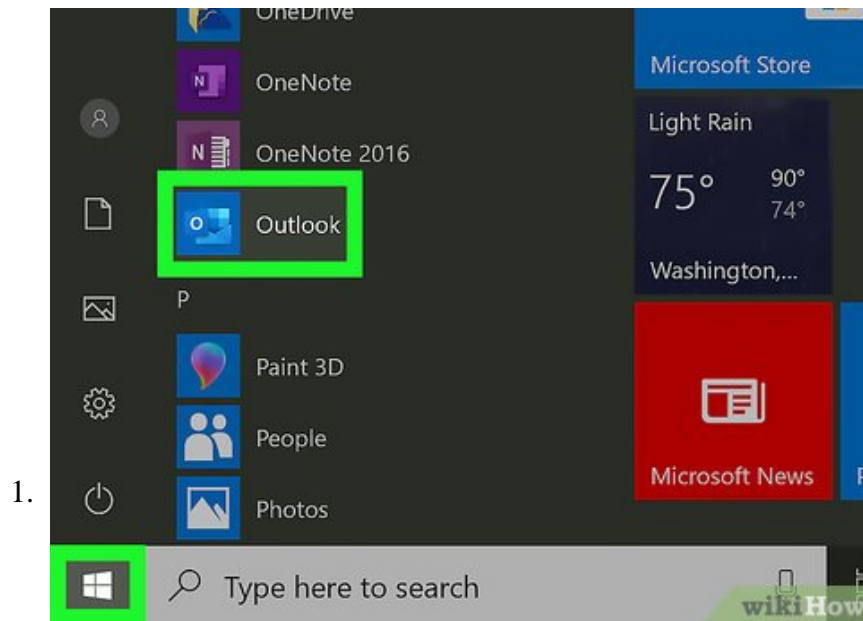


# How to Import PST Files to Office 365

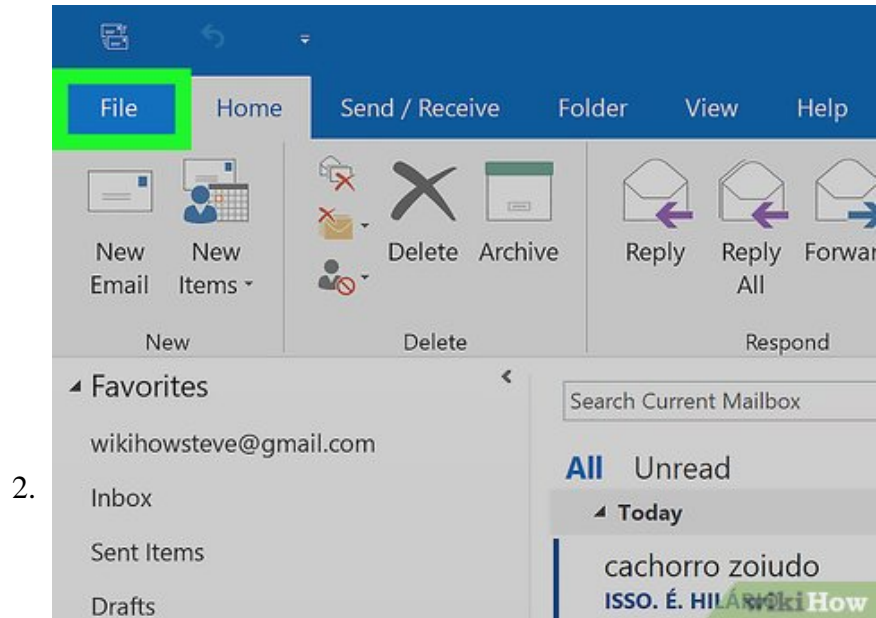
This wikiHow teaches you how to import data to your Office 365 Outlook account from a saved PST file on Windows or macOS. A PST file contains contact information, email folders, addresses, and other mail data. You can import all your...

Method 1 of 2:

