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OPEN-XCHANGE SERVER

Uploader für Microsoft Outlook

OPEN-XCHANGE SERVER: Uploader für Microsoft Outlook

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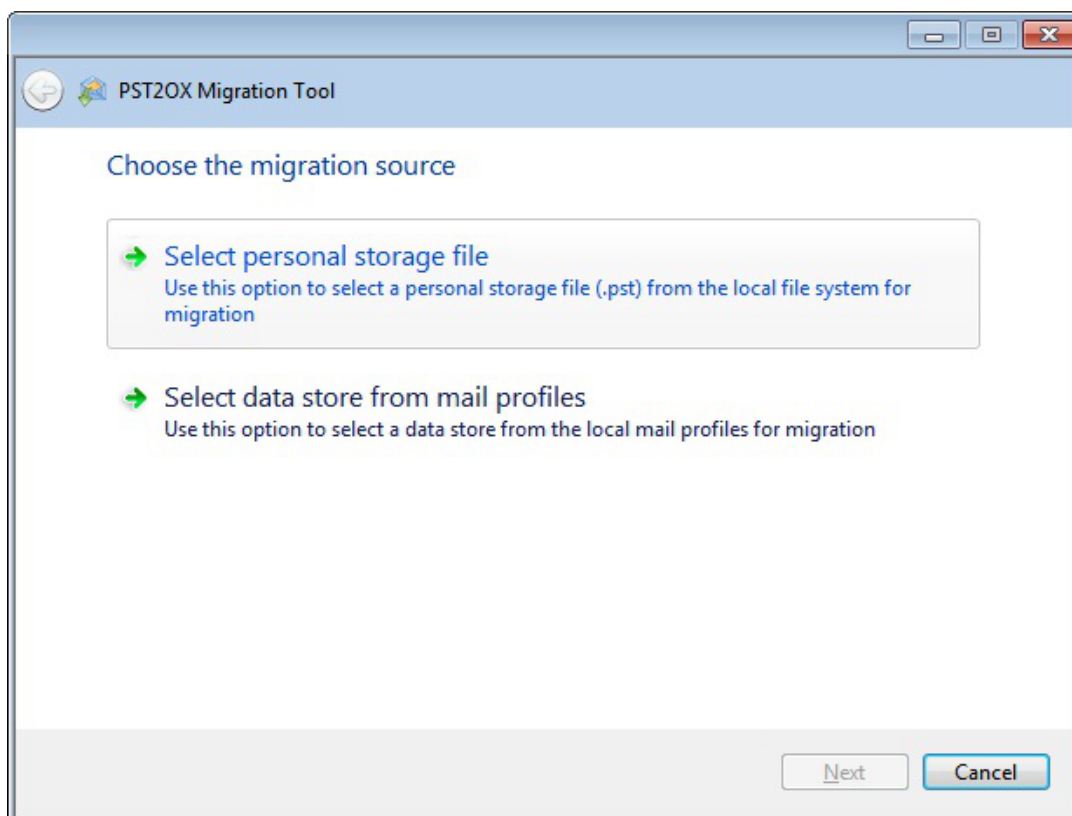
Kapitel 1. Datenübertragung von Outlook zum Groupware-Server

1.1. Werkzeug zur Datenübertragung

Mit dem Migrationswerkzeug Uploader für Microsoft Outlook wird der Datentransfer einfach und benutzerfreundlich. Ein Einstellungsassistent führt Sie durch die einzelnen Schritte. Mit der folgenden Anleitung erhalten Sie einen Überblick über die Vorgehensweise.

1. Migrationsquelle wählen

a.

