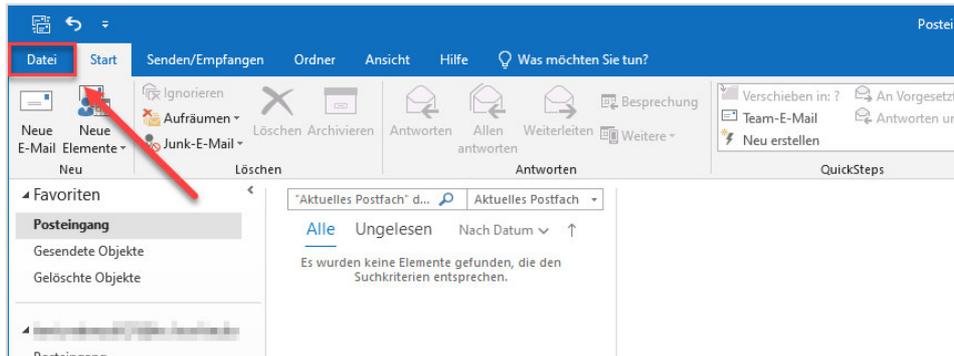


If you have used Outlook to receive your emails from the emergency email service, you can save the contents of your mailbox in a *.pst file. You can then use this file to copy your data - as described in the following instructions - via a new Outlook profile into the old Exchange mailbox you used prior to 30 April.

Backing up a mailbox

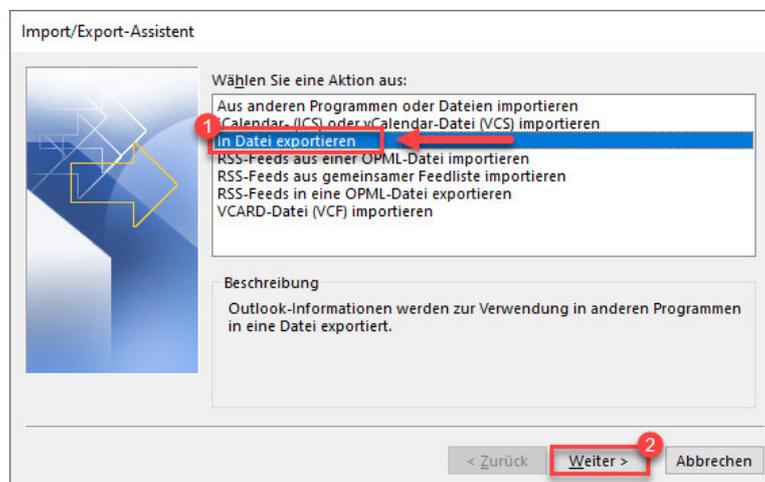
1. Start **Outlook** and click on **“Datei.”**



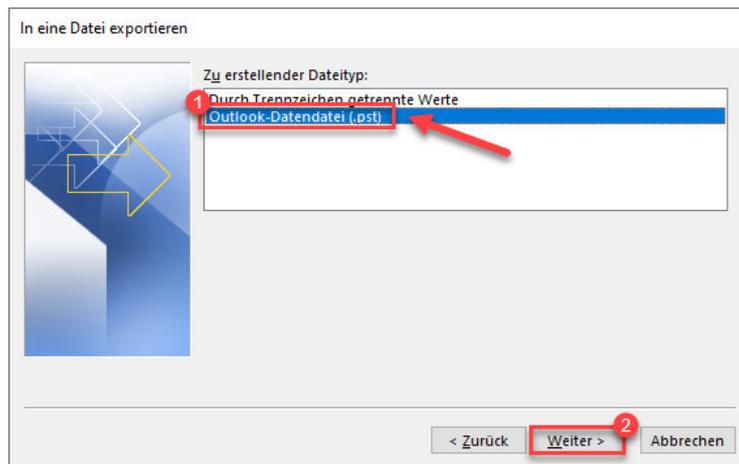
2. Go to **“Öffnen und Exportieren”** and select **“Importieren/Exportieren.”**