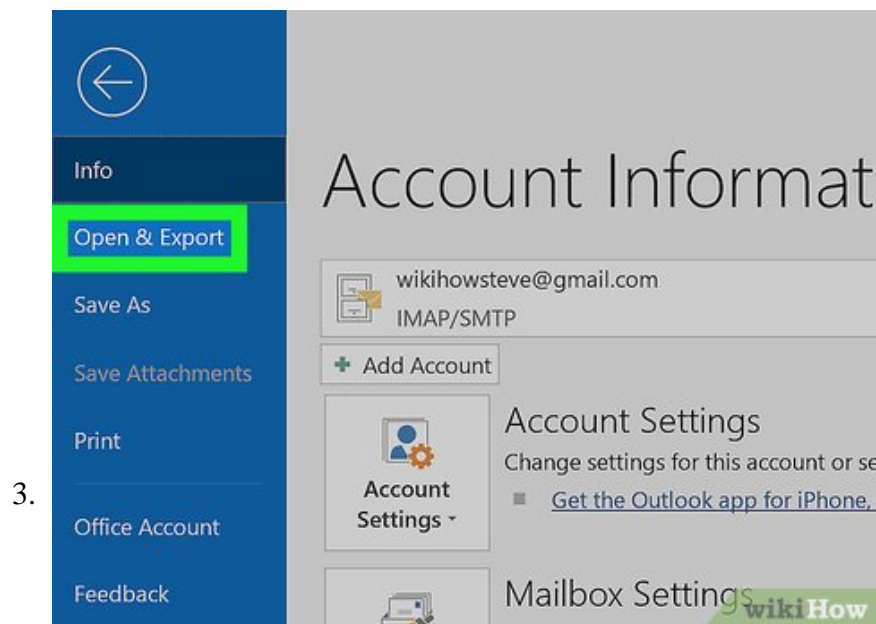
## Using Windows



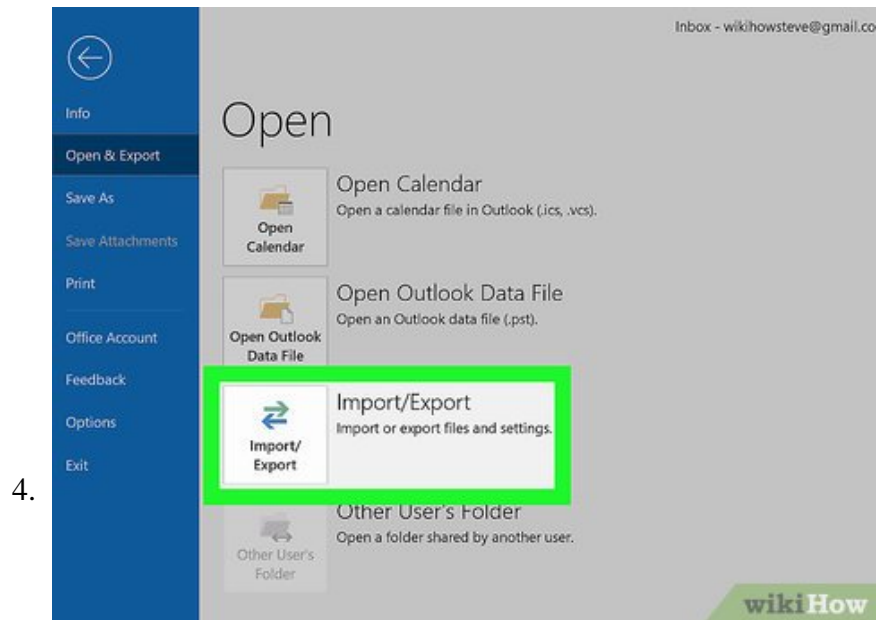
**Open the Outlook app on your computer.** The Outlook icon looks like a white "O" in a blue square in front of an envelope icon. You can find it on your Start menu.



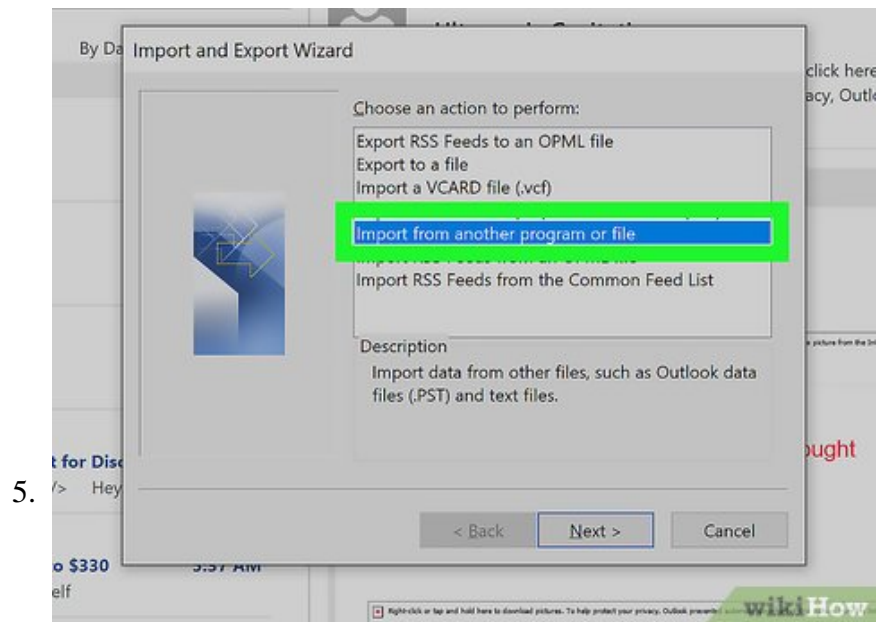
Click the **File** tab on the top-left. You can find this button above the toolbar ribbon at the top of your screen. It will open your file options on a new menu.