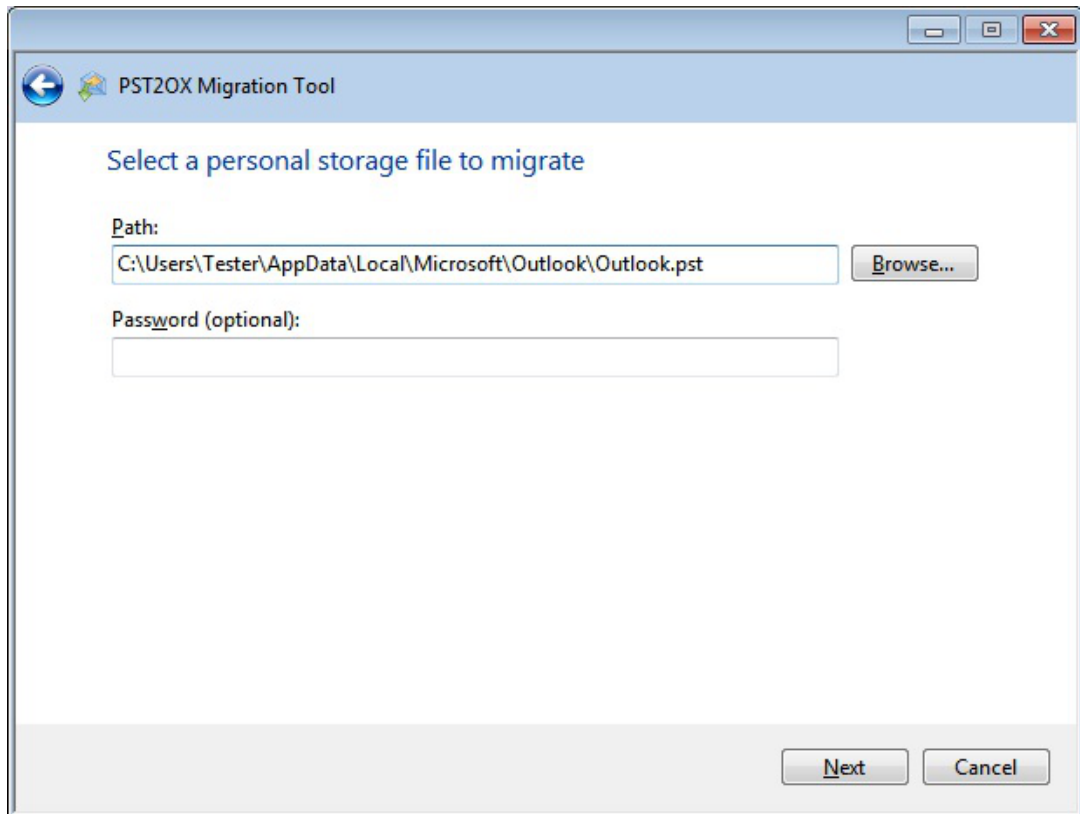


b. Wählen Sie für den Import zunächst entweder eine Datei mit Ihren persönlichen Speicherdaten (.pst-Datei) oder ein Mailprofil.

c. Nachdem Sie eine Auswahl getroffen haben, klicken Sie auf **Weiter**.

