

Outlook® 2003 Setup

Using the Auto-Configuration Tool

To locate the customized PRF file, each user will need to log into the User Control Panel, using their email address and password. Log in at: admin.emailsrvr.com/usercp

1. If you are running Outlook, be sure to close it. After closing Outlook, press **Ctrl + Alt + Delete** to launch your Windows Task Manager. If you see [outlook.exe](#) in the list, select it and click the **End Task** button. This ensures that Outlook is not running, since sometimes third-party Outlook plug-ins do not shut down properly.
2. Log into the User Control Panel, using your email address and password.
3. Click the [Download Your Outlook Profile](#) link.
4. Click the **Save** button.
5. Locate the file you just saved, and double-click the file to open it.

6. Outlook will launch automatically. You may encounter a warning popup window. Click the **Yes** button. (Running the PRF configuration file will not delete any of your existing email or your profiles.)
7. You will be prompted for your email address and password. You may need to enter it more than once throughout this process, as Outlook sets up your mailbox for the first time.
8. Click the **OK** button. You will now have full access to your mailbox through Outlook. Though you'll be prompted twice for your email address and password information during this initial setup, future logins should only require you to enter that information one time.

Migrating Data from a POP3 Mailbox

1. Configure Outlook to access your current POP3 mailbox.
2. In the Folder List, right-click [Personal Folders](#) and select [Properties](#).
3. Click the **Advanced** button.
4. Highlight all text in the [Filename](#) box, and then press **Ctrl + C** to copy the text. You may want to paste this text into Notepad or Word, since you will need this text in Step 9.
5. Click the **Cancel** button.
6. Select **"File / Import and Export."**
7. Select **"Import from another program or file,"** and then click **Next**.
8. Select [Personal Folder File \(.pst\)](#), and then click **Next**.
9. In the **"File to import"** box, paste the path to your .pst file (which you pasted into Notepad or Word). Click **Next**.
10. Click the topmost folder you want to import, and then check the **Include subfolders** checkbox. You may need to click the "+" icon to expand the folder list.
11. Click the **"Import items into the same folder in"** button.
12. In the drop-down box, select the Hosted Exchange mailbox you want to import your data into.
13. Click the **Finish** button. The import may take some time to finish, depending on the size of the mailbox and the number of items.

Alternate Method for Migrating Data from a POP3 Mailbox

Though we recommend that you use the import/export method to migrate your POP3 mailbox data, you may instead prefer to associate an existing .pst with your new Hosted Exchange profile.

1. Log into Outlook with your new Hosted Exchange profile.
2. Select **File / Data File Management**.
3. Click the **Add** button.
4. Select **"Office Outlook Personal Folders File (.pst),"** and then click **OK**.
5. You will then see the default location for .pst files. (If you have changed the location where a particular .pst is saved, then you'll need to browse to that location.) Select the .pst for the POP3 data you want to associate with your new Hosted Exchange account, and then click the **OK** button.
6. In the [Personal Folders](#) window, you can change the default folder name, if desired. It is not necessary to assign a password to the .pst file.
7. Click the **OK** button.
8. You can repeat the above steps to add additional .pst files to your Data Files list, if desired. Click the **Close** button when you are done. Your Hosted Exchange account will now include the data from the .pst files you have added to your Data Files list.

Migrating Data from an IMAP Mailbox

1. Configure Outlook to access your current IMAP mailbox.
2. In the Folder List, open your IMAP mailbox.
3. Since IMAP mailboxes typically store email messages on the mail server, you can simply drag and drop messages from your IMAP mailbox into your Personal Folders mailbox folders.
4. After all of your email messages are copied into your Personal Folders mailboxes, you can export your Personal Folders .pst file. In the Folder List, right-click **Personal Folders** and select **Properties**.
5. Click the **Advanced** button.
6. Highlight all text in the **Filename** box, and then press **Ctrl + C** to copy the text. You may want to paste this text into Notepad or Word, since you will need this text in Step 11.
7. Click the **Cancel** button.
8. Select **"File / Import and Export."**
9. Select **"Import from another program or file,"** and then click **Next**.
10. Select **Personal Folder File (.pst)**, and then click **Next**.
11. In the **"File to import"** box, paste the path to your .pst file (which you pasted into Notepad or Word). And then click **Next**.
12. Click the topmost folder you want to import, and then check the **Include subfolders** checkbox. You may need to click the "+" icon to expand the folder list.
13. Click the **"Import items into the same folder in"** button.
14. In the drop-down box, select the Hosted Exchange mailbox you want to import your data into.
15. Click the **Finish** button. The import may take some time to finish, depending on the size of the mailbox and the number of items.

Migrating Data from an Exchange Mailbox or Public Folder

1. Configure Outlook to access your current Exchange mailbox.
2. Log into the Exchange mailbox.
3. Select **"File / Import and Export."**
4. Select **Export to a file**, and then click **Next**.
5. Select **Personal Folder File (.pst)**, and then click **Next**.
6. Do one of the following, and then click **Next**:
 - To export an entire mailbox, click once on the topmost folder and then check the **Include subfolders** checkbox.
 - To export a public folder, click once on the topmost folder (or the Public Folders folder to export all public folders), and then check the **Include subfolders** checkbox.
7. Click the **Browse** button to save the .pst file to a location on your hard drive. Please make note of this path (ideally, copy/paste this path to a Notepad or Word document), since you will need it when importing your .pst file later in this process. Click **Next**.
8. Click the **OK** button to complete the export. Since this file is only being used for temporary export/import, we recommend you use **No Encryption**, for speed and compatibility purposes.
9. After you have completed the export, select **"File / Import and Export."**
10. Select **"Import from another program or file,"** and then click **Next**.
11. Select **Personal Folder File (.pst)**, and then click **Next**.
12. In the **"File to import"** box, paste the path to your .pst file (which you pasted into Notepad or Word). And then click **Next**.
13. Click the topmost folder you want to import, and then check the **Include subfolders** checkbox. You may need to click the "+" icon to expand the folder list.
14. Click the **"Import items into the same folder in"** button.
15. In the drop-down box, select the Hosted Exchange mailbox you want to import your data into.
16. Click the **Finish** button. The import may take some time to finish, depending on the size of the mailbox and the number of items.