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# **OPEN-XCHANGE SERVER**

## **Uploader for Microsoft Outlook**

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## **OPEN-XCHANGE SERVER: Uploader for Microsoft Outlook**

Veröffentlicht Mittwoch, 09. November 2016 Version 2.0

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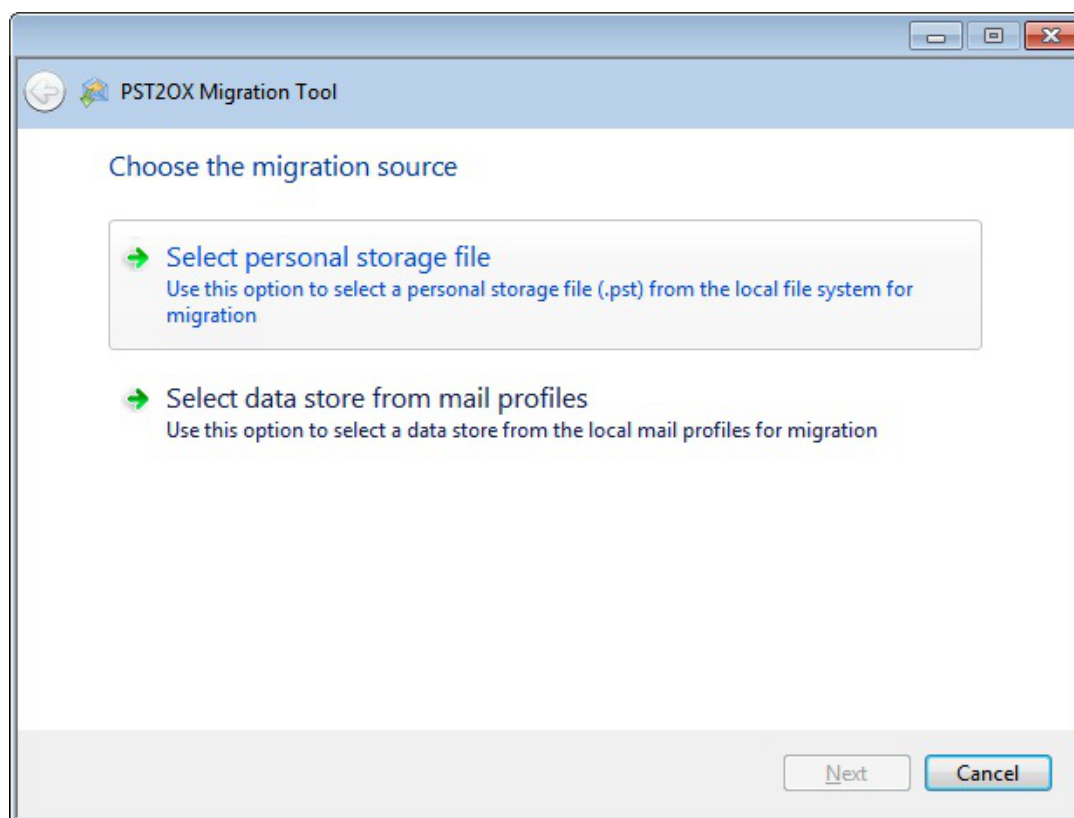
## Chapter 1. Transferring Data from Outlook to the Groupware Server

