# "Migration of Outlook 2000 mail, settings and address books to alternative hardware installations"

Monday, February 10, 2003

## Introduction:

When new computers are presented to, or acquired by workers, the thorough migration of their custom information and profiles and data is a vital matter to ensure that they are immediately productive.

The distractions of re-configuring the custom options and other profiles are nearly as important as the seamless access to their original data.

Restoration of selected data from selective or global back-ups is sometimes valid, however, where a fresh install using new/updated software is already on clients machines OR a client is assigned to another machine, a manual

procedure many become more appropriate OR even necessary.

## **Objective:**

To define effective parameters, list a complete working method and implement the manual migration of all affected Outlook 2000 email data and settings into new client systems and test the integrity of the migration to the user's complete satisfaction.

## Method:

Microsoft Outlook's working directory in NT – contain all the important data files: \Winnt\Profiles\<user name>\Application Data \Winnt\Profiles\<user name>\Local Settings\Application Data

Dictionary directory: \Winnt\Profiles\<user name>\Application Data\Microsoft\Proof Default filename: Custom.dic

Signatures directory: **\Winnt\Profiles\<user name>\Application Data\Microsoft\Signatures** Default filename: \*.rtf - \*.htm - \*.txt

Customised toolbar settings directory: **\Winnt\Profiles\<user name>\Application Data\Microsoft\** Default filename: **Outcmd.dat** 

Before starting the process of exporting, find a suitable drive with at least 500 megabytes free space. The last page of this document shows a reference table to all associated files for Microsoft Outlook 2000 – use this for backing up settings such as: rules, signatures, templates, dictionary, etc.

## **Exporting the Address Book:**



- 1. Load up Microsoft Outlook
- 2. Select  $\rightarrow$  File  $\rightarrow$  Import and Export
- 3. Select  $\rightarrow$  "Export to a file"
- 4. Select  $\rightarrow$  "Next"

- Select → "Comma Separated Values (Windows)"
- 2. Select  $\rightarrow$  "Next"

- 1. Select  $\rightarrow$  "Contacts"
- 2. Select  $\rightarrow$  "Next"



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## Exporting your personal emails folder



Save the file to an appropriate location.

Follow the instructions.

1. Select  $\rightarrow$  "Next"

Leave the Map Custom Fields set to defaults.

1. Select  $\rightarrow$  "Finish"

Importing the address book is explained in the next section.

- 1. Load up Microsoft Outlook
- 2. Select  $\rightarrow$  File  $\rightarrow$  Import and Export
- 3. Select  $\rightarrow$  "Export to a file"
- 4. Select  $\rightarrow$  "Next"



- 1. Select  $\rightarrow$  "Personal Folder File (.pst)"
- 2. Select  $\rightarrow$  "Next"

- 1. Tick  $\rightarrow$  "Include subfolders"
- 2. Select  $\rightarrow$  "Next"

**NOTE:** Ignore the Filter option.

Save the files in the appropriate location.

Follow the instructions:

- Select → "Allow duplicate items to be created"
- 2. Select  $\rightarrow$  "Finish"

## 

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Create Microsoft Personal Folders				
Eile : C:\PROGRAM FILES\COMMON FILES\SYSTEM\№				
Name : Personal Folders				
Encryption Setting				
C No Encryption				
Compressible Encryption Rect Encryption				
Password				
Password:				
Verify Password:				
$\square$ Save this password in your password list				
OK Cancel <u>H</u> elp				

#### nternet Accounts ? × Mail Directory Service . All ådd Type Account Connection Bernove mail (default) Local Area Network **Experties** Import. Export. Close Export Internet Account ? X 🖸 🗈 🙋 🖻 🔳 Save in: 🛐 My Documents My Pictures File pame Sample Account is Save • Cancel Save as type: Internet Account Files (\*.iaf)

Exporting your email POP3 account settings

Leave the settings as defaults.

1. Select  $\rightarrow$  "OK"

**NOTE:** Due to the size of your email data, this may take some time. Allow 45 minutes for the process to finish.

- 1. Load up Microsoft Outlook
- 2. Select  $\rightarrow$  Tools  $\rightarrow$  Accounts
- 3. Select the appropriate account
- 4. Select  $\rightarrow$  Export

1. Select  $\rightarrow$  "Save"

Repeat the process if you have more than 1 email account pre-defined.

## **Exporting / Importing Outlook Message Rules**

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They are associated with the .rwz extension. What you can do to import / export the message rules is to load up Microsoft Outlook, select the Tools Menu and Rules Wizard. Select the Options button to bring up the Import / Export features.