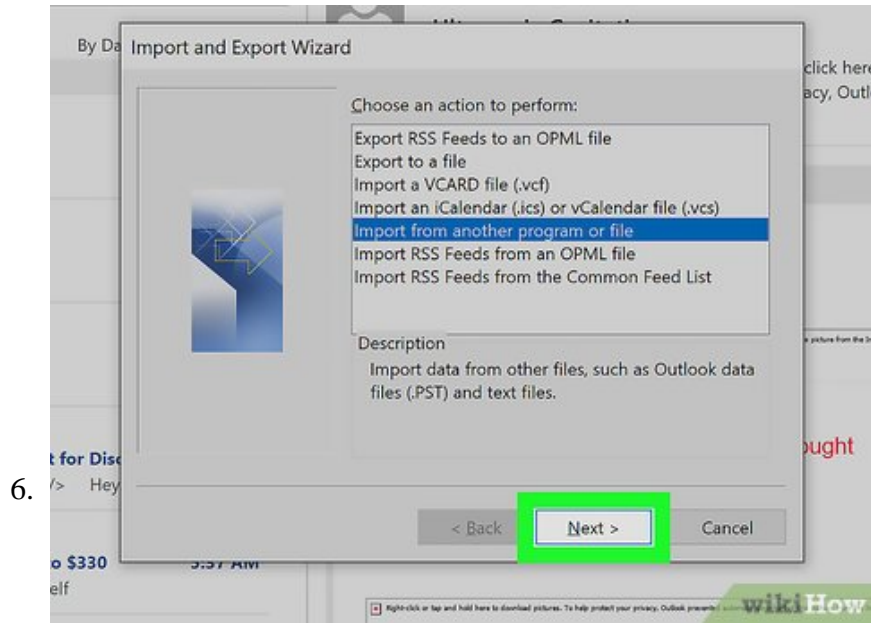
Click **Open & Export** on the menu. You can find this option on a blue navigation menu on the left-hand side.



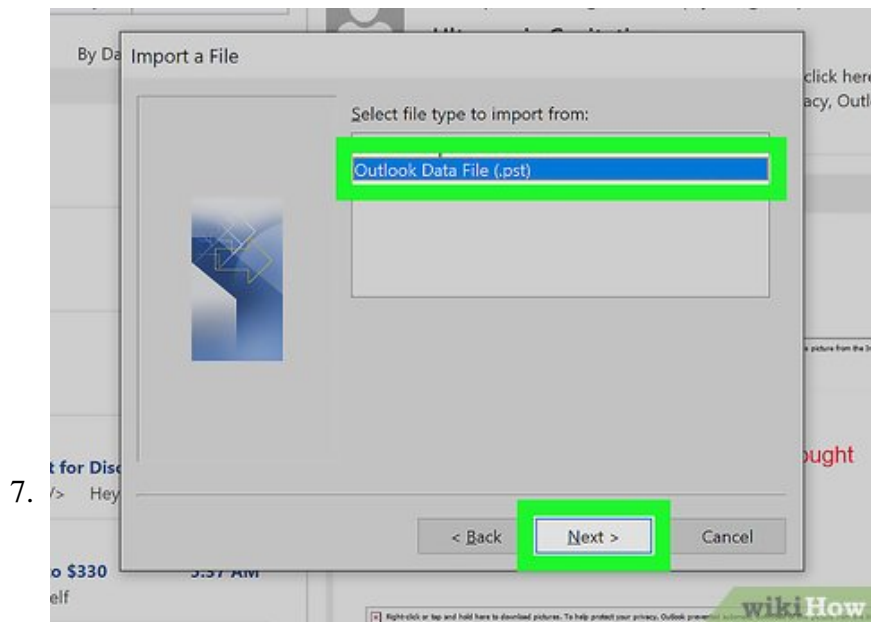
Click **Import/Export** on the menu. This will open the Import and Export Wizard in a new pop-up window.



