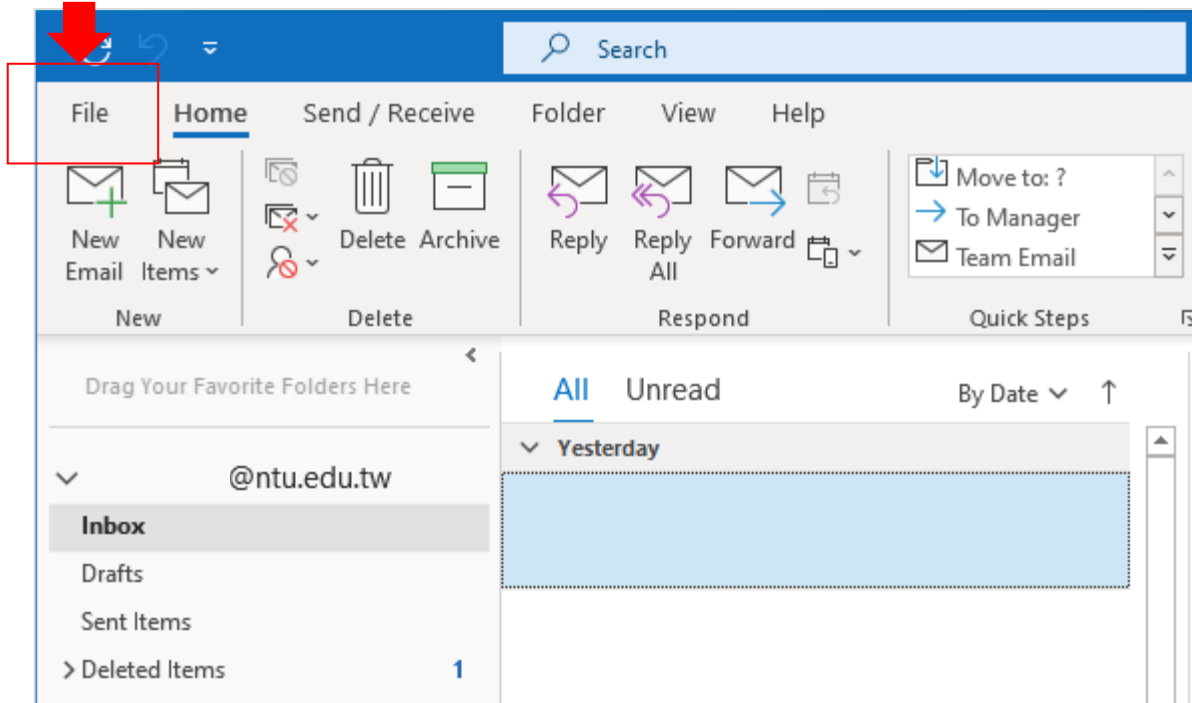
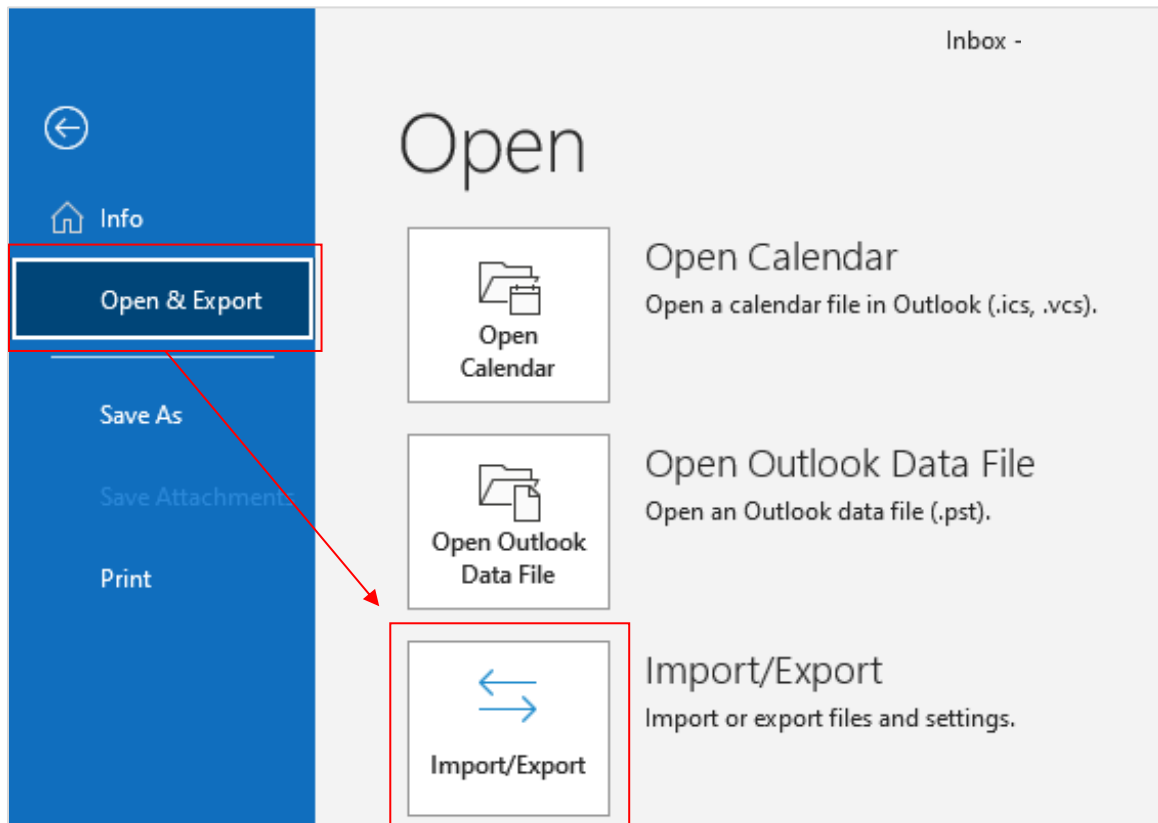