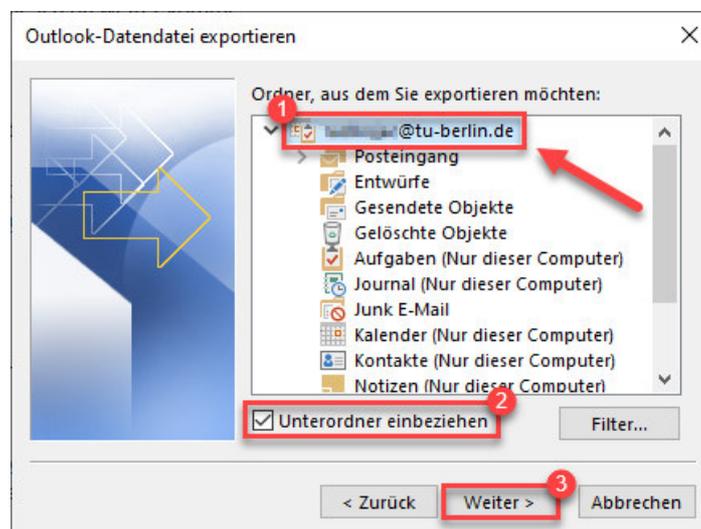
3. Then select **“In Datei exportieren”** and click on **“Weiter”** to continue.



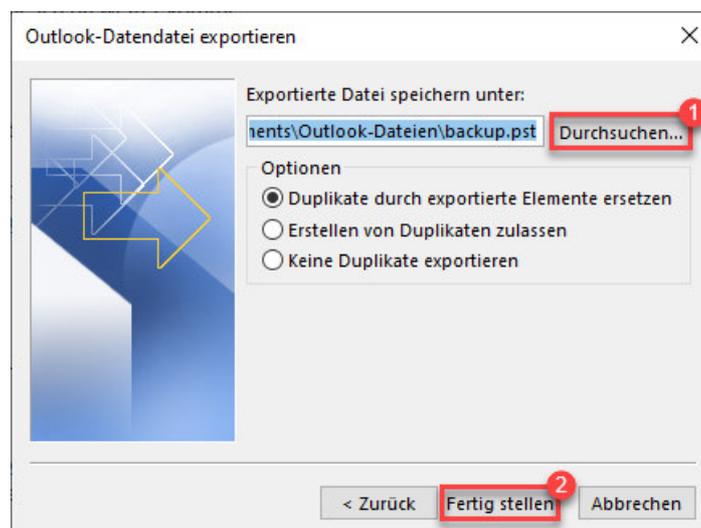
4. Then select **“Outlook-Datendatei (.pst)”** and confirm by clicking on **“Weiter.”**



5. Now click on your email address and tick “**Unterordner einbeziehen**” to save everything in your mailbox. Then click on “**Weiter**” to continue.

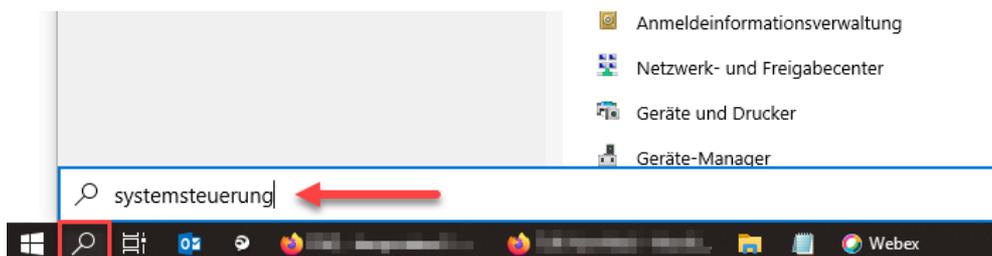


6. In the following step you can select the folder where the backup file is to be stored using the “**Durchsuchen**” button. Complete the process by clicking on “**Fertig stellen**.”

