



OPEN-XCHANGE SERVER
Uploader for Microsoft Outlook



OPEN-XCHANGE SERVER: Uploader for Microsoft Outlook

Veröffentlicht Dienstag, 24. September 2013 Version 2.0

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Inhaltsverzeichnis

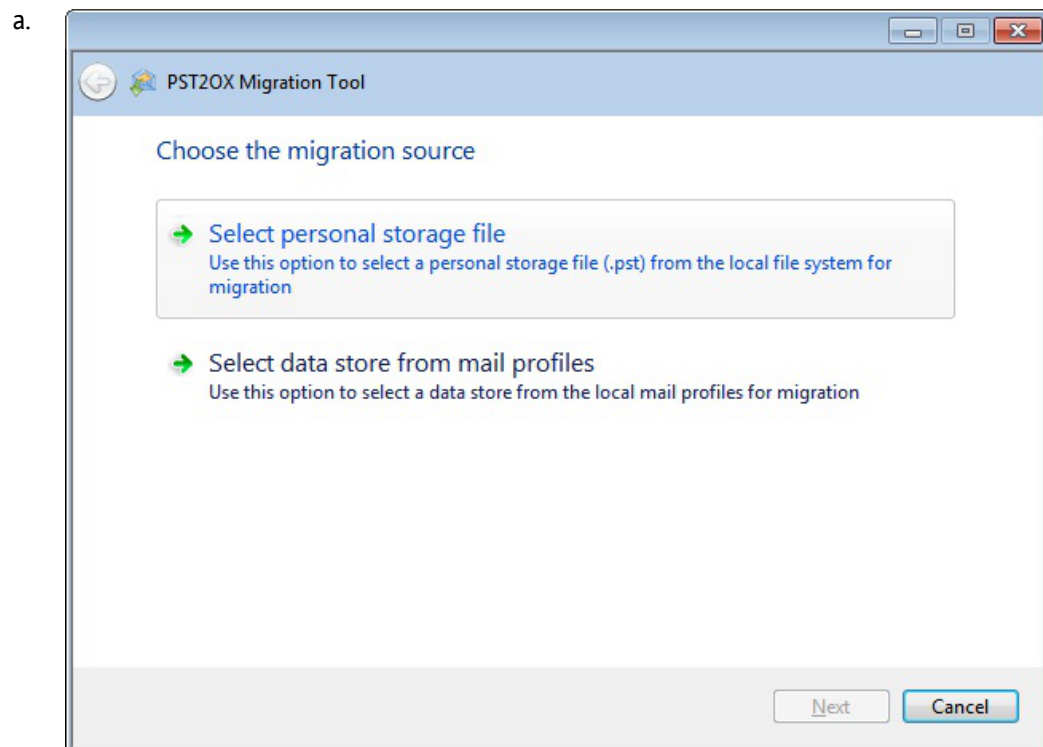
1	Transferring Data from Outlook to the Open-Xchange Server	1
1.1	Data Transfer Tool.	1

Chapter 1. Transferring Data from Outlook to the Open-Xchange Server

1.1. Data Transfer Tool

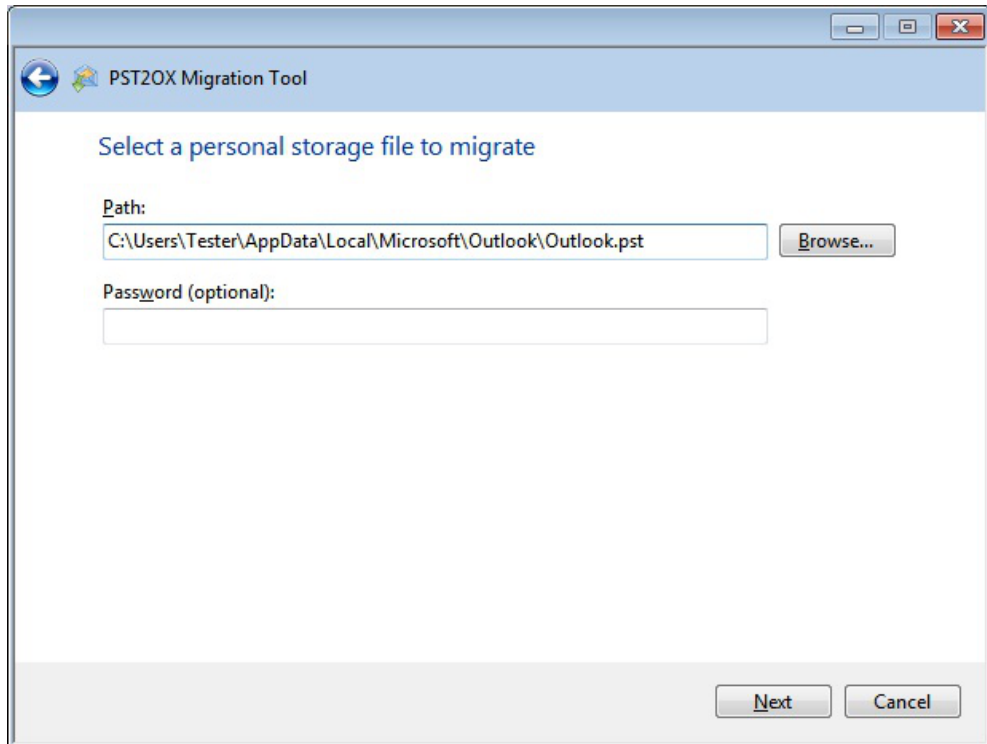
The Uploader for Microsoft Outlook migration tool makes the data transfer simple and easy. A wizard guides you through the single steps. The following instruction gives you an overview on how to proceed.

