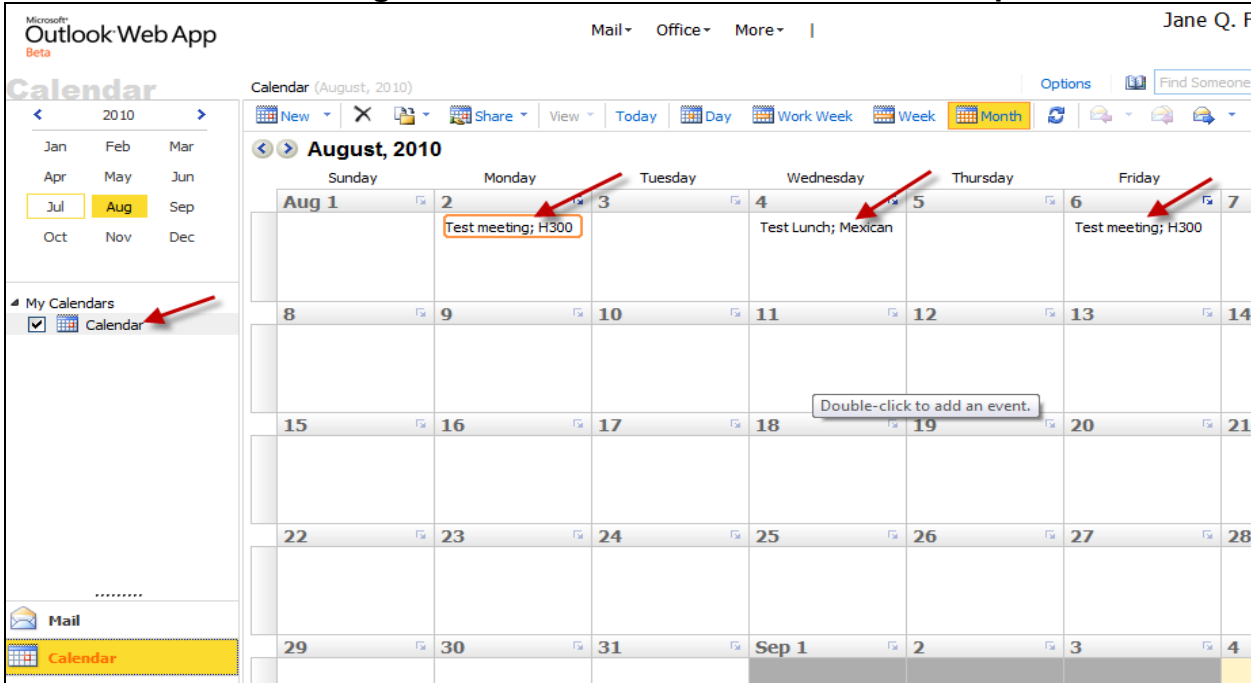
46. Delete the new Outlook Live Profile. **Make sure that Step 31 shows that All Folders were updated. Important:** As soon as you confirm a successful migration from OCS to Outlook Live and verify that all your emails, calendar entries, tasks, etc., are available in the new email system, **we strongly recommend you remove or delete the new Outlook-Live profile from your computer system.** The following instructions show you how to remove the profile:
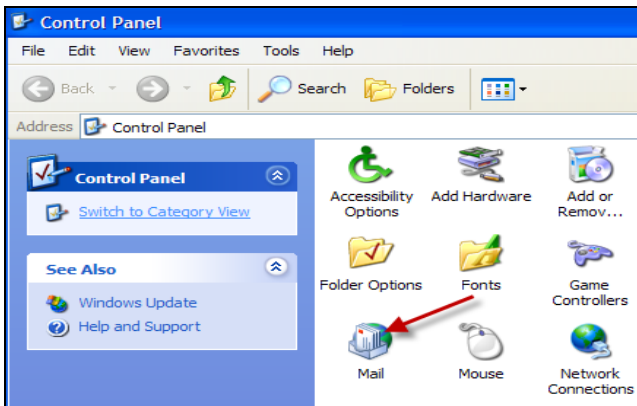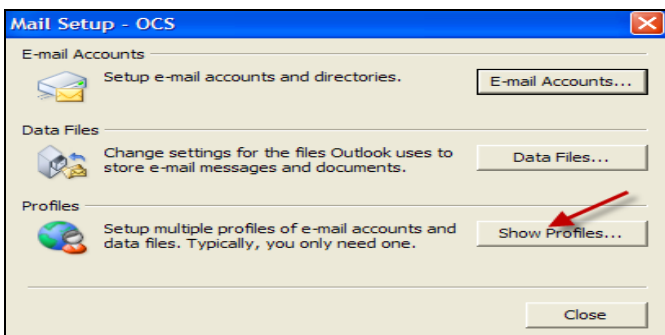
Migration Instructions for Students' Desktop Client

Close Outlook 2007. Click the **Start button** → **Control Panel.**

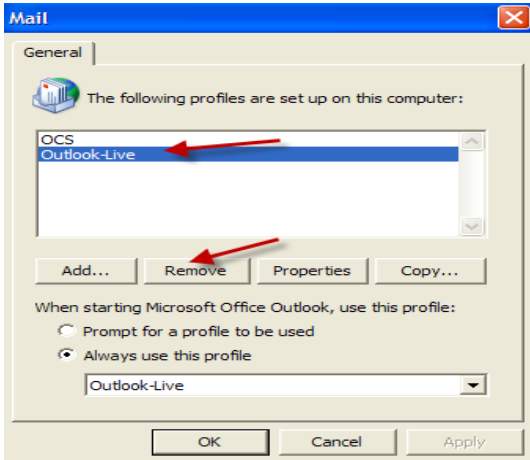47. Control Panel opens. Click on **Mail.**

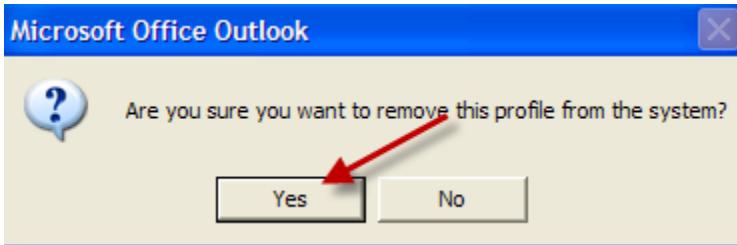48. The Mail Setup dialog box opens. Click the **Show Profiles…** button.

49. The Mail configuration box appears. It shows both the OCS profile and the new Outlook-Live profile. **Select only the new "Outlook-Live" profile** and click the **Remove** button.

50. Then the following dialog box appears. Click **Yes** to confirm Removal. Click **OK** to exit the Mail window.

51. Finally, make sure your **Internet Explorer Browser is ver. 7**, if not ask the helpdesk to get the upgrade.

For more information contact ITS at helpdesk@hbu.edu or call x.3410

By Miguel Morales
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