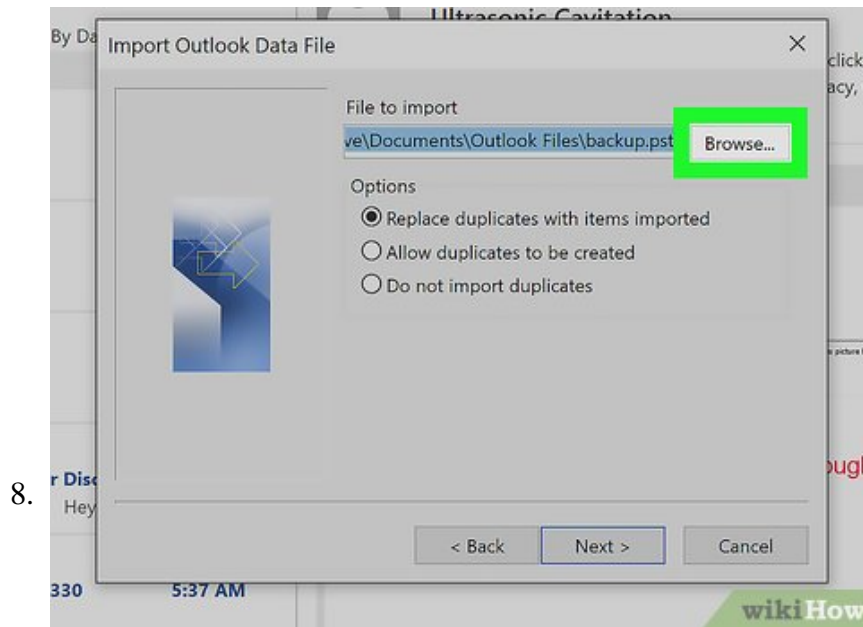
Select **Import from another program or file**. It's in the "Choose an action to perform" box.



Click **Next**. This will open a list of different file types you can import.

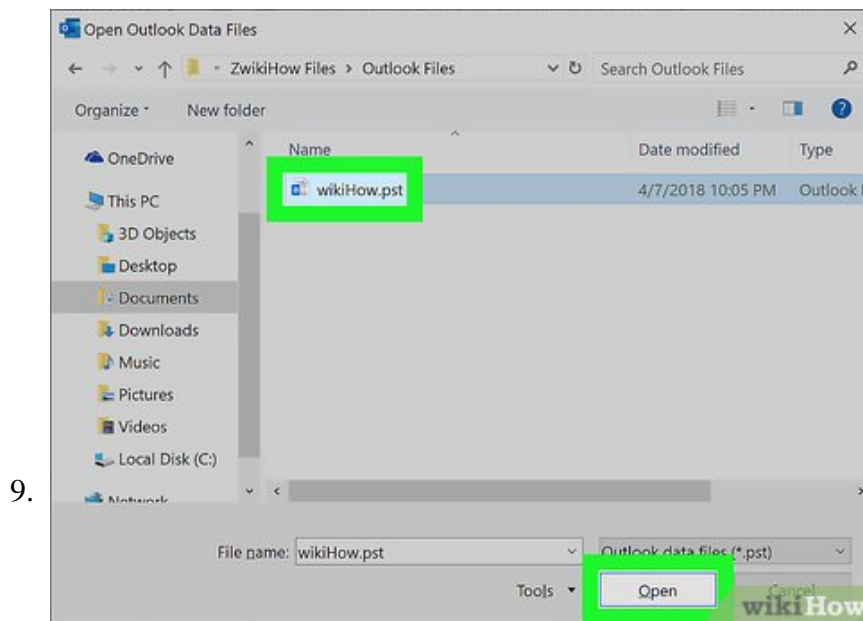


Select **Outlook Data File (.pst)** and click **Next**. This will allow you to select and import your PST file in the next step.