1. Choose the migration source

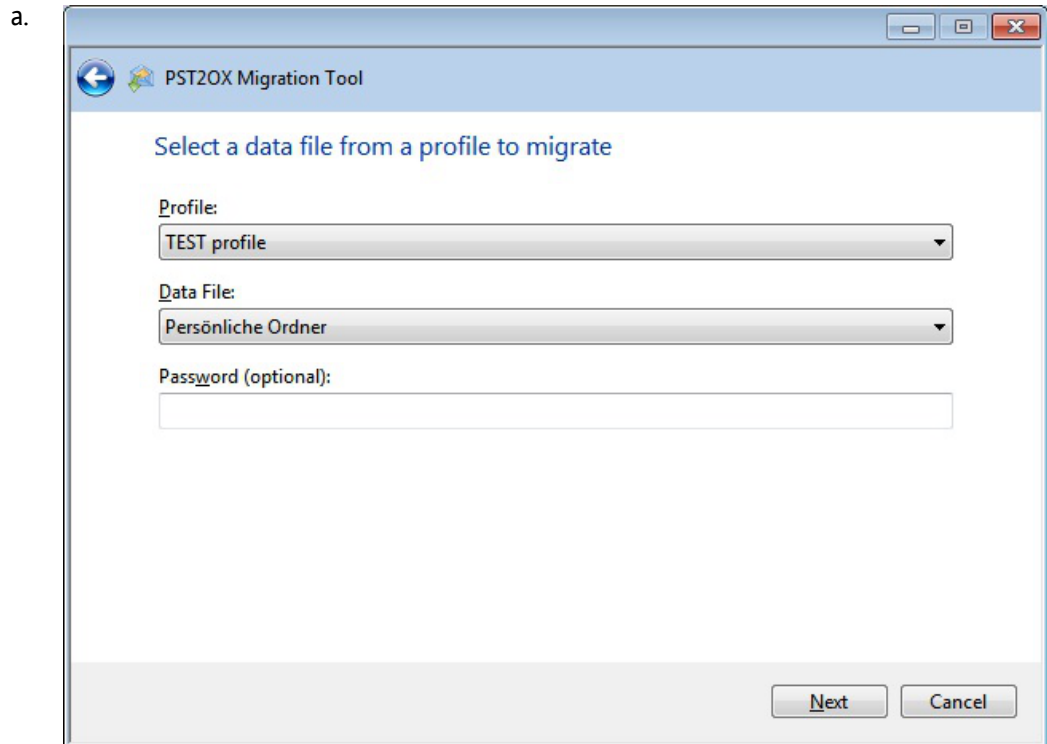


- b. First, either choose a personal storage file (.pst file) or a mail profile to be imported.
 - c. When having made a selection, click on **Next**
2. Select a personal storage file to migrate

a.



