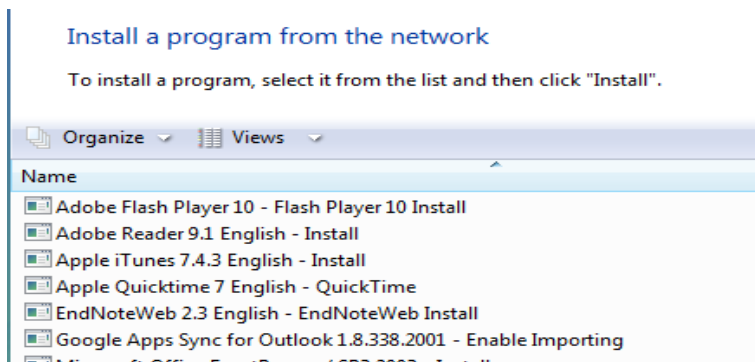


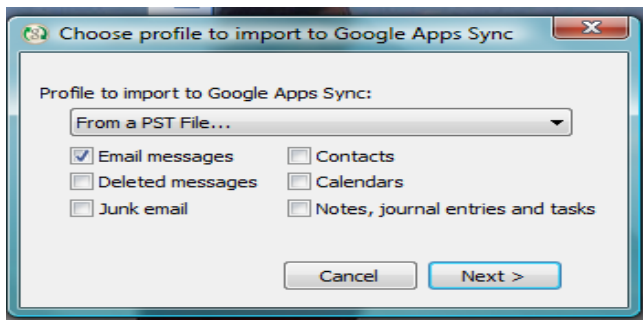
## How To: Importing .PST file(s) to Google/Gmail

Now that the College has moved to Google/Gmail, any .PST files (archives) that you may have had in Outlook not saved in Exchange (did not appear under Inbox but instead under Personal Folders) may need to be imported. Following the instructions below you should have no trouble importing them. If you are using Gmail primarily and not Outlook you will need to use Outlook just to run this process. Depending on the size of your .PST file(s) it could take a while (may need to run overnight). Please contact the [Help Desk](#) if you have any problems.

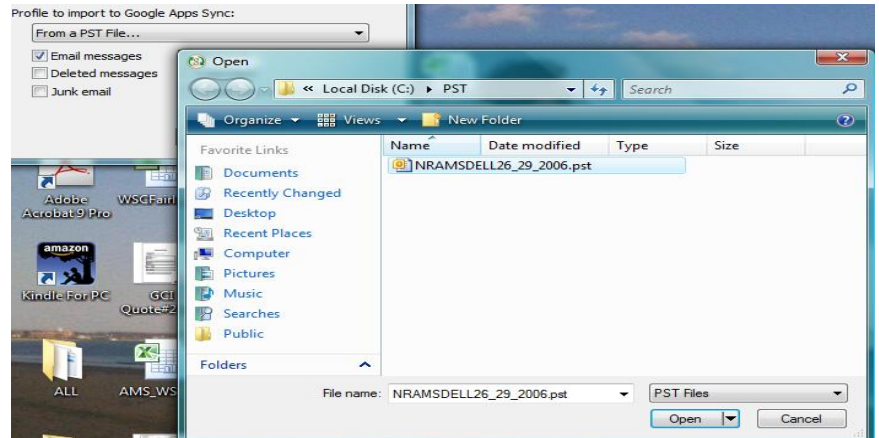
- 1) If you have not reset your password after 6pm May 16, 2010 – you MUST do so now. Please use ONLY this link [Password Reset](#) to do this now and going forward for all future Password changes [This link is available on the it.worcester.edu website as well as Gmail site and Community.worcester.edu.]
- 2) Install and Run this file on your PC – go to Start > Programs/All Programs > Control Panel > Programs and Features > select “Install a program from the Network” on the left side > once the list populates choose “Google Apps Sync for Outlook 1.8.338.2001-Enable Importing”.