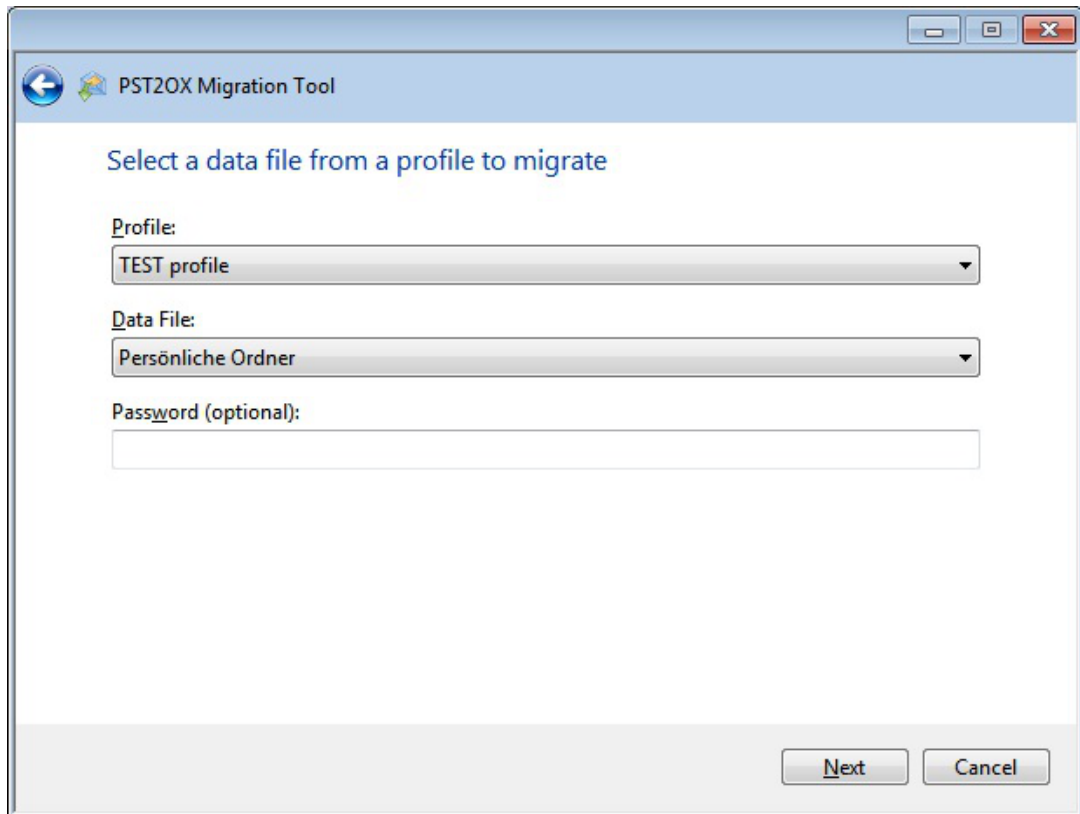
2. Datei mit persönlichen Speicherdaten für den Datentransfer wählen

a.



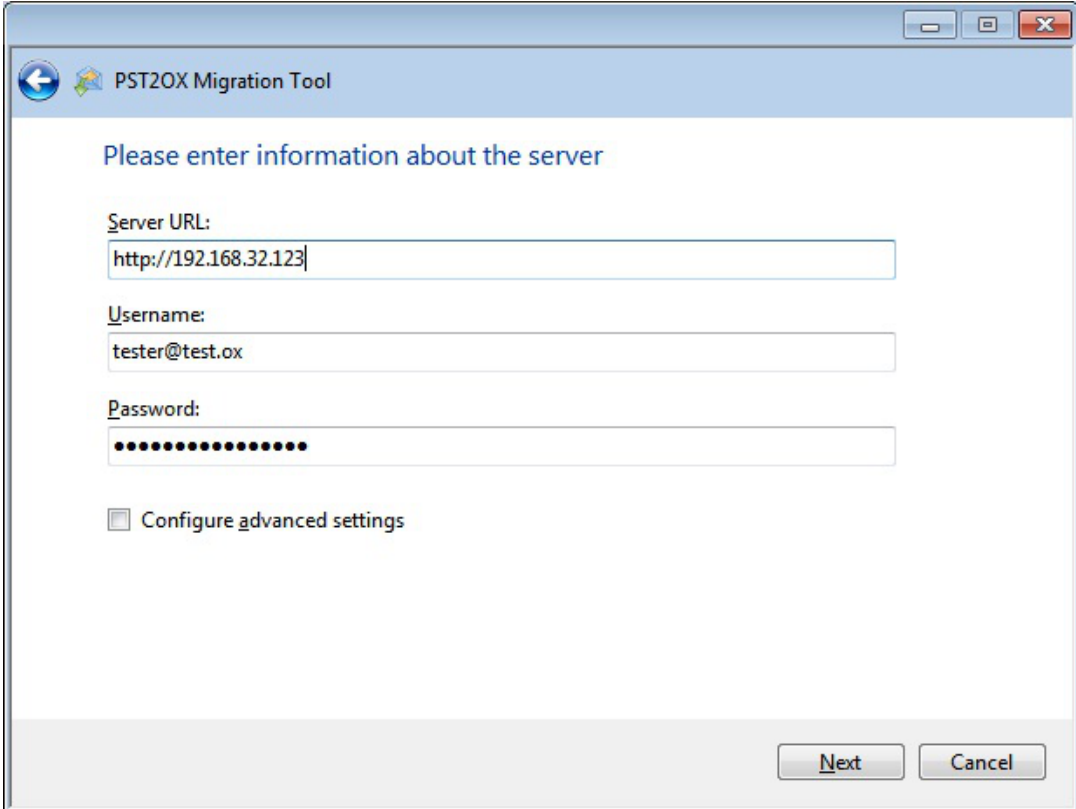
- b. Klicken Sie auf **Durchsuchen** öffnet sich der Ordner, in dem standardmäßig die .pst-Dateien gespeichert werden.
 - c. Da einige .pst-Dateien passwortgeschützt sind, kann das Passwort im zweiten Feld eingetragen werden.
 - d. Nachdem Sie eine Datei gewählt haben, klicken Sie auf **Weiter**.
3. Eine zu migrierende Datendatei aus einem Profil wählen