## Import from another program or file

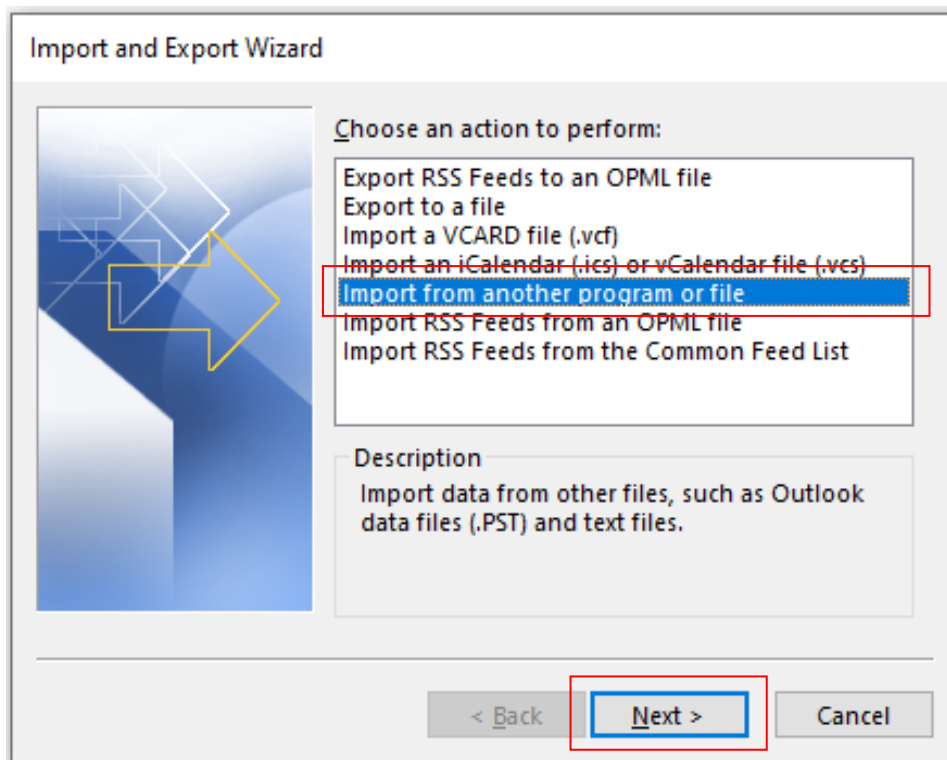
1. Please click **【File】** .