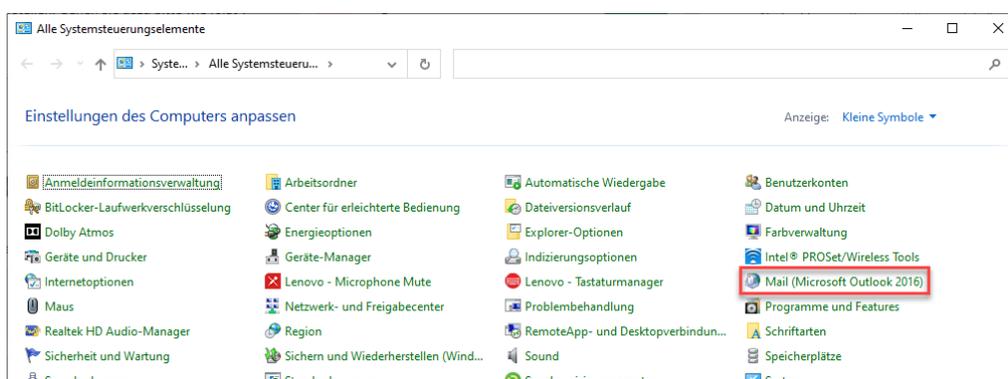


Setting up a mailbox (new profile)

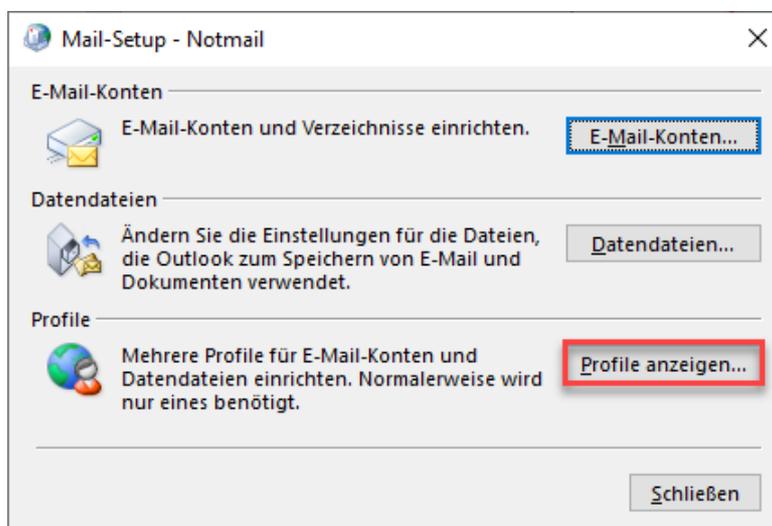
7. Type “Systemsteuerung” (Control Panel) in the search field on your computer and hit **Enter**.



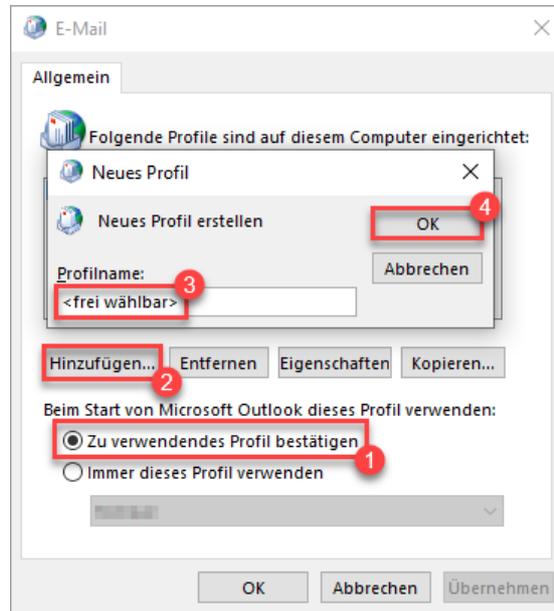
8. Now select **Mail (Microsoft Outlook 2016)**. Depending on the version used, the designation may differ from the one given here.