a.

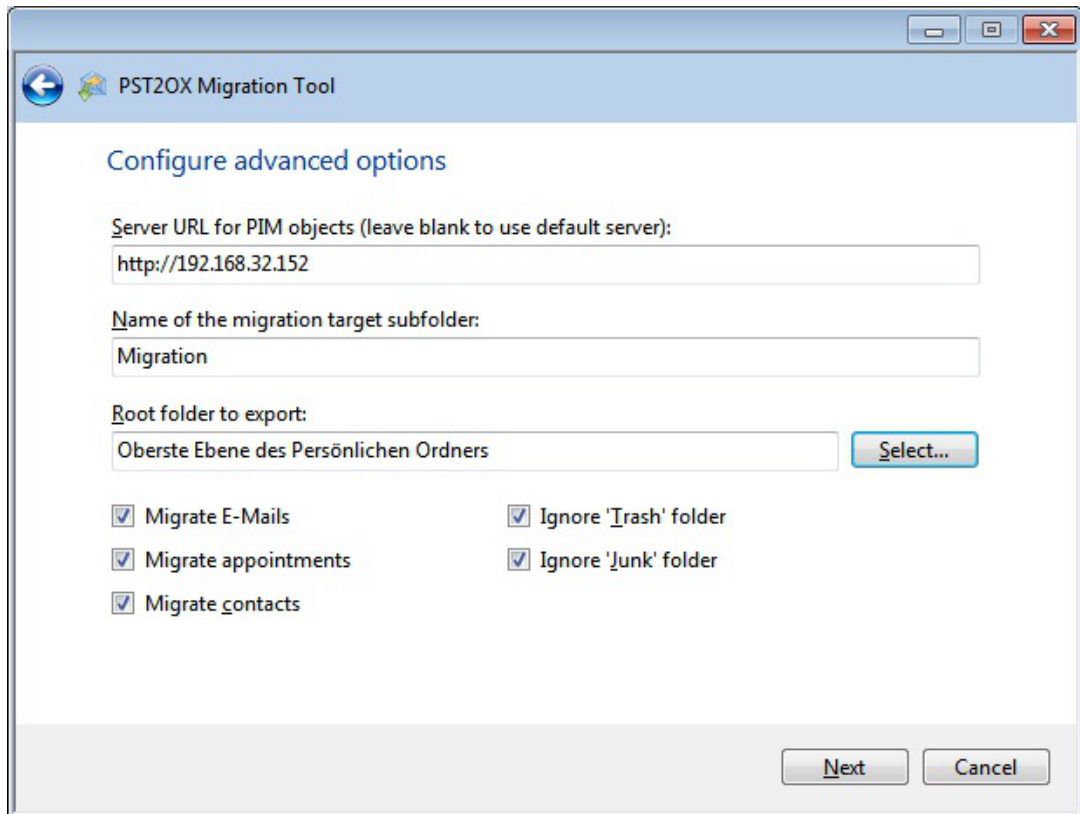


- b. Wählen Sie eines der vorhandenen Profile aus dem Auswahlmnü.
 - c. Wählen Sie einen Datenspeicher aus dem Profil.
 - d. Geben Sie dann ein Passwort ein, falls benötigt.
 - e. Zum Fortfahren, klicken Sie auf **Weiter**.
4. Informationen zum Server eingeben

a.