### 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

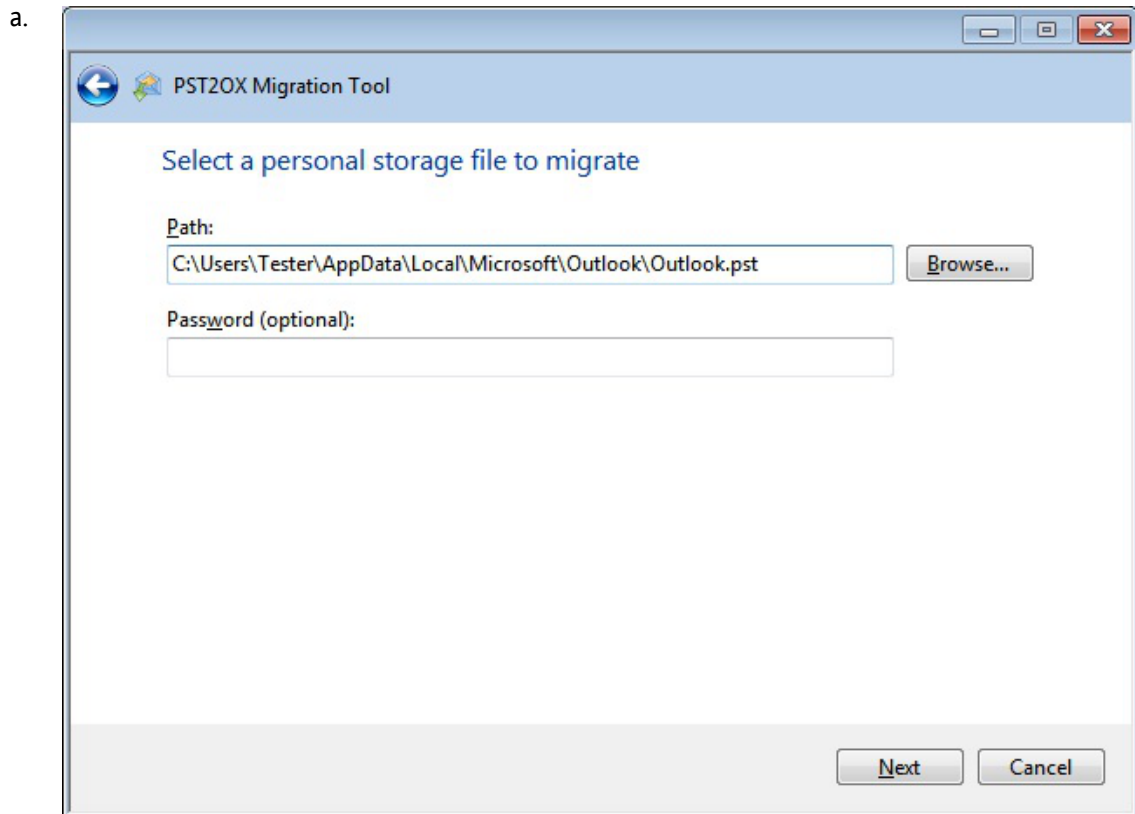
a.



b. First, either choose a personal storage file (.pst file) or a mail profile to be imported.

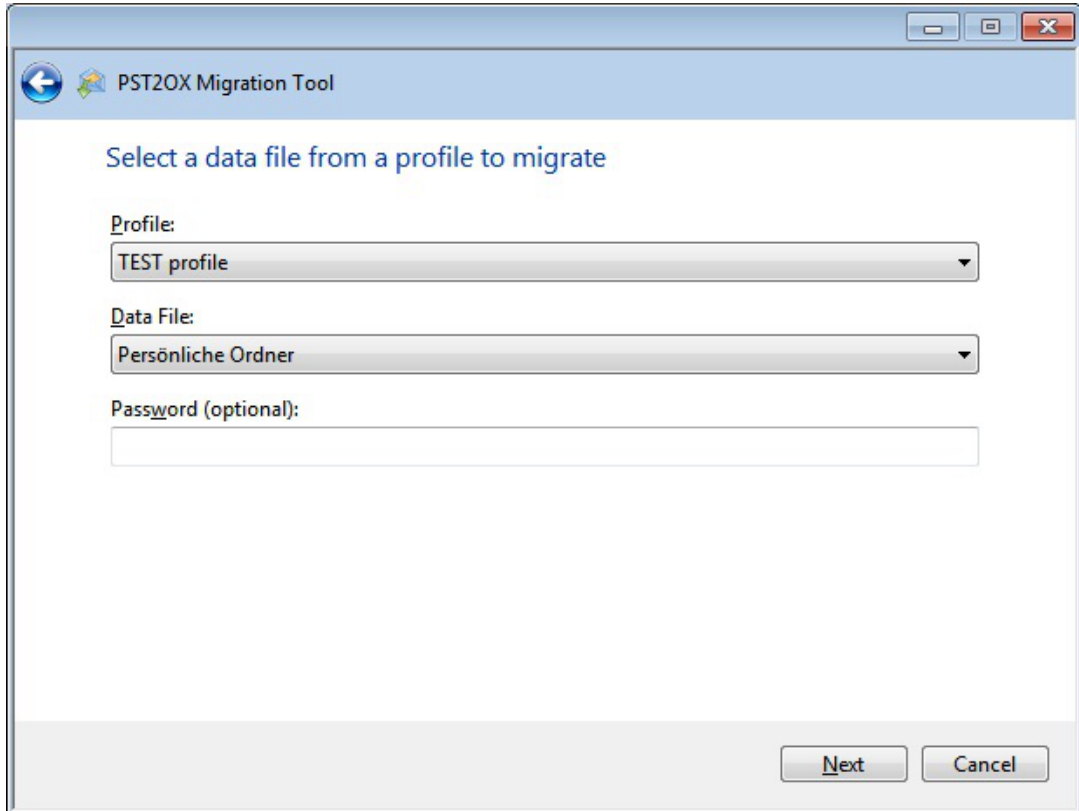
c. When having made a selection, click on **Next**