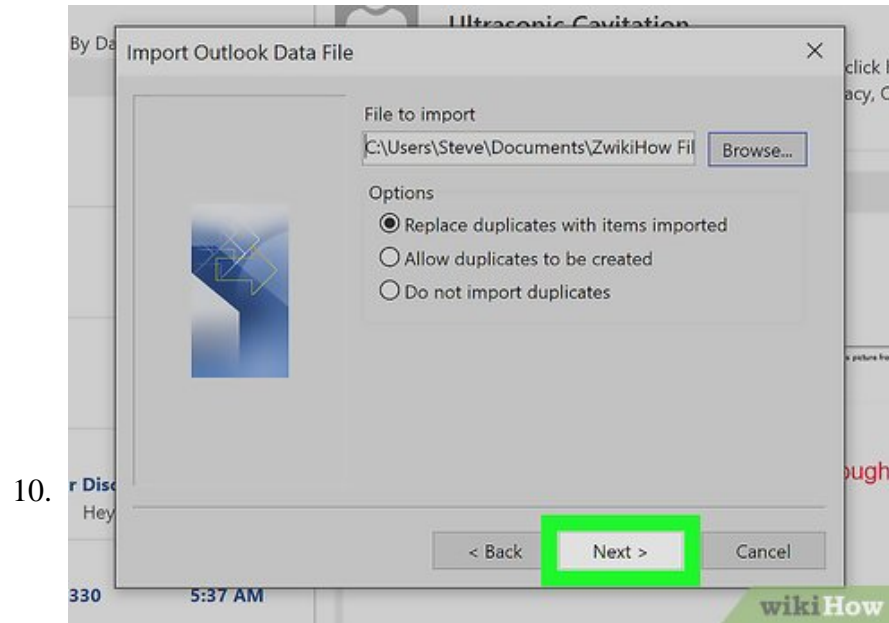


Click **Browse** under "File to import." This button is in the upper-right corner of the Wizard window. It will open a new pop-up.

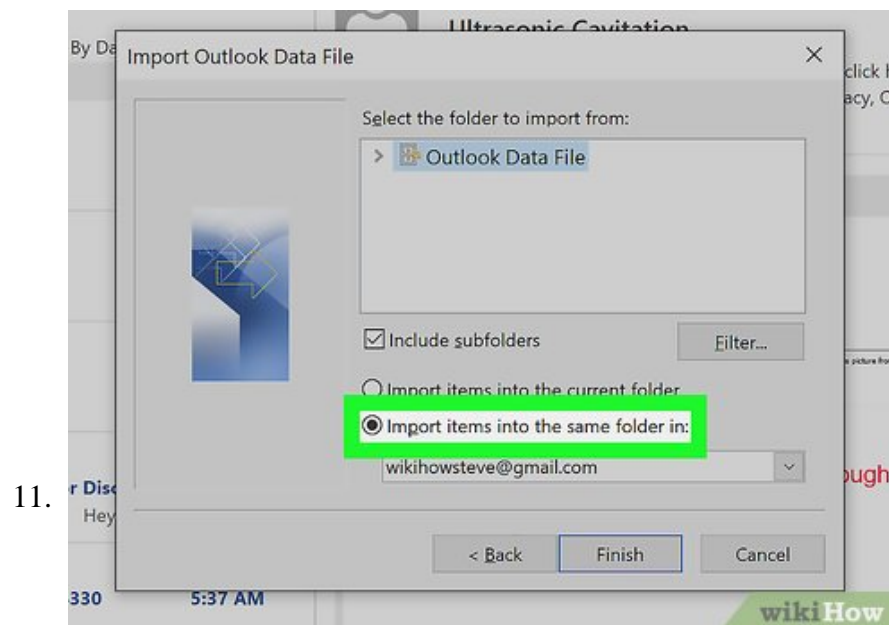
1. You can select how you want to deal with duplicate items under "Options" here.



Select the PST file and click **Open**. If your PST file is password protected, you'll be prompted to enter it here.

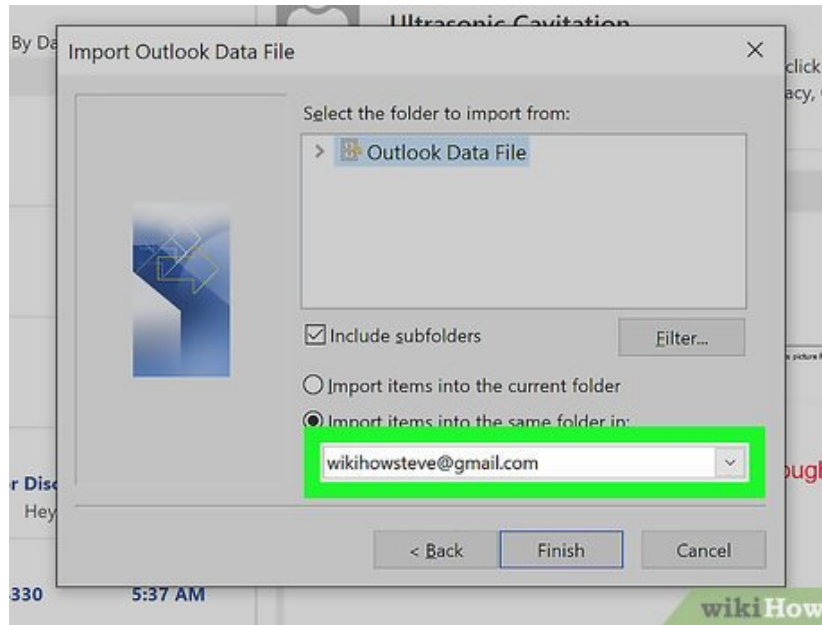


Click **Next**.