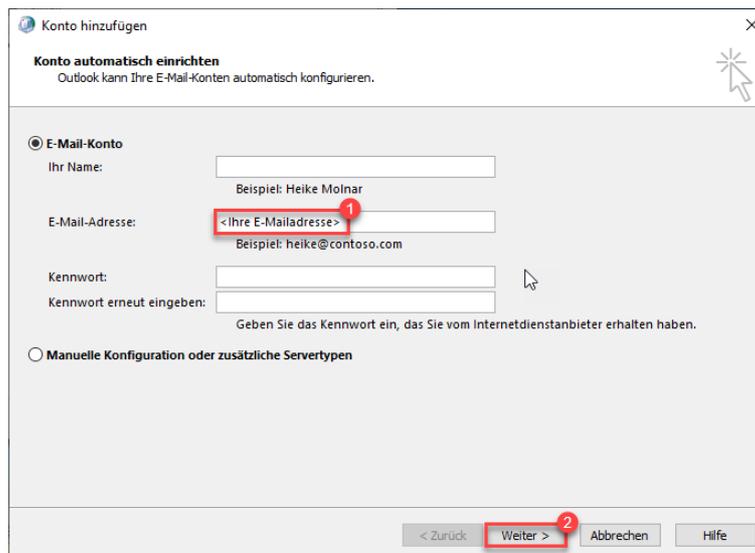
9. A new window will open. Please click on “**Profile anzeigen...**” to show your profiles.



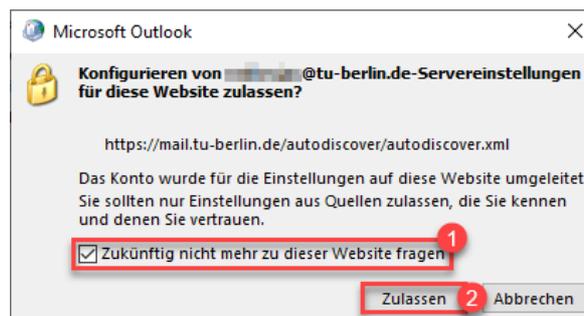
10. A new window will open. Activate the option **“Zu verwendendes Profil bestätigen”** (1) to confirm the profile you wish to use, then add by clicking on **“Hinzufügen...”** (2). Provide a profile name (3) (e.g. Exchange) and confirm by clicking **“OK”** (4).



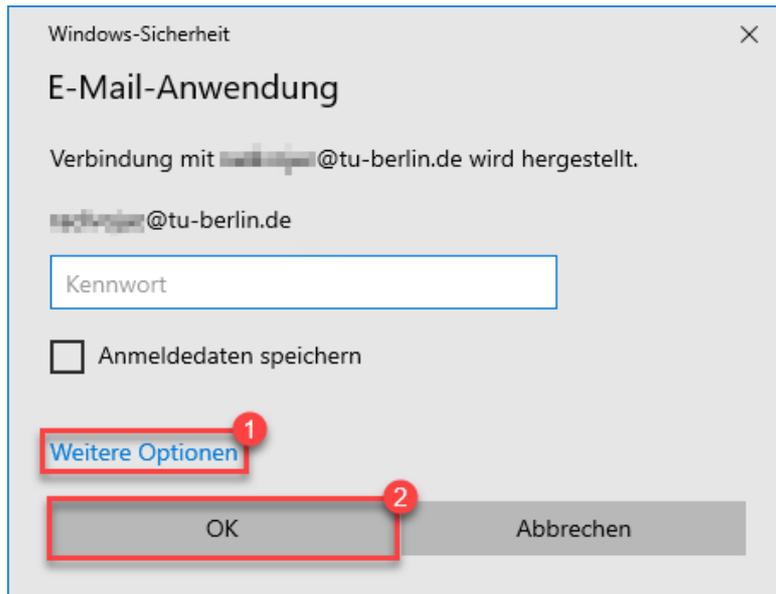
11. Now select **“E-Mail-Konto”** (1), enter your email address, and click **“Weiter”** (2) to continue.



12. If the question below appears, tick **“Zukünftig nicht mehr zu dieser Webseite fragen”** (1) to avoid seeing this question in the future and confirm by selecting **“Zulassen”** (2).