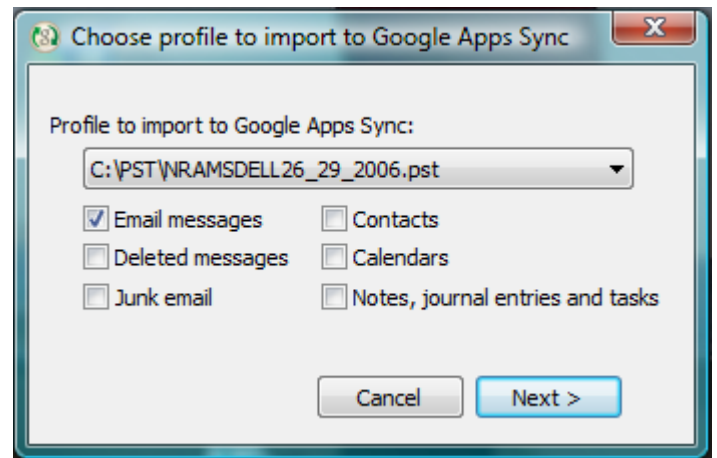
- 3) Close Outlook, if open.
- 4) Click Start>Programs/All Programs>open “Google Apps Sync” folder > choose “Import Data to Google Apps Sync”
- 5) Ensure ONLY Email Messages is checked.



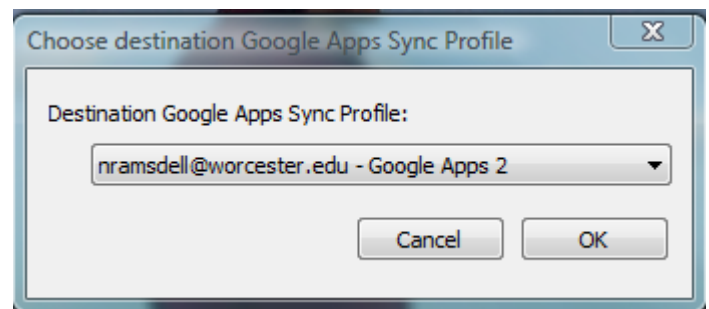
- 6) You will need to know the specific location of YOUR .PST file(s), it may be on your C: drive or in your Documents folder or on the root of your Z: drive – its location is dependent on your individual choices when you originally saved your personal folders. If you run a search (Start>Search) for \*.pst on your computer (and include all drives) the path to the file should be available. Once you know the path to your .pst file(s) select the arrow to the right of “From a PST File” this will bring up a window where you will need to find and select YOUR .PST file.



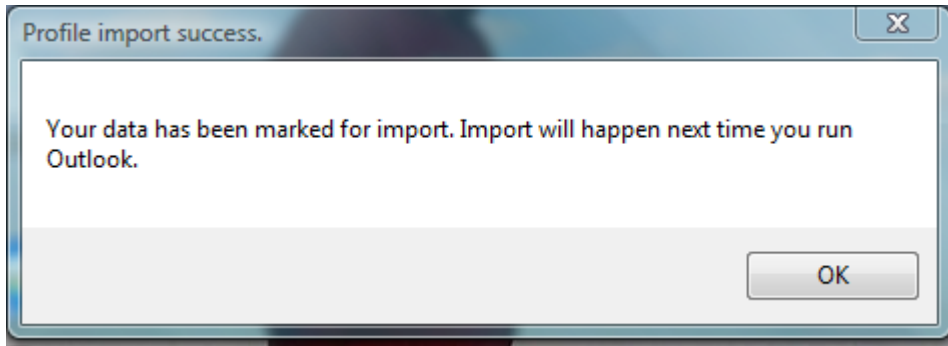
- 7) Once selected it will replace “From a PST File...”



- 8) Then click “Next >” and Choose the Destination Google Apps Sync Profile – generally there is only one on the list this is the correct one > choose “OK”.



- 9) You will then see the following window > Choose "OK" > then Open Outlook.



- 10) The synchronization of your selected .PST file will begin. Remember depending on the size this could take quite a long time. If you have multiple .PST files repeat the process (though you only need to reset your WSC network password 1x). You will see your .PST labels incorporated into GMAIL as they sync (each one will pop into view when sync is completed) [see below for example].

### [Compose Mail](#)

#### [Inbox](#)

[Starred](#) ★

[Sent Mail](#)

[Drafts \(9\)](#)

[Spam \(1\)](#)

[Trash](#)

[BbUpgrade3.xProjectJa](#)

[DVescio](#)

[Follow up](#)

[Inbox/Budget](#)

[Inbox/ITProjectsShareP](#)

[Misc](#)

[News Feed](#)

[Priority](#)

[StaffDVescio](#)

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[Technology Planning](#)