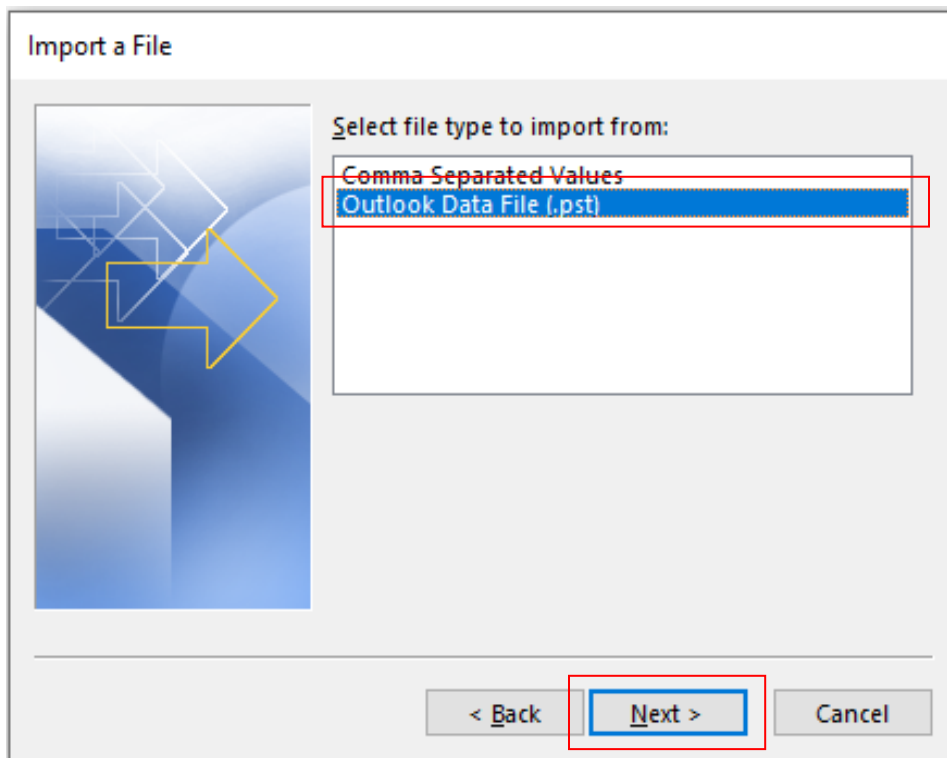
2. Click **【Open&Export】** → **【Import/Export】** .