13. Select **“Weitere Optionen”** (1) and click **“OK”** (2).

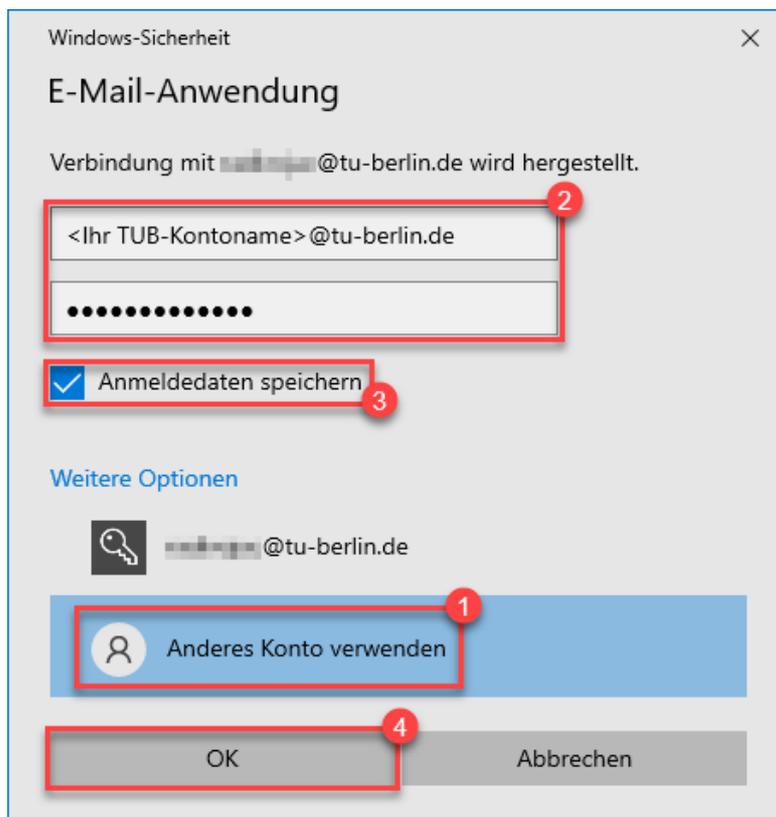


14. Select “**Anderes Konto verwenden**” (1) and enter your **login data** (2) using the following format:

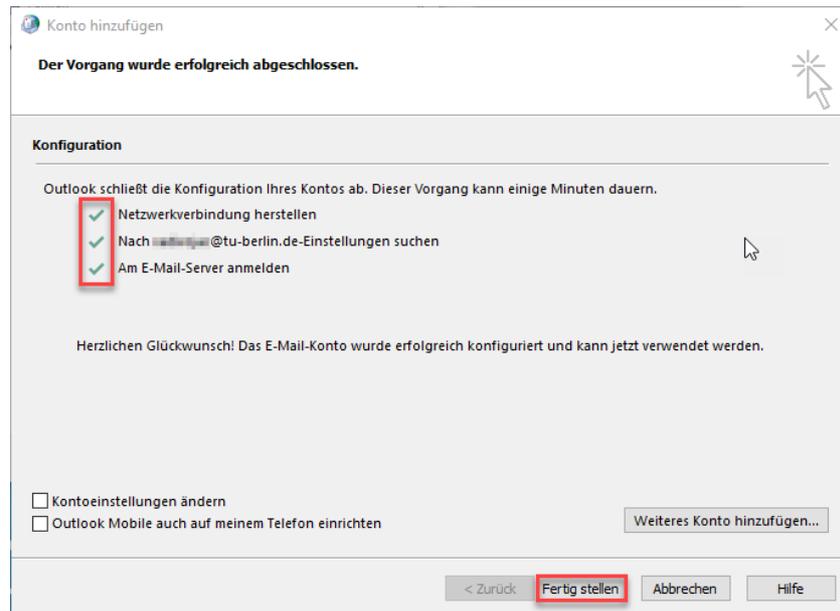
Username: <your TUB account name>@tu-berlin.de

Password: <your current TUB password>

Tick “**Anmeldedaten speichern**” (3) to save your login details and confirm by clicking on “**OK**” (4).