- b. When clicking on **Browse** the standard folder for saving .pst files opens.
 - c. As some .pst files are password protected the password can be entered in the second field.
 - d. When having chosen a file, click on **Next**.
3. Select a data file from a profile to migrate

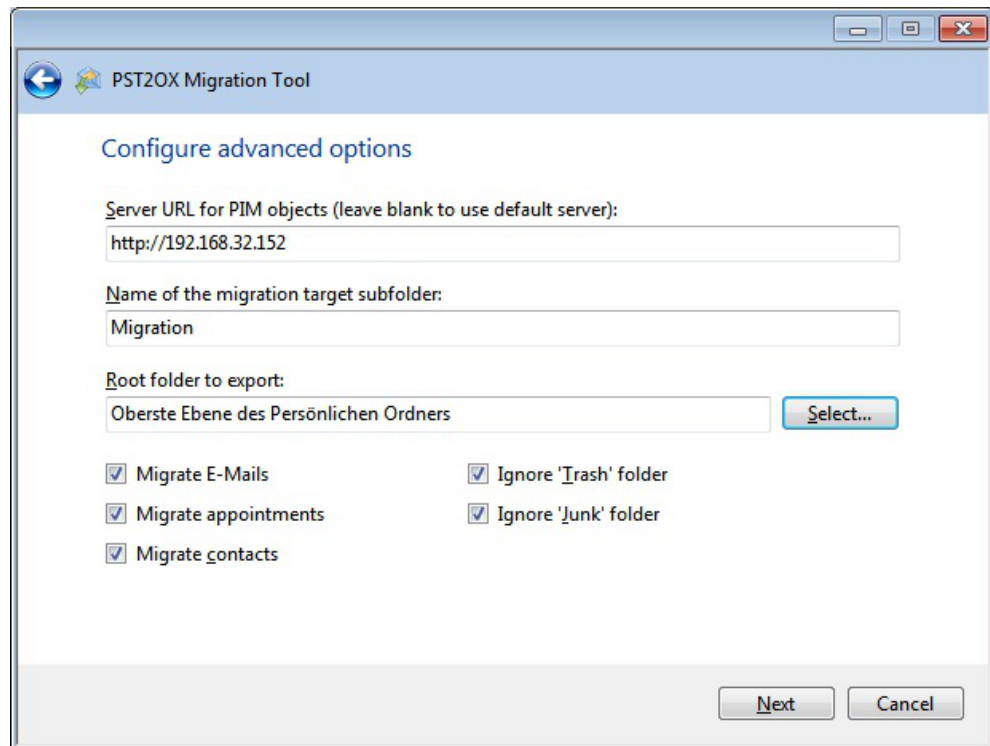


- b. Select one of the existing profiles from the drop-down menu.
 - c. Select a store from the profile.
 - d. Finally, enter a password if needed.
 - e. To proceed, click **Next**.
4. Please enter information about the server

a.

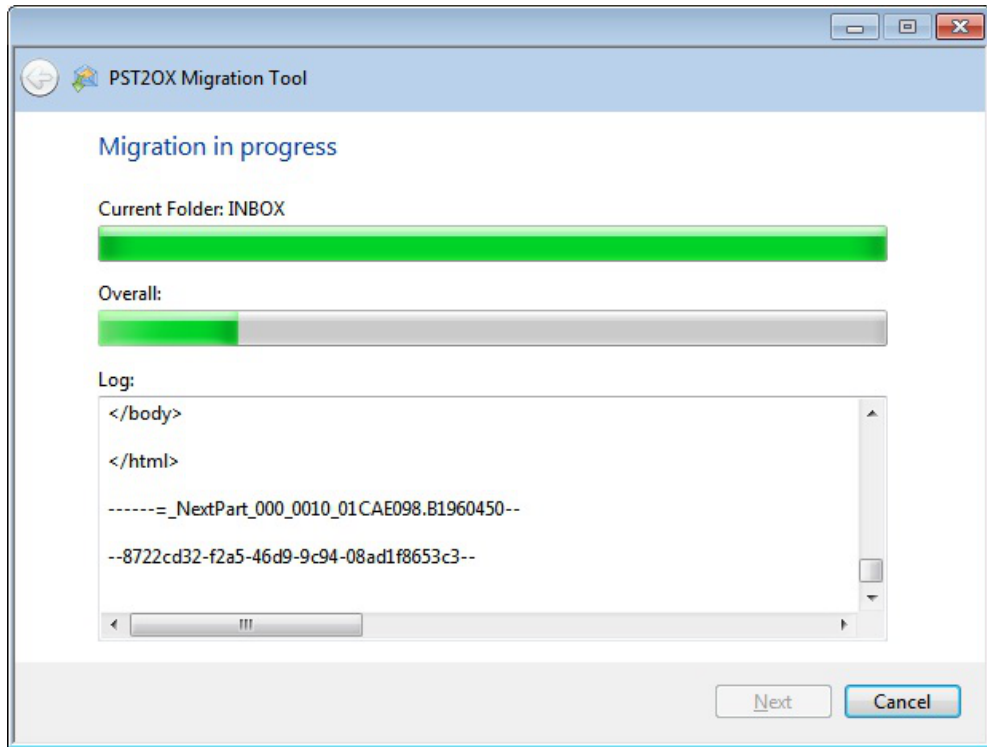
The screenshot shows a window titled "PST2OX Migration Tool" with a blue header bar. Below the header, the text "Please enter information about the server" is displayed. There are three input fields: "Server URL:" containing "http://192.168.32.123", "Username:" containing "tester@test.ox", and "Password:" containing a masked password of 12 dots. A checkbox labeled "Configure advanced settings" is located below the password field and is currently unchecked. At the bottom right of the window, there are two buttons: "Next" and "Cancel".

