These instructions are based on the assumption that you are logged into your computer with your Vilas County username and password.

Make sure Outlook isn't running. If it is, shut Outlook down

Go here: G:\allshare\

Double click 'Startmlcfg32.bat'. Scroll down. It'll be near the bottom.

You should see the 'Mail Setup' application as shown below in Figure 1:

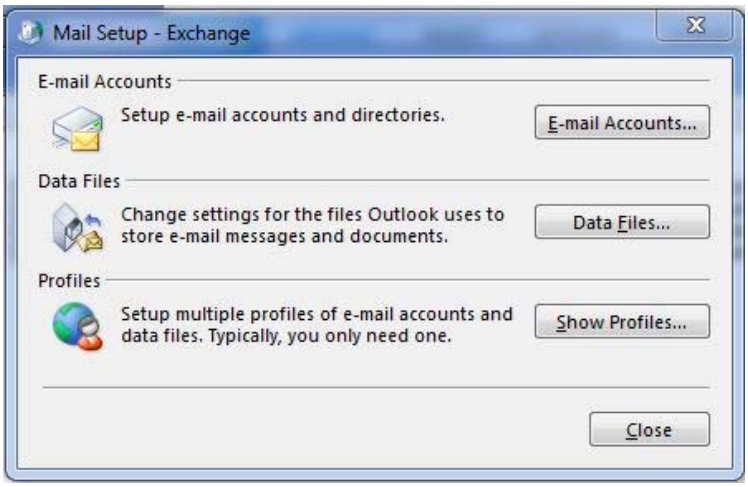

Figure 1

Click 'Show Profiles'.

You'll be presented with a window like the one in Figure 2:

Figure 2

Click 'Add'

Type a descriptive name. It can be anything. We're using "Exchange" in the example shown in Figure 3.

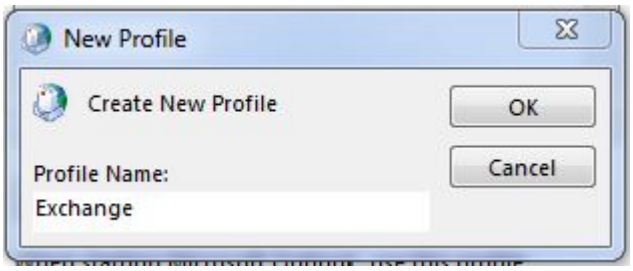

Figure 3

Click 'OK'

The 'Add Account' process starts as shown in Figure 4. Verify your name and email address are correct.

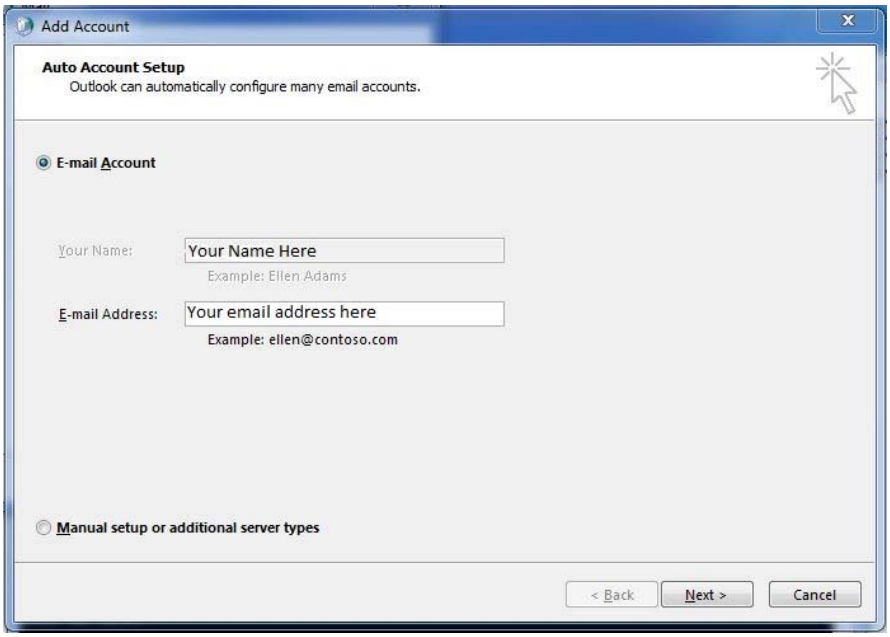

Figure 4

Click 'Next'.