Now that we've finished exporting, we can now work on how to import these features to a newly installed version of Outlook 2000. Also mind that this export can also work as a back up solution – this is a serious problem due to the loss of important email data through the loss of hard drives.

#### Import and Export Wizard Choose an action to perform: Export to a file . Export to The Timex Data Link watch Import a VCARD file (.vcf) Import an iCalendar or vCalendar file (.vcs) import cc:Mail Archive ort from anot er program or file Import Internet Mail Account Settings -Description Import data from other programs or files, including ACT!, ECCO, Lotus Organizer, Personal Folders (.PST), Schedule+, Sidekick, database files, text files, and others. Next > Cancel Import a File Select file type to import from: ACT! 2.0 Contact Manager for Windows . ACT! 3.x, 4.0 Contact Manager for Windows Comma Separated Values (DOS) iomma Se parated Valu dBase ECCO 2.0, 3.0, 4.0 Lotus Organizer 1.0, 1.1 -Lobus Organizer 2.1 2 < <u>B</u>ack Next > Cancel

## **Importing Outlooks Emails and Address Book**

- 1. Load up Microsoft Outlook
- 2. Select  $\rightarrow$  File  $\rightarrow$  Import and Export
- Select → "Import from another program or file"
- 4. Select  $\rightarrow$  "Next"

Select  $\rightarrow$  "Comma Separated Values (Windows)"

Follow the instructions accordingly. Just make sure "Allow duplicates is selected".

**NOTE:** This will be the same process for "Personal Folder Files (.PST)" as well.

## **Importing POP3 Email Accounts**

## GASA

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Account	Туре	Connection	Bernove
Sample Account	mail (default)	Local Area Network	Properties Set or Defor Import Export
			Set Order.

- 1. Load up Microsoft Outlook
- 2. Select  $\rightarrow$  Tools  $\rightarrow$  Accounts
- 3. Select the appropriate account
- 4. Select  $\rightarrow$  Import

Just follow the instructions accordingly and select the exported template. Repeat if necessary.

**NOTE:** Email passwords are not exported for security purposes.

## **Importing other Outlook 2000 settings**

To work with this section, it'd be helpful to look at the start of this document where it outlines the directories used for storing Outlook files. This ensures that importing and exporting is much easier.

Options		? ×				
Preference	es Mail Delivery Mail Format Spelling Security Other					
General	options	_				
aby	Always suggest replacements for misspelled words					
•	Always check spelling before sending					
	Ignore words in UPPERCASE					
	Ignore words with numbers					
	Ignore griginal message text in reply or forward					
Edit custom dictionary						
abr	Add, change, or remove words from your custom dictionary.					
1	Edt					
Internal	tional distinguing					
ahc	Choose which dictionary to use when checking your spelling.					
- 🎸	Language: Epolish (U.S.)					
	Endersten Institut (n.n.)					
	OK Cancel Ap	ply				

- 1. Select  $\rightarrow$  Tools  $\rightarrow$  Options
- 2. Select  $\rightarrow$  Spelling Tab

Verify the copy was successful by clicking on the Edit button. Your old dictionary should now be in place.

The same applies for Signatures.

1. Select  $\rightarrow$  Mail Format Tab  $\rightarrow$  Signatures

Make sure you back up the entire listed contents listed below, this will ensure you have a complete backup of all your settings for Outlook 2000. You would find these in the directories listed in the method section above.



#### Filename: D:\DOCS\Com\Outlook Migration.doc

Type of File	Name or Extension
Personal Folders	.pst files
Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files
Stores a reference to which extensions (addins) you have loaded.	extend.dat files

## The following folder should contain most of your settings: \Winnt\Profiles\<user name>\Application Data \Winnt\Profiles\<user name>\Local Settings\Application Data

## Suggestion

<u>http://www.abf-soft.com/outlook-backup.shtml</u> - This does everything for you above. Assuming it doesn't back up the rules. It works best when used on the same computer.

<u>http://office.microsoft.com/Downloads/2002/Pfbackup.aspx</u> (Microsoft's solution to backing up as .PST files).

<u>http://office.microsoft.com/Downloads/2000/o2ksmsdd.aspx</u> (Stores preferences and options, including custom dictionaries and custom templates as well as AutoCorrect and AutoFormat lists.)

Please take note, this covers backing up Outlook emails, signatures, rules, address book and email accounts. To ensure you have a complete backup, use the table above to backup any other existing files.

### Verification

This is mainly a manual self-test and verification that the imports have worked and has the current files as if it was the original data. Checking that the send / receive works with the accounts properly, signatures and dictionary files are now there and finally the address book is functioning properly.