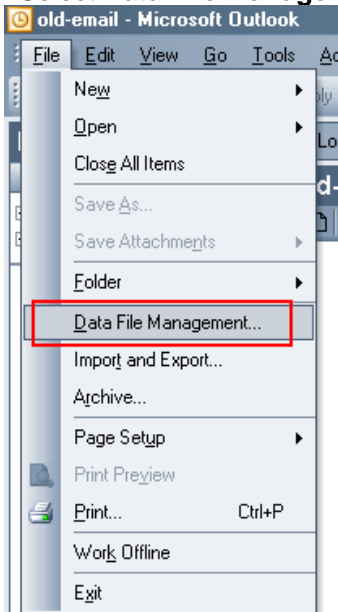


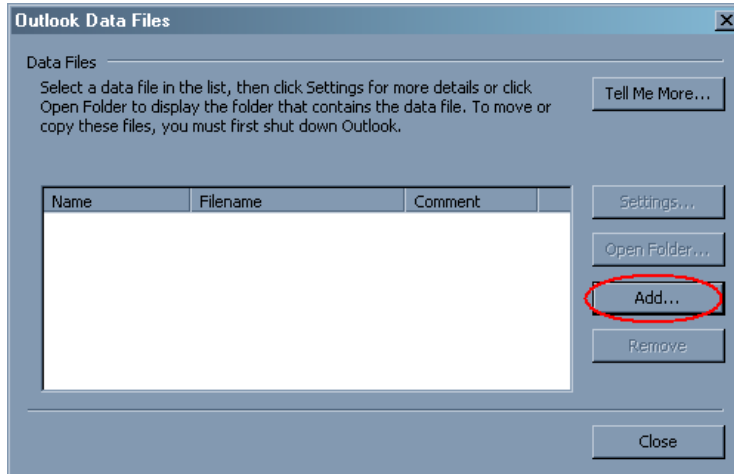
How to add old pst file and import contacts to exchange

Import old data file

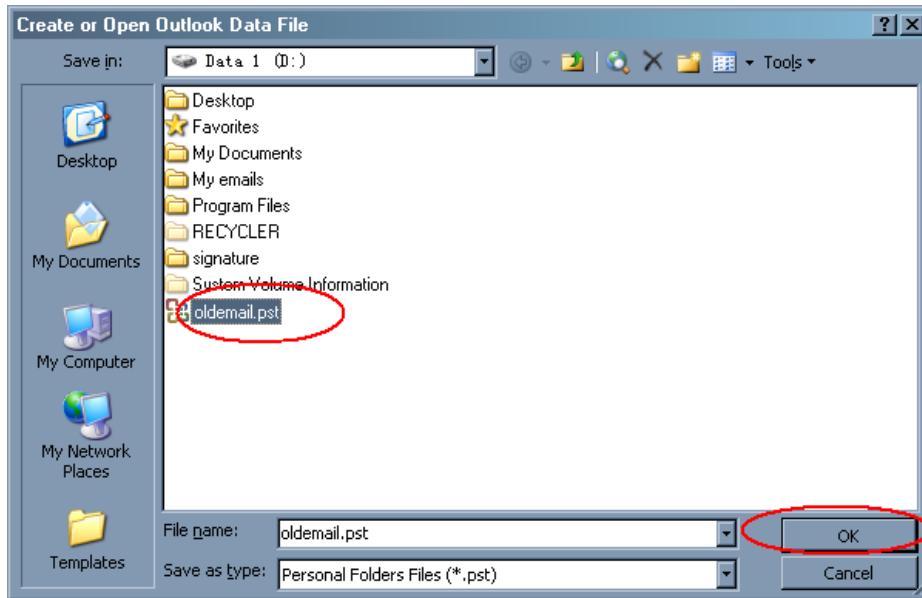
1. Select **Data File Management** in **File** menu.



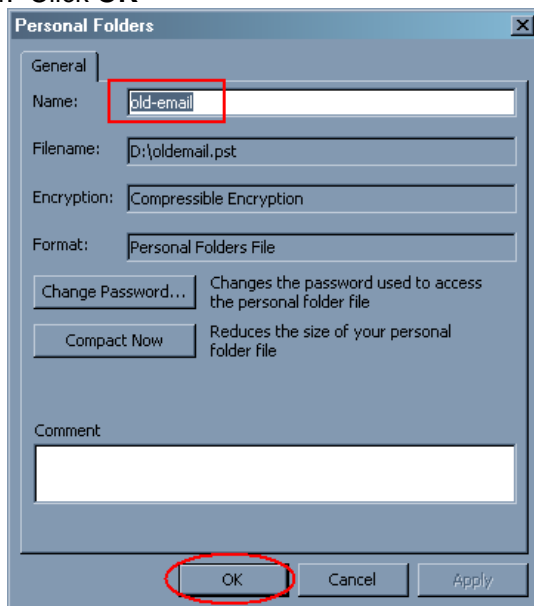
2. Select **Add** to add old data file in new mailbox