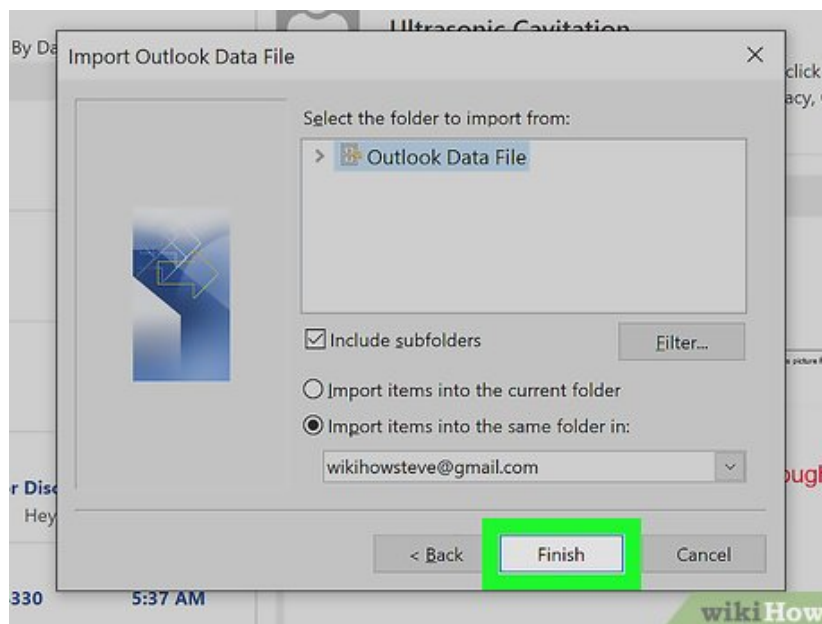
Select **Import items into the same folder in** at the bottom. When this option is selected, you can specify your Office 365 mailbox, and import your PST here.

12.



**Enter your Office 365 account email into the text field.** You can click the drop-down and select your email, or manually type it here.

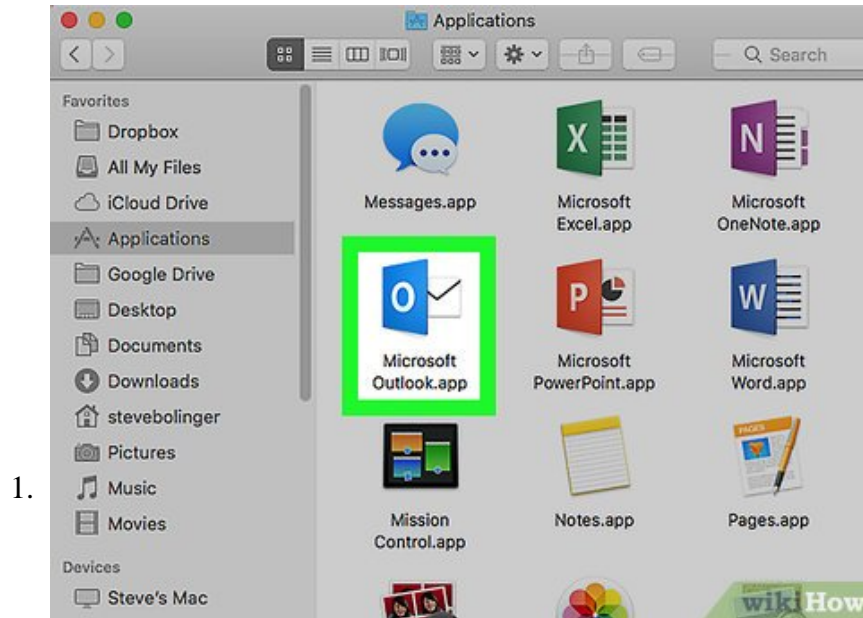
13.



**Click the **Finish** button.** This will start importing all the data from your PST file to your Office 365 mailbox. You'll see your import progress in a pop-up box. The pop-up will automatically disappear when your import is finished.