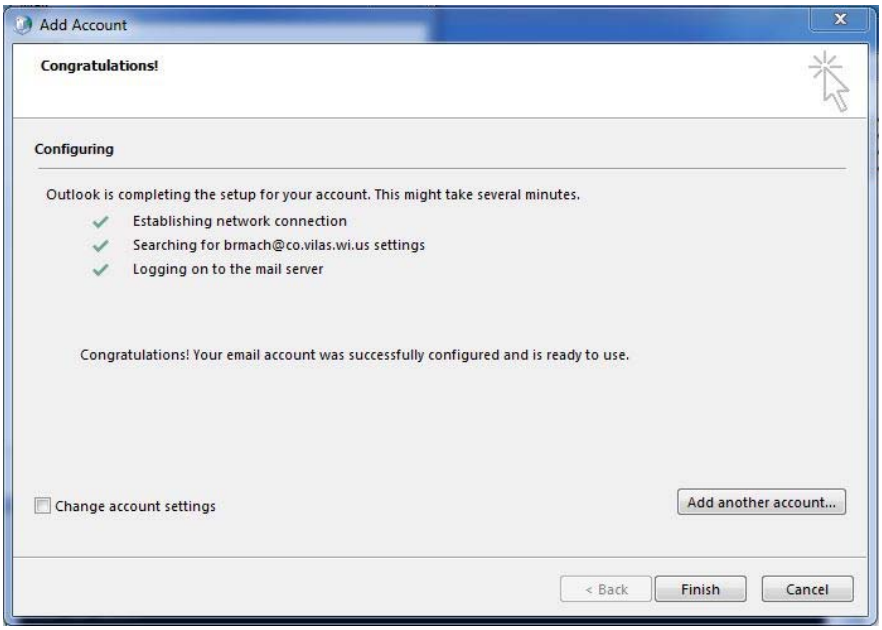

Figure 5

You'll see something similar to Figure 5, Click 'Finish'

You should see something like figure 6:

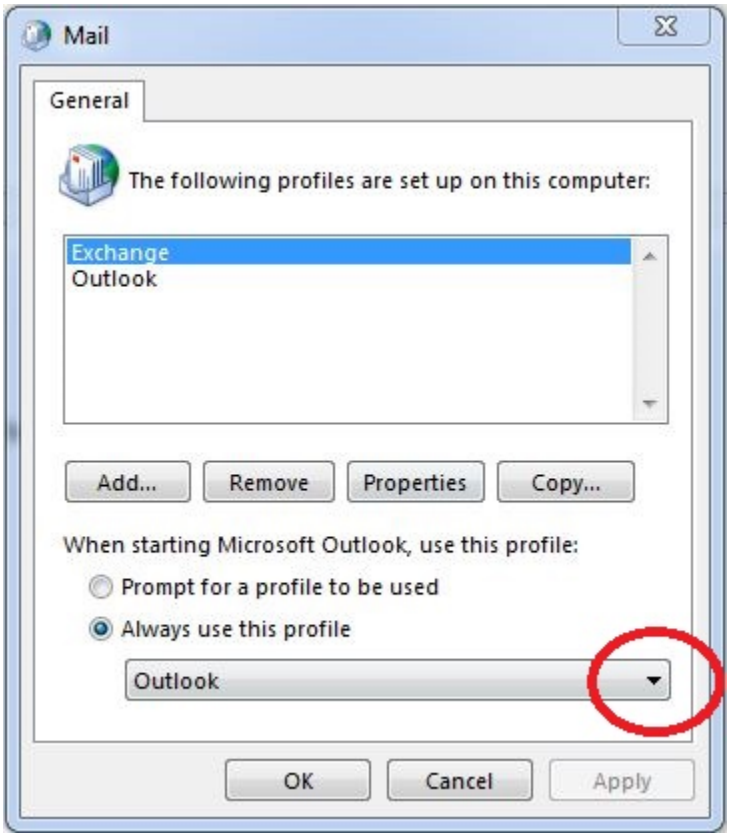

Figure 6

Click the expander arrow and choose “Exchange” (or whatever you used for a name).