2. Select a personal storage file to migrate



- 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

a.



Select a data file from a profile to migrate

Profile:  
TEST profile

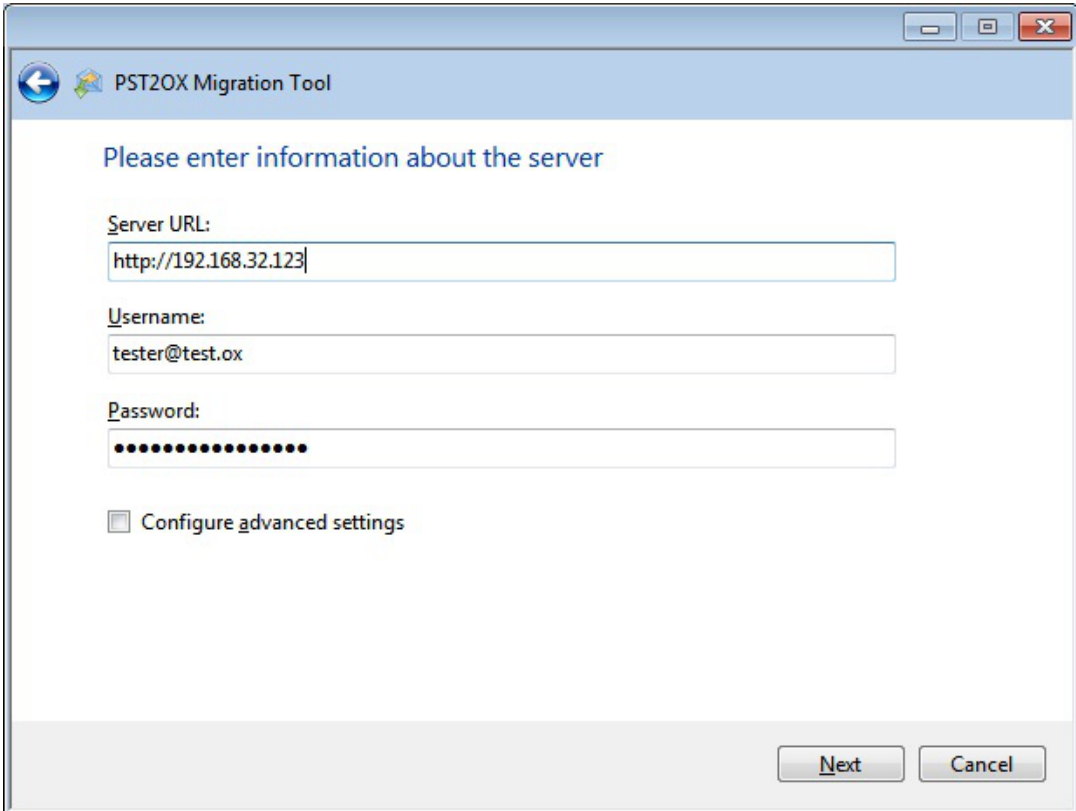
Data File:  
Persönliche Ordner

Password (optional):

Next Cancel

- 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.



