

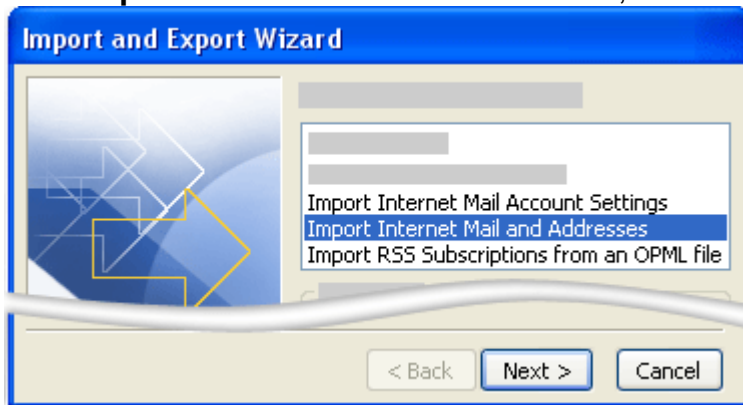
Import messages from Outlook Express

In Outlook Express, each mail folder corresponds to a single file. For example, the Inbox folder in Outlook Express is a single file, Inbox.dbx. Conversely, Outlook stores each message as an individual file. If Outlook Express and Outlook are installed on different computers, you need to know this information so that you can find and copy the correct folder when needed.

To import e-mail messages, choose a procedure based on whether Outlook Express and Outlook are installed on the same or on different computers.

When Outlook and Outlook Express are installed on the same computer

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Import Internet Mail and Addresses**, and then click **Next**.



3. Click **Outlook Express**.
4. Select the **Import mail** check box.
5. Click **Next**.
6. Click **Finish**.
7. To save a copy of the import summary to your Inbox, click **Save in Inbox**.

Import account name and account settings from Outlook Express

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Import Internet Mail Account Settings**, and then click **Next**.
3. Click **Outlook Express**, and then click **Next**.
4. Follow the remaining instructions in the Import and Export Wizard.