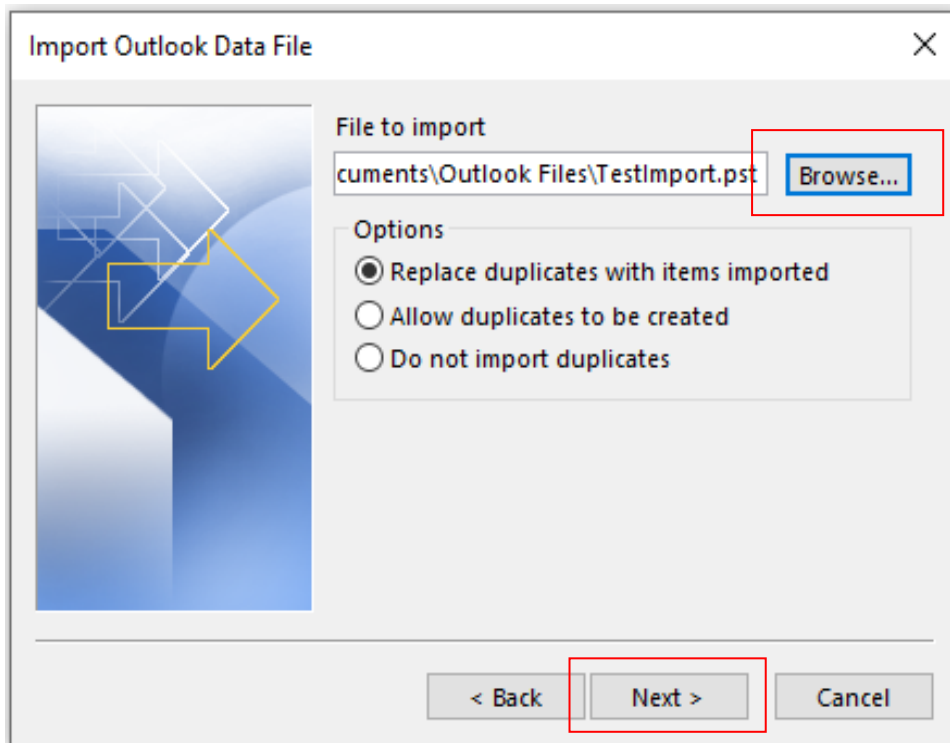
3. Select **【Import from another program or file】** , click **【Next】** .



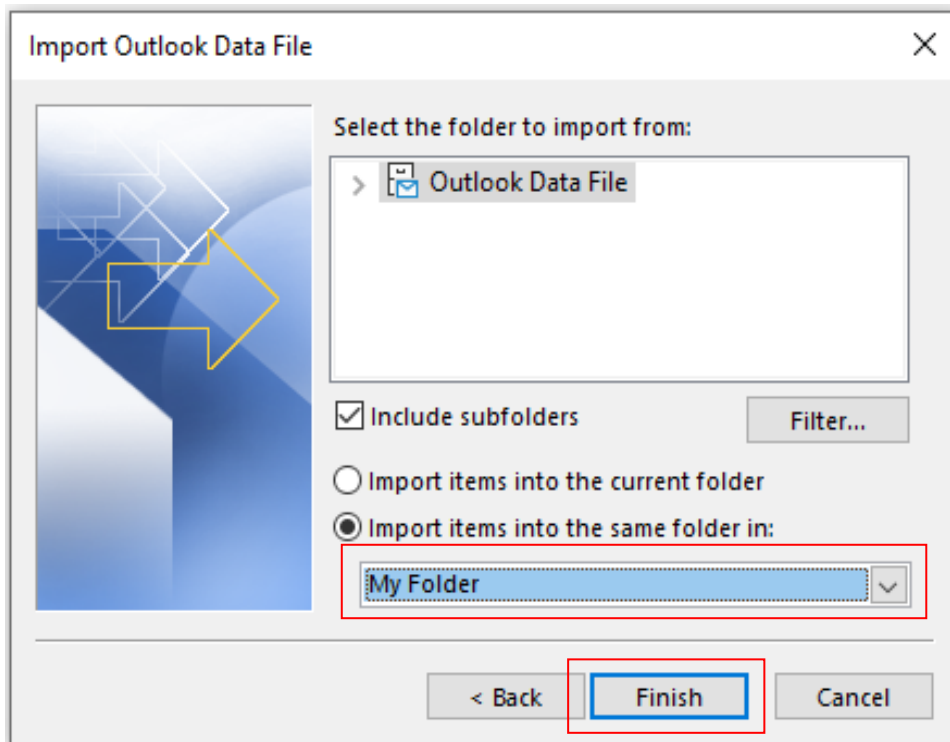
4. Select **【Outlook Data File (.pst)】** , click **【Next】** .