Please enter information about the server

Server URL:  
http://192.168.32.123

Username:  
tester@test.ox

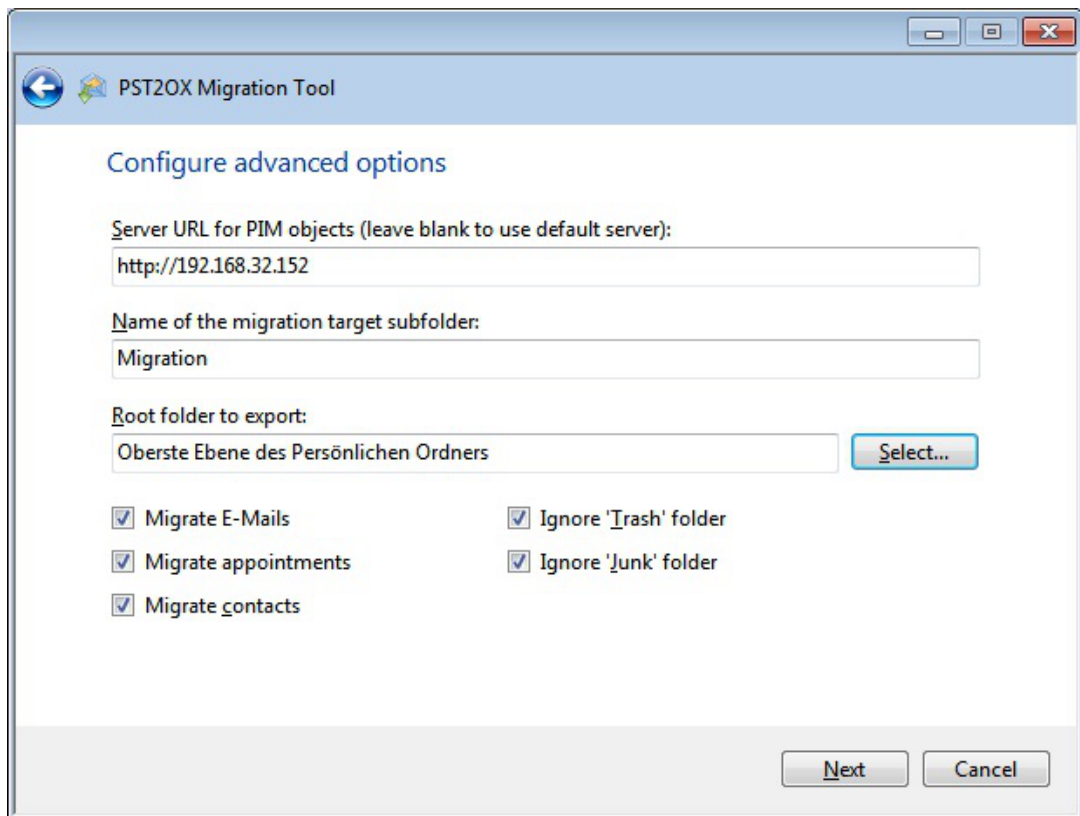
Password:  
●●●●●●●●●●

Configure advanced settings

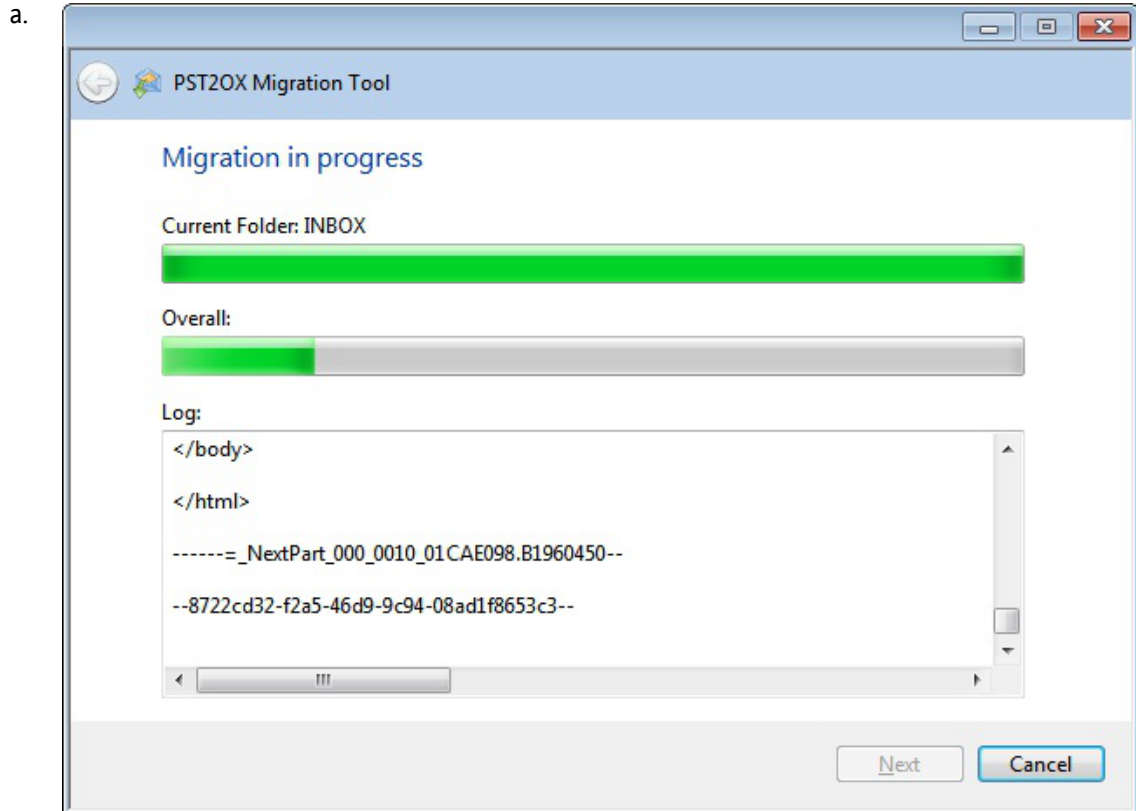
Next Cancel

- b. In the **Server URL** field, enter the Groupware 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 **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