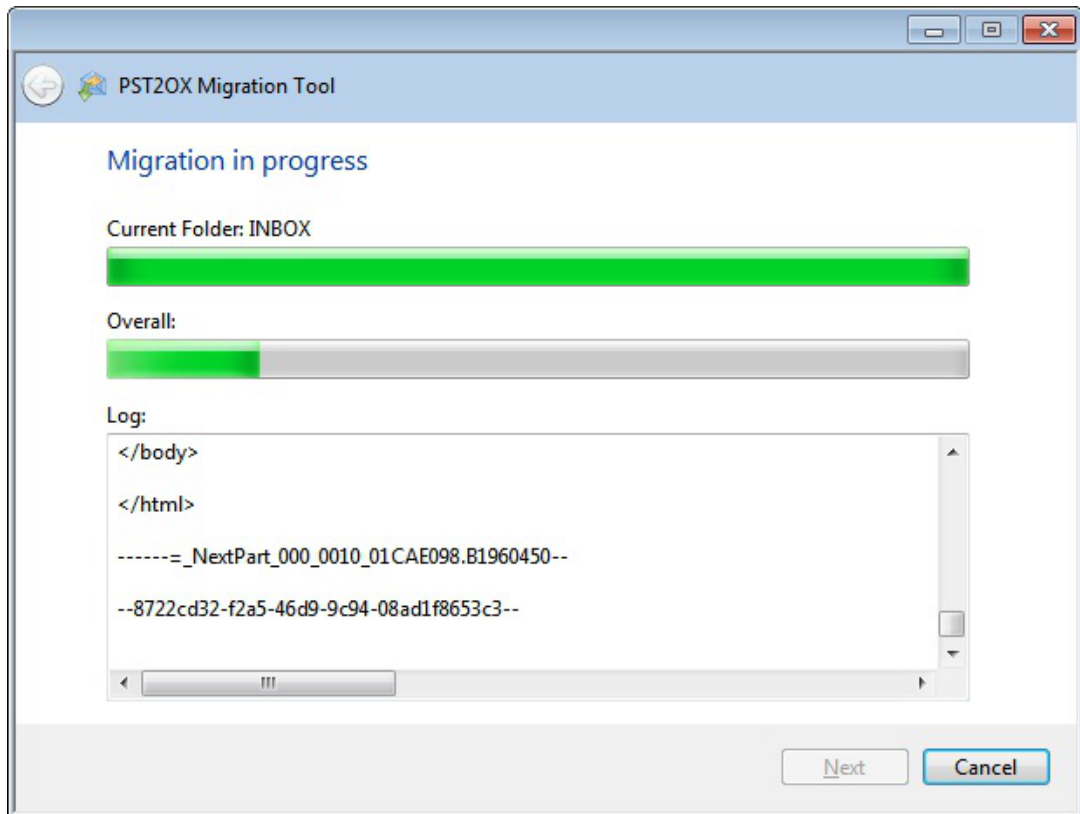


- b. Geben Sie im Feld **Server-URL** die Adresse des Groupware Server ein.
 - c. Geben Sie im zweiten Feld Ihren Benutzernamen ein.
 - d. Geben Sie im dritten Feld Ihr Passwort ein.
 - e. Für weitere Einstellungen, aktivieren Sie die Auswahlbox **Erweiterte Einstellungen konfigurieren**.
 - f. Zum Fortfahren, klicken Sie auf **Weiter**.
5. Erweiterte Optionen konfigurieren
- a. Wenn Sie die Auswahlbox **Erweiterte Einstellungen konfigurieren** aktiviert haben, wird die folgende Maske angezeigt.