Be sure the “Always use this profile” radio button is selected.

Click ‘OK’.

Your email account is now configured for the new email server. Now we need to get your previous folders, contacts, etc. into your new account. Continue on.

Start Outlook.

Click ‘File’.

Select ‘Import and Export’ from the menu as in Figure 7.

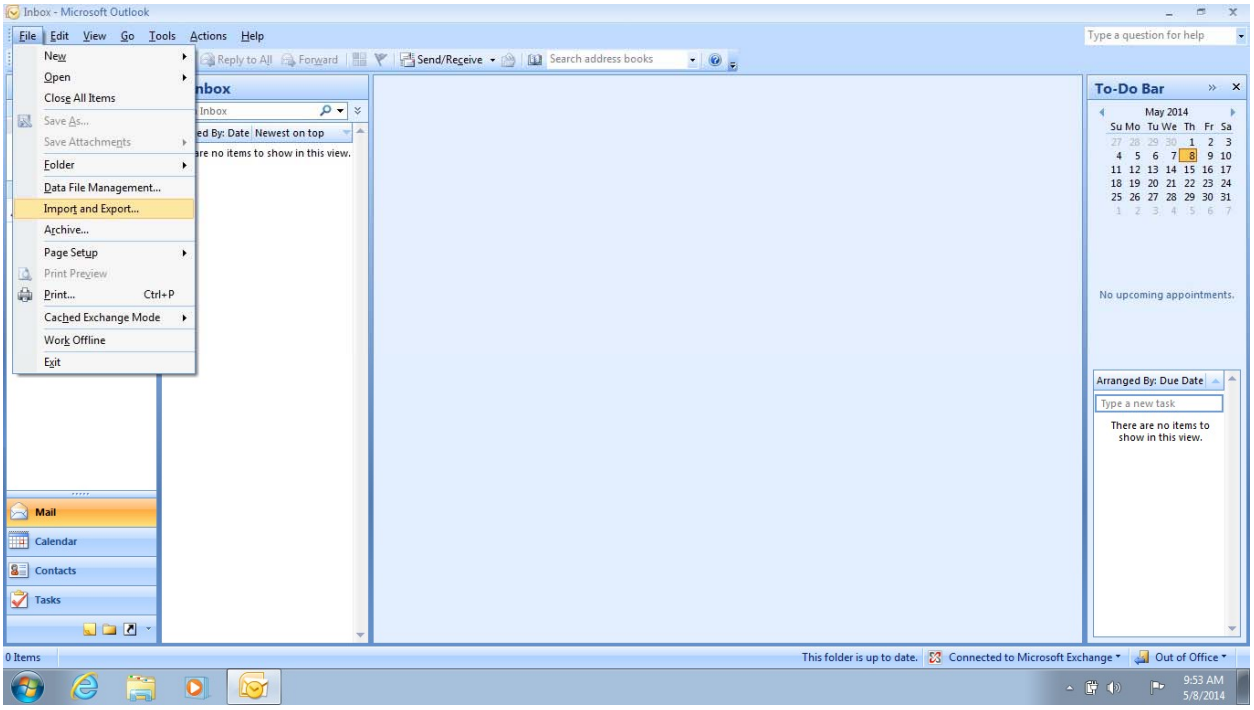

Figure 7

Note: location of the ‘Import and Export’ menu varies depending on Outlook’s version. This example comes from Outlook 2007. Outlook 2010 is very similar but not quite the same. The same goes for Outlook 2013.

The Import and Export Wizard will start, similar to Figure 8. Click ‘Next’.