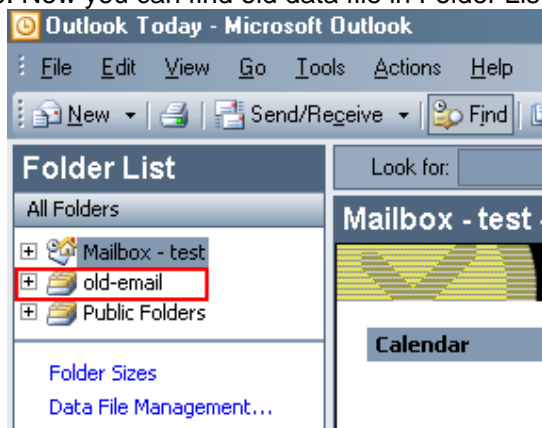
3. Select path of the old data file, click **OK**.



4. Click OK

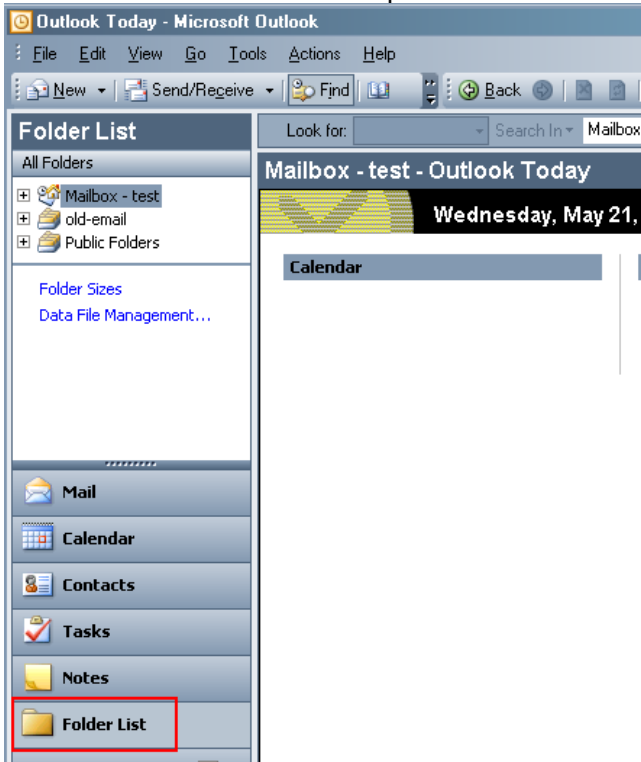


5. Now you can find old data file in Folder List

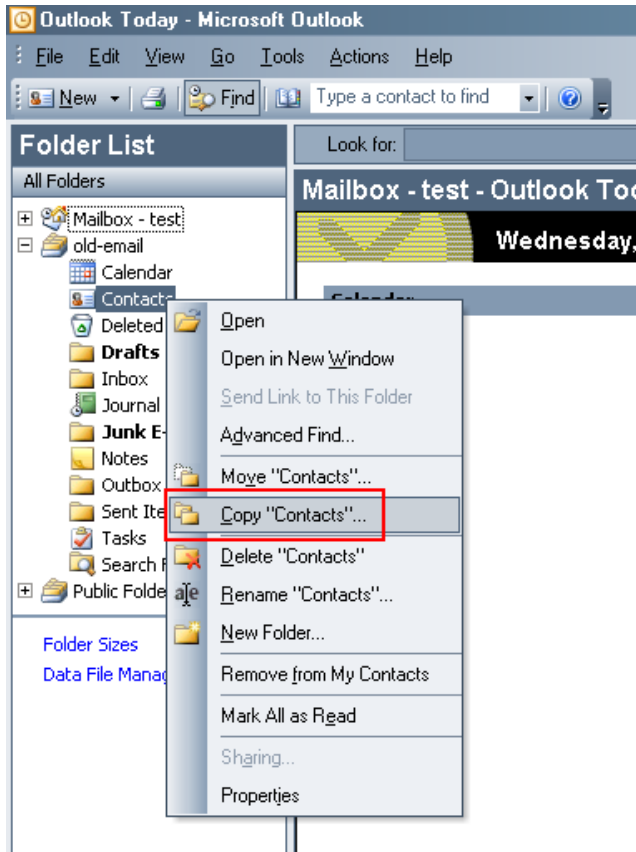


✚ Add old contacts to exchange

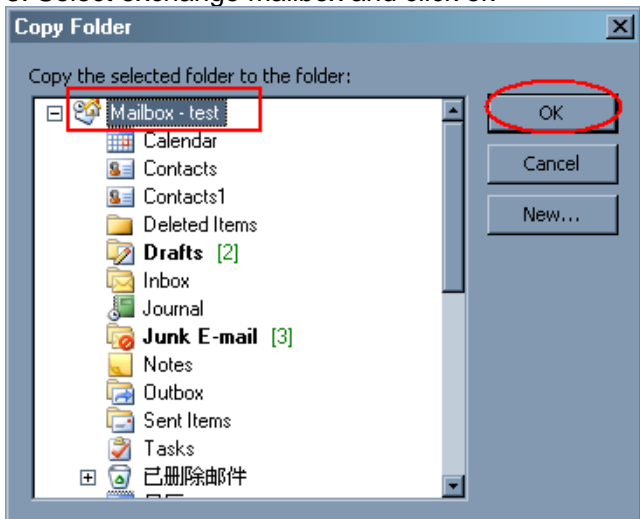
1. Select Folder List in left panel



