

Migrating Outlook Accounts

Early versions of Outlook allowed you to export your email account settings using a wizard. Outlook XP/2003/2007 no longer have this option. In this article we will describe a workaround that allows you to migrate your email accounts, one or many, from an old PC to a new one by using Outlook Express/Windows Mail as a conduit. The migration described here also provides you with a backup of all your email account settings. It is suggested that you print this article, to aid in following the steps.

Before proceeding:

- i. Export your *Personal Folder File (.pst)*, *Rules* and *Safe/Blocked Senders* lists before migrating email Accounts.
 - ii. If you do not have Outlook Express/Windows Mail installed on your system:
 - a. Go to the Add/Remove Programs control panel.
 - b. Select Add/Remove Windows Components.
 - c. Choose Outlook Express/Windows Mail.
 - iii. Be sure to correctly install and activate Microsoft Outlook XP/2003/2007 on the new PC.
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1. Open Microsoft Outlook XP/2003/2007 on the old PC and wait until it has finished downloading email.
 - a. Disable your Internet connection or turn off "Send/Receive email" in Outlook XP/2003/2007 for the rest of the process:
 - b. Select Tools | Options | Mail Setup.
 - c. Uncheck the box "Send Immediately When Connected".
 - d. Click the "Send/Receive" button.
 - e. Uncheck the box "Schedule an Automatic Send/Receive Every...." The copy of Microsoft Outlook XP/2003/2007 on the old PC will no longer automatically check for email.
 2. Disable email checking in Outlook Express/Windows Mail on the old PC:
 - a. Open Outlook Express/Windows Mail.
 - b. Select Tools | Options | General.
 - c. Uncheck all boxes under "Send/Receive Messages".
 3. Do the same on the copy of Outlook Express/Windows Mail and Outlook 2003 installed on your new computer.
 4. Open Outlook Express/Windows Mail on the old PC if it is not already open.
 - a. Select File | Import | Mail Account Settings in Outlook Express/Windows Mail.
 - b. Select "Microsoft Windows Messaging for Exchange or Outlook" as the email client to import.
 - c. Click "Next".
 - d. Select the account you wish to transfer and click "Next".
 - e. Select Accept Settings and click "Next".
 - f. Click "Finish".
 5. Repeat the steps above and import each account you wish to transfer to the new PC into to Outlook Express/Windows Mail on the old PC.
 - a. Select Tools | Accounts in Outlook Express/Windows Mail when you are finished importing all your email accounts.
 - b. Click the Mail tab.
 - c. Select the email account you wish to transfer to the new PC.
 - d. Click the "Export" button.
 - e. Outlook Express/Windows Mail only allows one account to be exported at a time, you have to export accounts individually.
 - f. Save the exported files to their folder on your network that can be accessed by both machines, or to a removable device.