- b. Die Ordner-ID ist vorausgewählt, kann jedoch geändert werden.
 - c. Wählen Sie im zweiten Feld den Ordner, in dem die E-Mails gespeichert werden sollen.
 - d. Sollen nicht alle E-Mail-Ordner aus der .pst-Datei exportiert werden, kann ein Ordner aus Outlook gewählt werden. Klicken Sie hierfür auf die Schaltfläche **Selektieren**.
 - e. Sollen die Ordner Trash oder Junk für die Migration ignoriert werden, aktivieren Sie die entsprechende Auswahlbox.
6. Migrationsprozess ist aktiv

a.

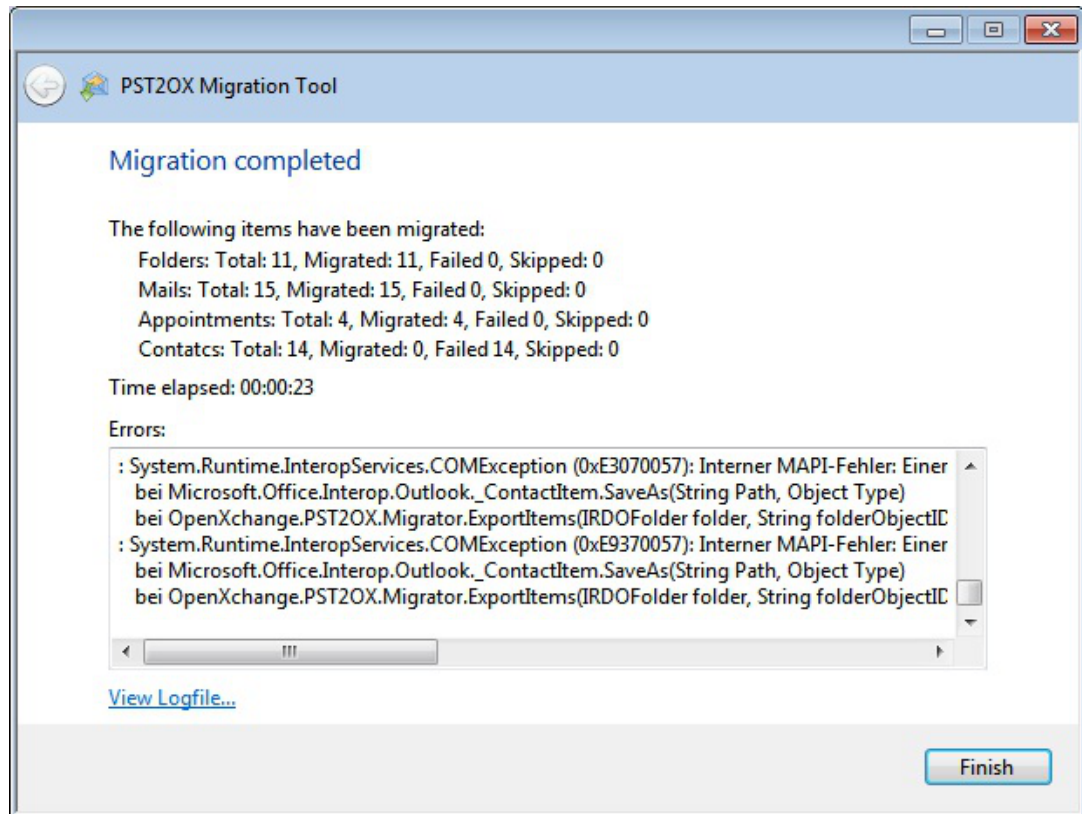


b. In diesem Fenster wird der Status der Migration sowie ein Protokoll zur Migration angezeigt.

c. Ist der Vorgang abgeschlossen, klicken Sie auf **Weiter**.

7. Migration abgeschlossen

a.



- b. In diesem Fenster wird eine Übersicht zur Migration angezeigt. Die Protokolldatei zur Migration können Sie durch Klicken auf die Schaltfläche **Protokolldatei anzeigen** einsehen.
- c. Zum Beenden des Einstellungs-Assistenten, klicken Sie auf **Beenden**.

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