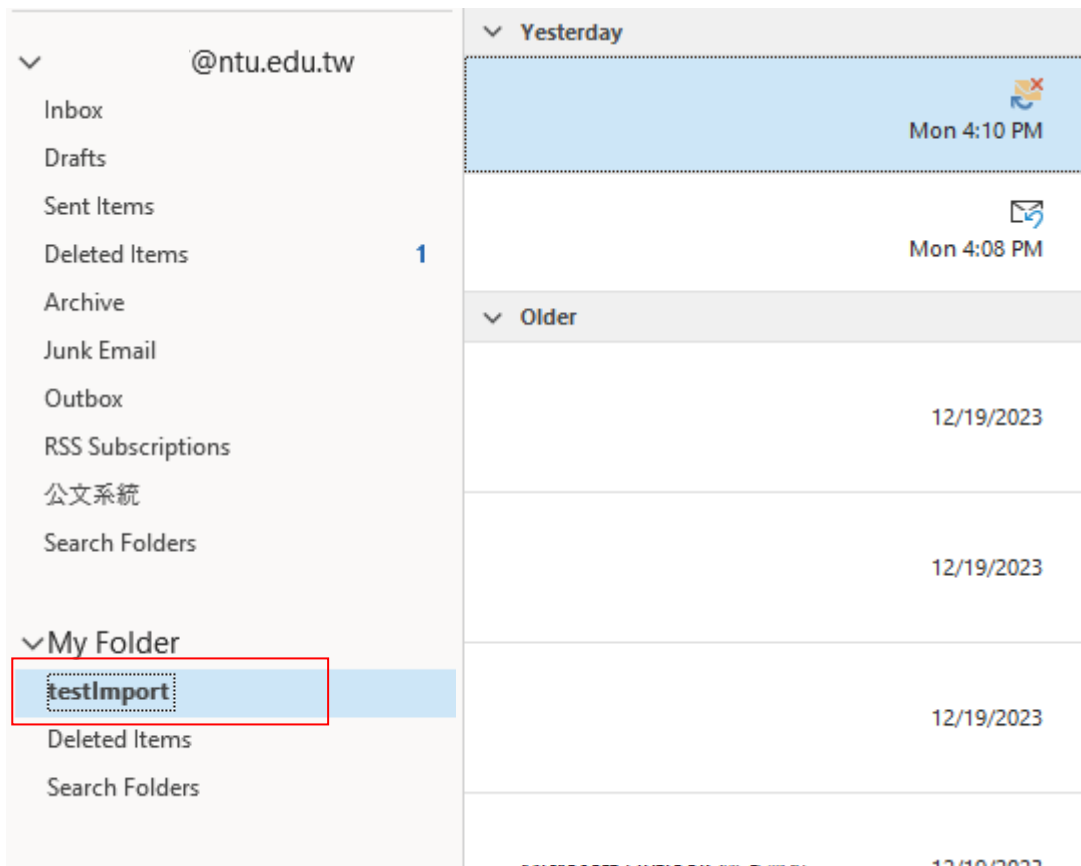
5. Select the file you want to import, choose the options, and click **Next** .



6. Choose the mail account or folder, click **Finish** .



7. You can see the file import to folder.



The screenshot shows an email client interface for the account @ntu.edu.tw. On the left, a sidebar lists folders: Inbox, Drafts, Sent Items, Deleted Items (with a count of 1), Archive, Junk Email, Outbox, RSS Subscriptions, 公文系統, and Search Folders. Under the 'My Folder' section, a folder named 'testImport' is highlighted with a red box. The main pane on the right shows a list of email messages. The top message is from 'Yesterday' at 'Mon 4:10 PM' and is highlighted with a blue background. Below it is another message from 'Yesterday' at 'Mon 4:08 PM'. A section titled 'Older' follows, containing three messages dated '12/19/2023'.

Folder	Message	Date
My Folder	testImport	12/19/2023
	Deleted Items	12/19/2023
	Search Folders	12/19/2023
	Deleted Items	12/19/2023
Yesterday	Message 1	Mon 4:10 PM
	Message 2	Mon 4:08 PM
Older	Message 3	12/19/2023
	Message 4	12/19/2023
	Message 5	12/19/2023