



قوسٲ بٲسائٲ اٲي-كراٲائٲ
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Importing Archived Emails

Microsoft Outlook

IMPORTANT: Importing Archived files may take 1-2 days to finish uploading depending on the size and may negatively impact Outlook performance during the uploading. It is recommended for users to **View** instead of Import Archived files.

For Viewing PST, please refer to **Viewing Archived Emails SOP** at <https://onegov.intra.gov.bn/>

Importing Archived Emails to Microsoft Outlook

1. Open Microsoft Outlook, select **File** → **Open & Export** → **Import/Export** (shown in Figure 1).

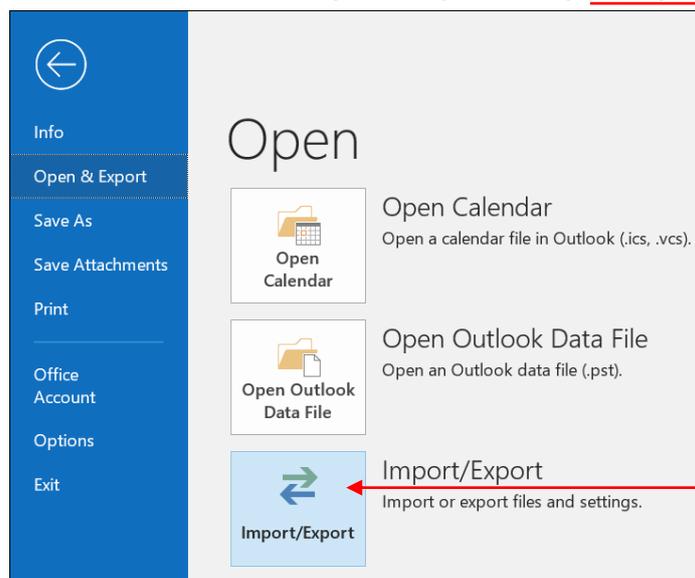


Figure 1: Import/Export window

2. On the Import and Export Wizard, select **Import from another program or file**. Select **Next** (Figure 2).

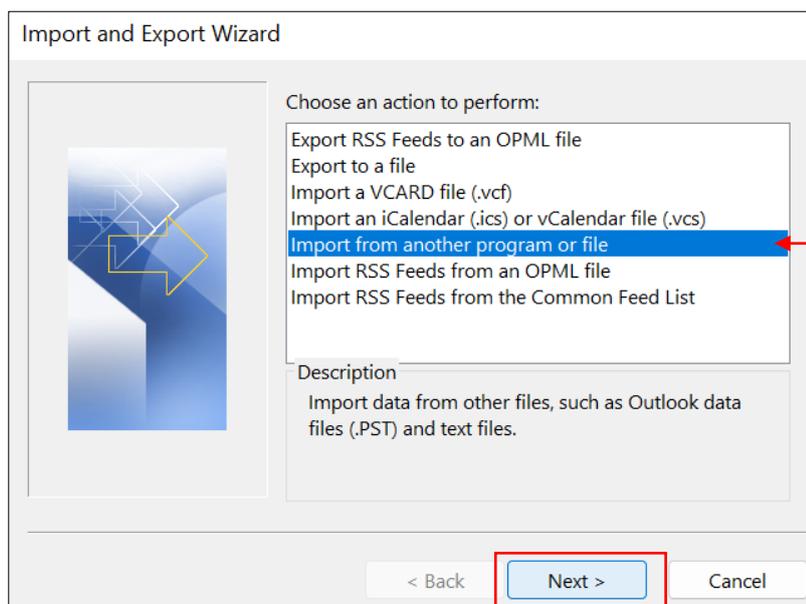


Figure 2: Import and Export Wizard

- On the Import a File window, select **Outlook Data File (.pst)** as the file type (Figure 3), then select **Next**.