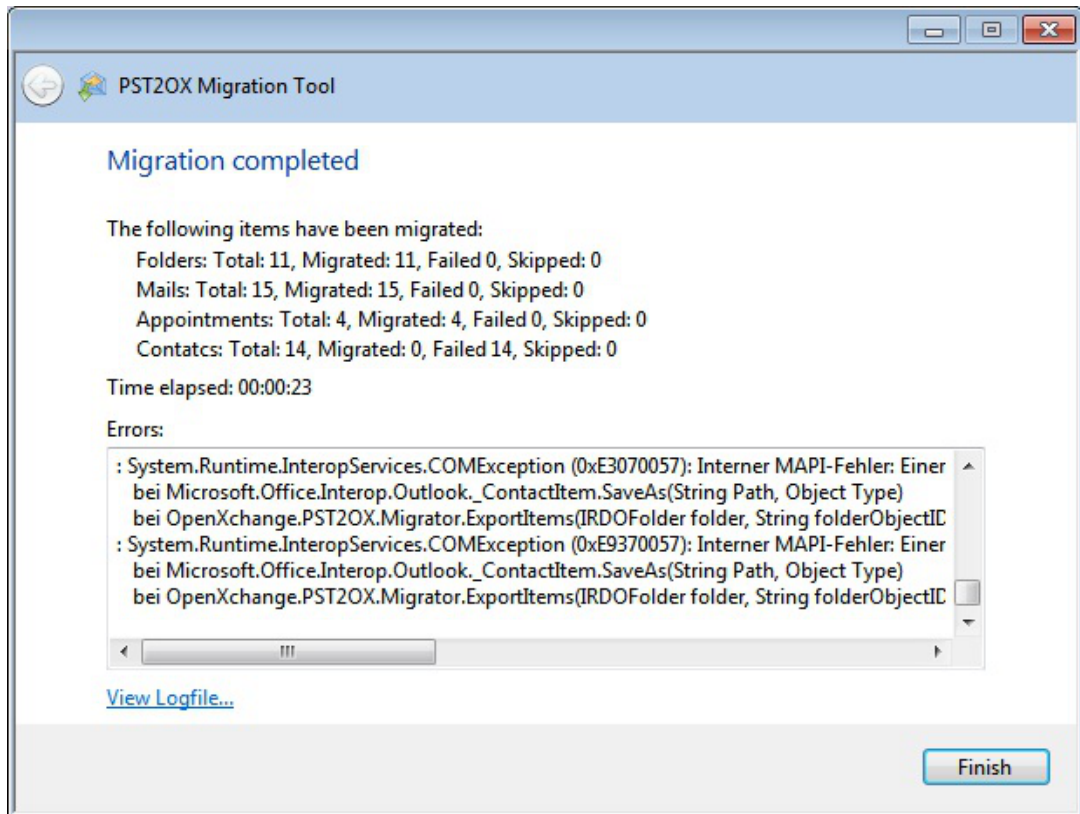


b. This window displays the status and a log protocol of the migration.

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

7. Migration completed

a.



- b. This window displays an overview of the migration. You can view the log file by clicking on **Show log file**.
- c. To close the wizard, click on **Finish**.



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January 2011