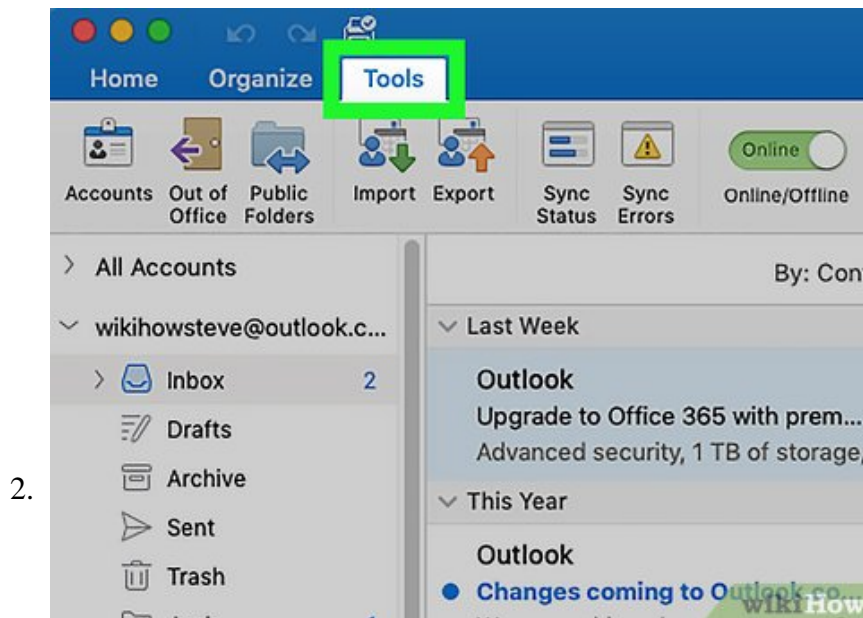
Method 2 of 2:

**Using a Mac**

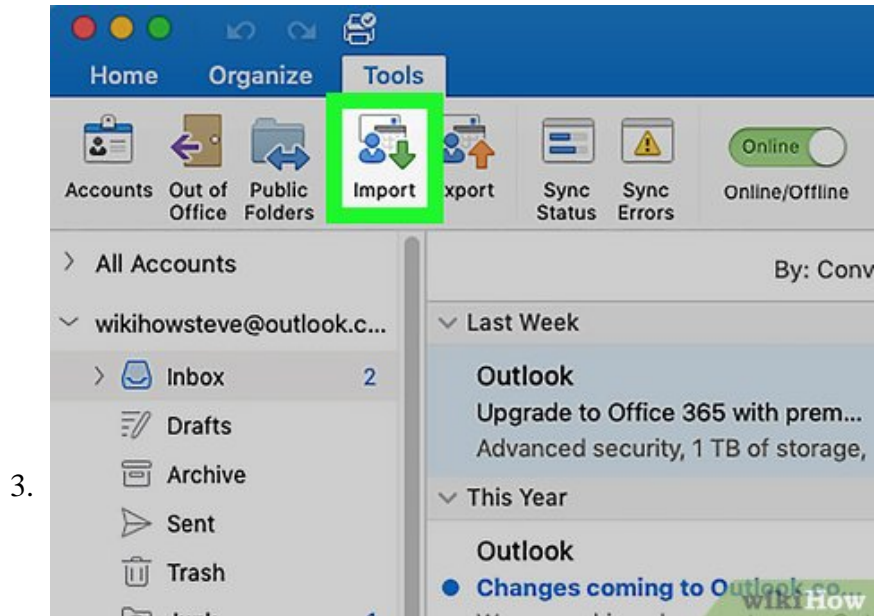


**Open Outlook (Office 365 version) on your Mac.** The Outlook icon looks like a white "O" in a blue square in front of an envelope icon. You can find it in your Applications folder.

1. Make sure you have your Outlook version installed through your Office 365 subscription. If you have a different version, you can download the installer at <https://www.microsoft.com/en-us/download/details.aspx?id=45492>.
2. If you have a different version of Outlook the app icon may look like a yellow "O."
3. To view your Outlook version, click the **Outlook** tab on your Mac's menu bar on the top-left, and select **About Outlook**. If you have the Office 365 version you'll see "Office 365 Subscription" next to "License."<sup>[1]</sup>