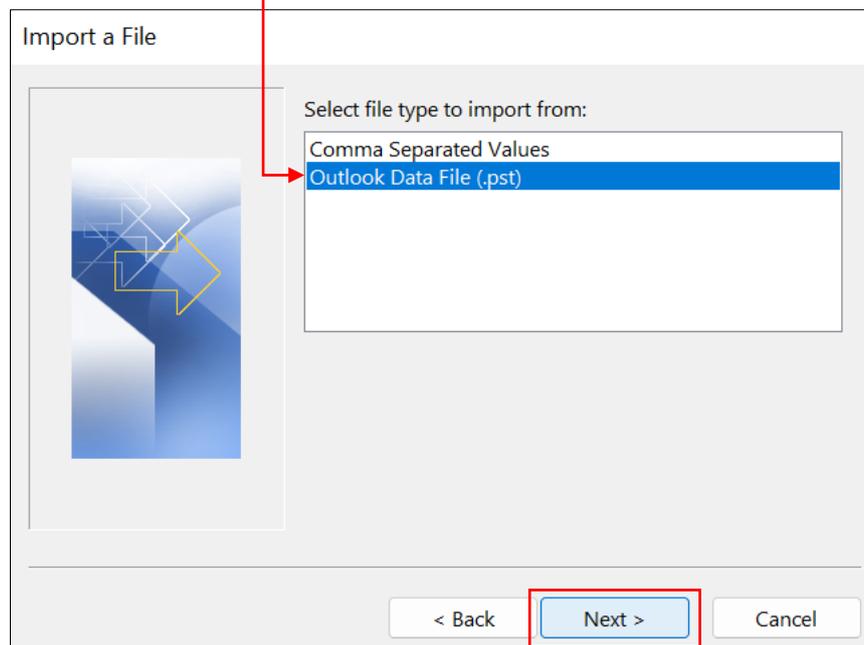


Figure 3: Select Outlook Data File (.pst)

- Locate your Outlook Data File (.pst) by selecting **Browse**. Select your preferred option and then select **Next** (Figure 4).

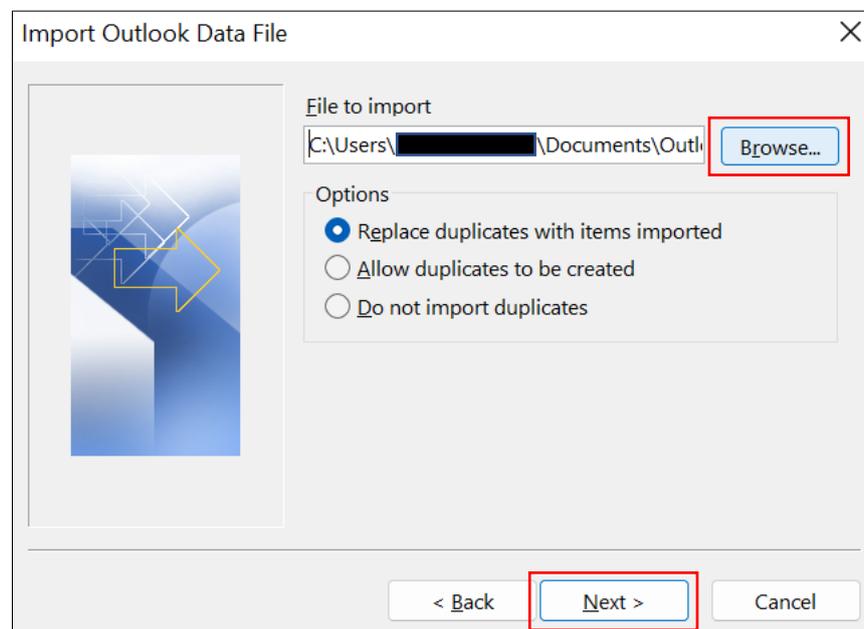


Figure 4: Locating PST file

5. Select the folder which you want to import from, and **only select Include subfolders if you wish to import all the subfolders included in the folder. Select Import items into the current folder to import all to inbox, or you may select Import items into the same folder to import items to its respective folders**, e.g. archived Sent Items will be imported to Sent Items (Figure 5). Select **Finish** to begin importing.

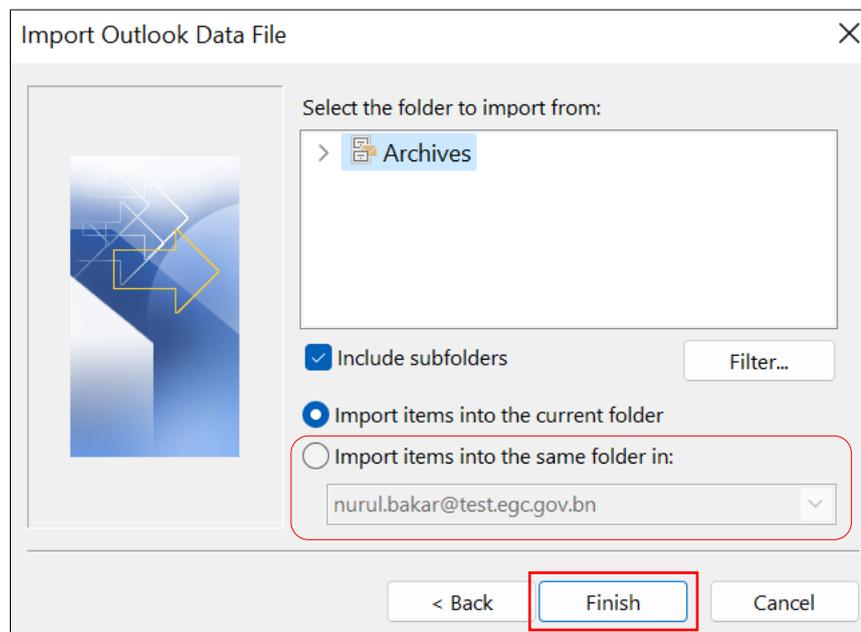


Figure 5: Select folders