- b. In the **Server URL** field, enter the Open-Xchange Server address.
 - c. Enter your username in the second field.
 - d. Enter your password in the third field.
 - e. In order to make further settings, activate the **Configure advanced settings** checkbox.
 - f. To proceed, click on **Next**.
5. Configure advanced options
- a. When having activated the **Configure advanced settings** checkbox, the following mask is displayed.



- b. The folder id is preselected but can be changed.
 - c. In the second field enter the name of the folder in which the E-Mails are to be saved.
 - d. In case not all mail folders are to be exported from the .pst file, an Outlook folder can be selected by clicking on the **Select** button.
 - e. In order to ignore the Trash or Junk folder for the migration, activate the respective checkbox.
6. Migration in process

a.

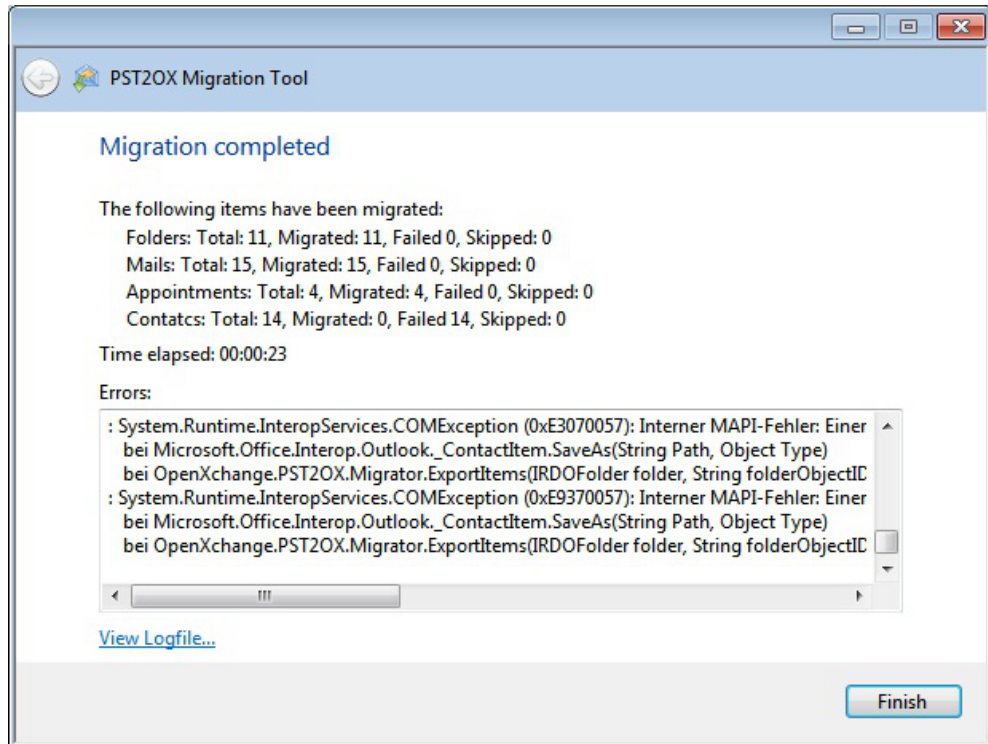


b. This window displays the status and a log protocol of the migration.

c. When the process is finished, click on **Next**.

7. Migration completed

a.



b. This window displays an overview of the migration and you can view the log file by clicking on the respective button.

c. To close the wizard, click on **Finish**.

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January 2011