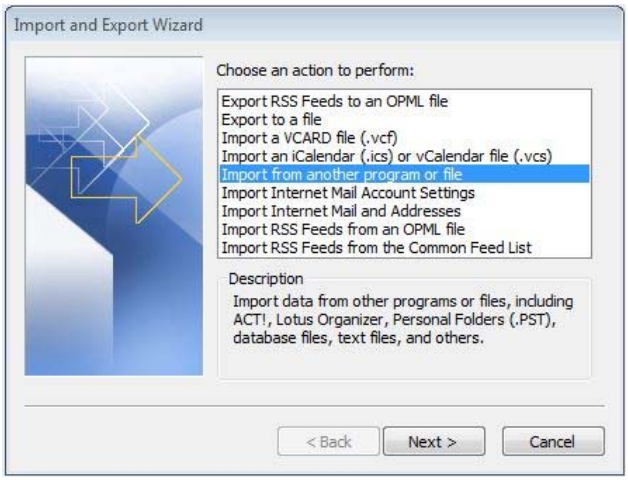

Figure 8

Scroll down in the “Select file type to import from:” box.

Choose “Personal Folder File (.pst)”.

Click ‘Next’.

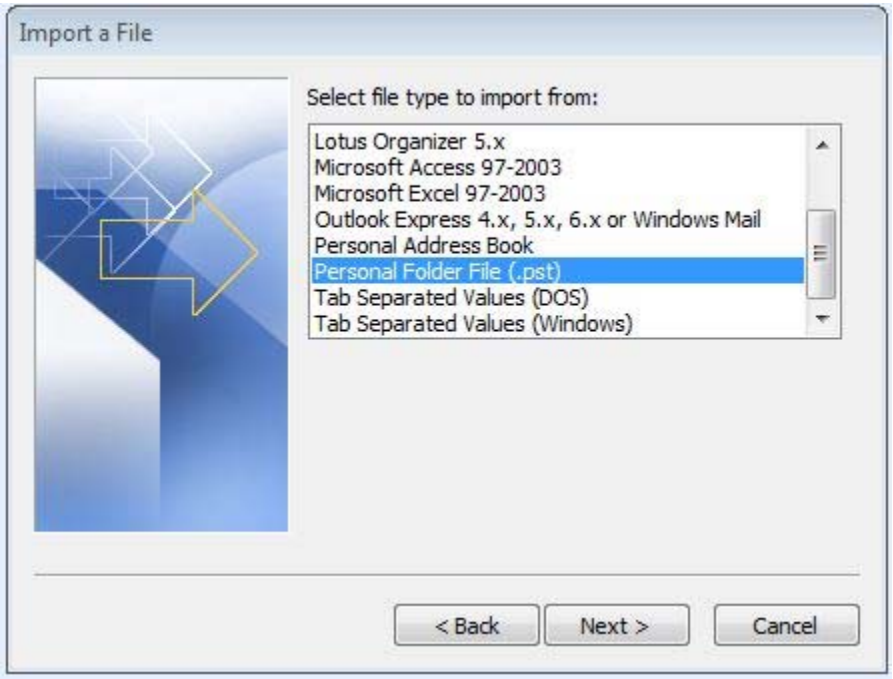

Figure 9

The next step of the import process is to specify your old email folder location. Click ‘Browse’.

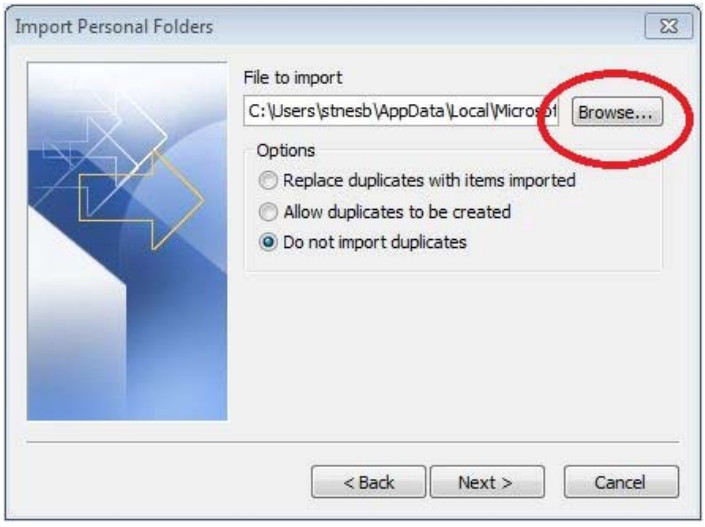

Figure 10

The Import wizard will take its best guess as to where your old email folders are. It presents a window that shows what it thinks might be your old email file.