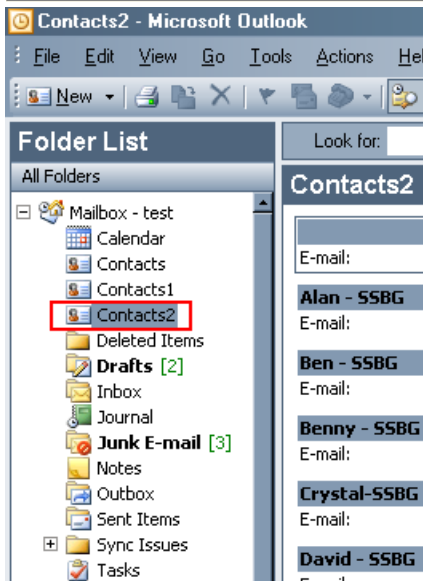
2. right click contacts select **Copy "Contacts"**



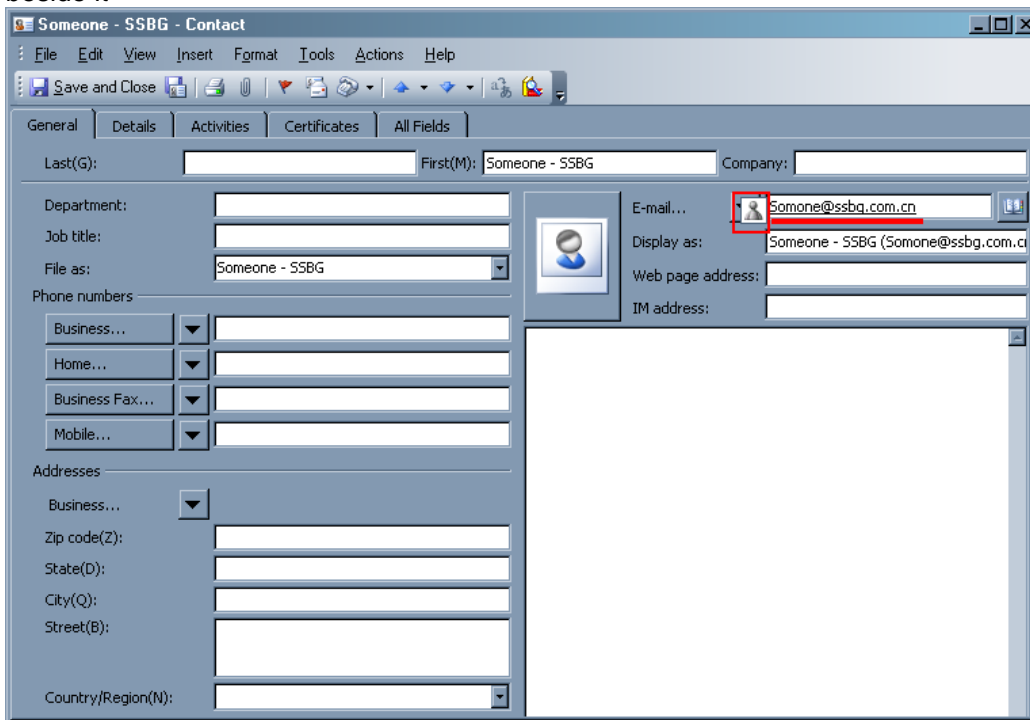
3. Select exchange mailbox and click ok



4. Select new add contacts (for example Contacts2)



5. Double click someone in right panel , put your mouse over the address under line ,click the icon beside it



6. Select **Send Mail (someone's mail address)**