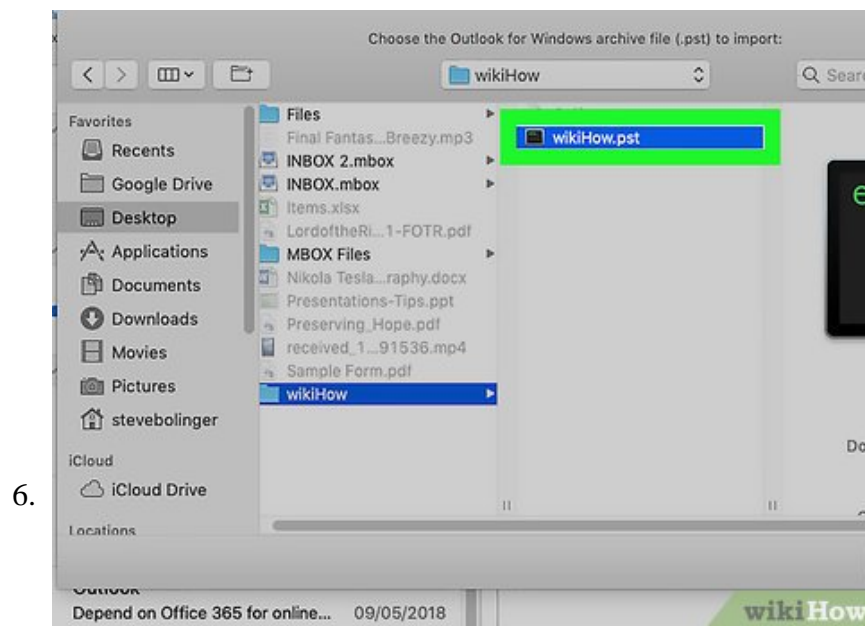
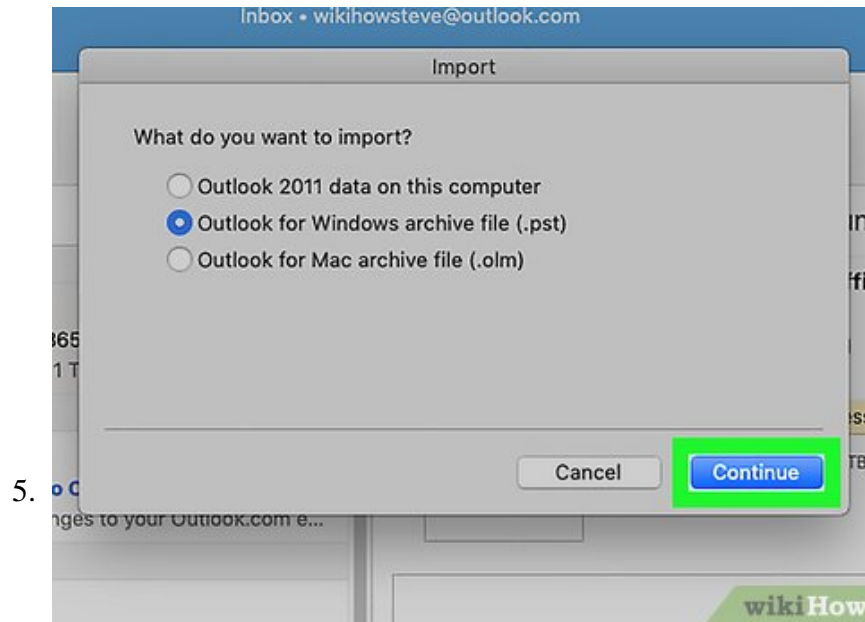
Click the **Tools** menu. You can find this button above the toolbar ribbon at the top of the window.

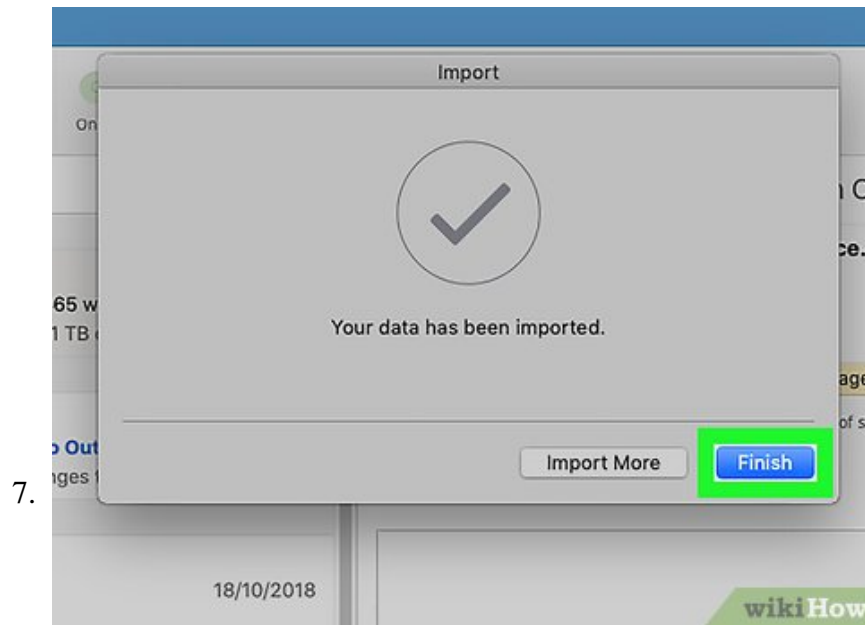


Click **Import** on the toolbar. This button looks like a green, downward arrow and a blue figurehead in front of a table icon. It will open the Import window.



Select **Outlook for Windows archive file (.pst)**. Select this option when you're prompted "What do you want to import?" in the Import window.





Click **Finish**. When your import is finished, click this button to close the Import window.

You finished reading the article "**How to Import PST Files to Office 365**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.