Click the file. Click 'Open'

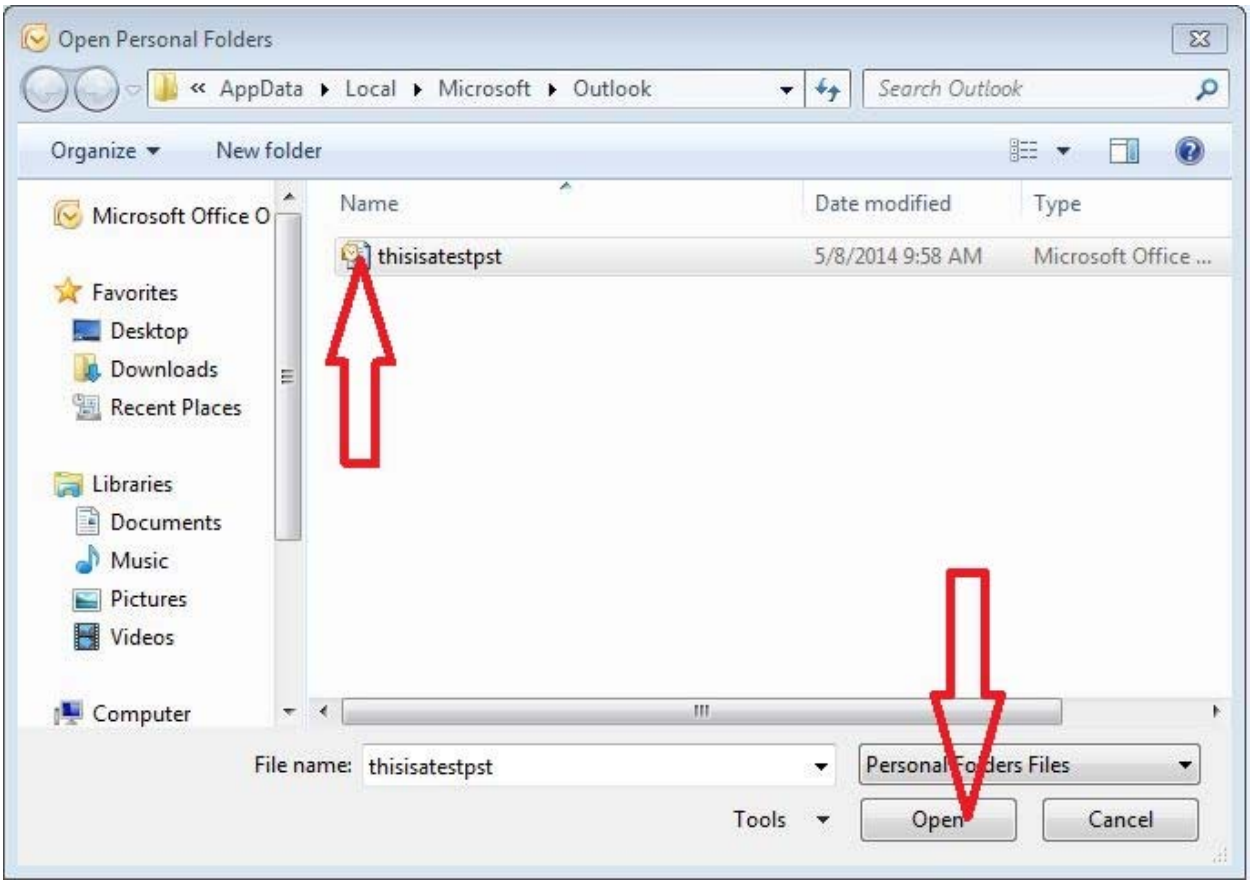

Figure 11

In Figure 12, the “Do not import duplicates” radio button is selected. Make sure yours is, too.

Click ‘Next’.

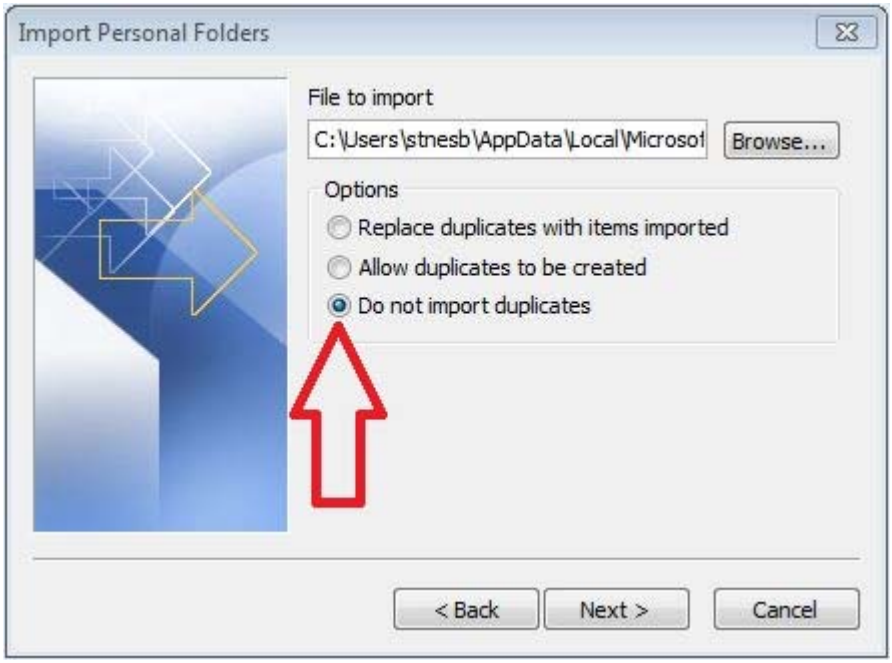

Figure 12

As shown in Figure 13:

Click the top folder.

Put a check in the “Include subfolders” checkbox.

Select the “Import items into the same folder in:” radio button.

Verify that you see your name in the box.

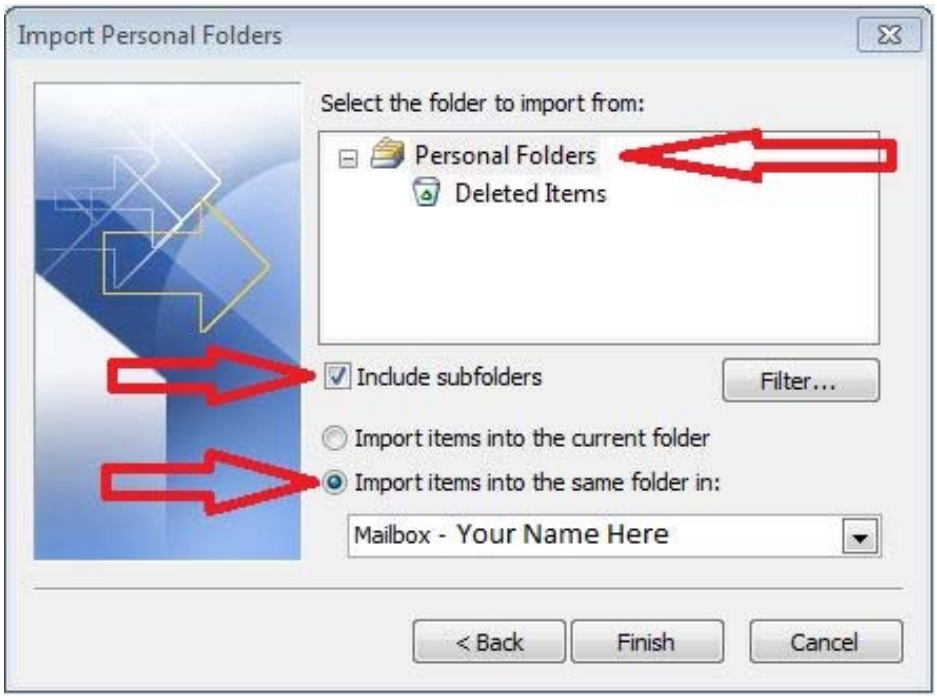

Figure 13

Click ‘Finish’.

The import starts.

Give it some time it make take a while depending on the size of your mailbox to complete

You should see the email count for your inbox increase. If you had created folders, you’ll see those, too, along with contacts.