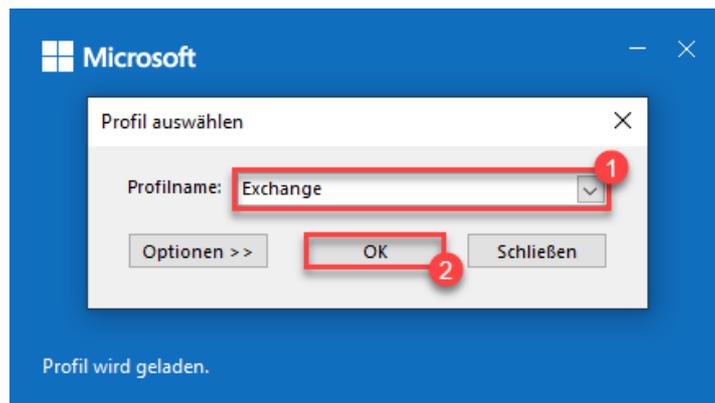


16. Outlook will then confirm that you have successfully set up your profile. Click on “**Fertig stellen**” to complete the procedure.

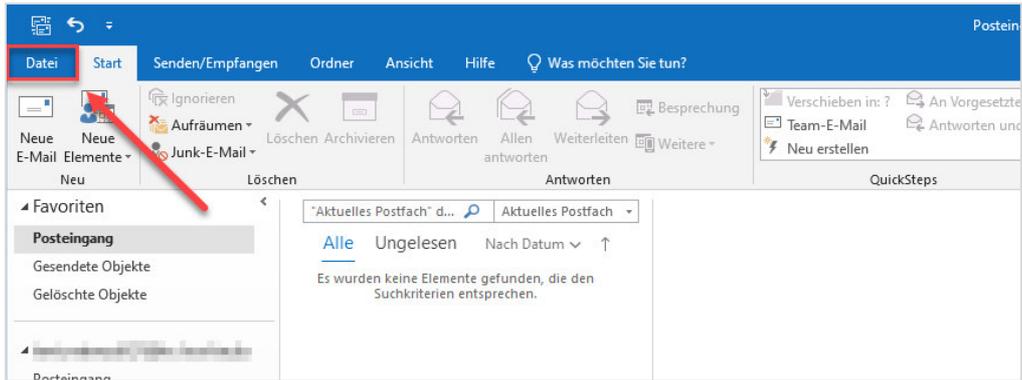


Copying data from the emergency mail system to Outlook

17. Start **Outlook** and select the profile you just created.



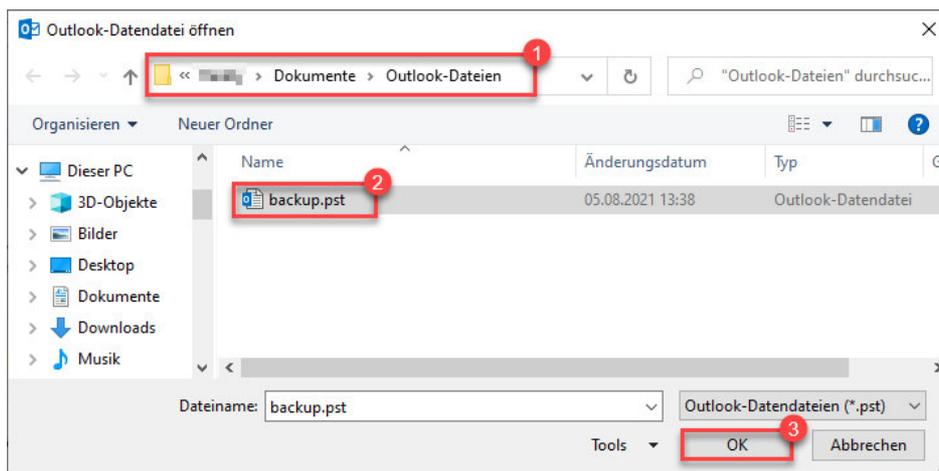
18. Now click on “**Datei.**”



19. Go to “**Öffnen und Exportieren**” (1) and click on “**Outlook-Datendatei öffnen**” (2) to open the Outlook data file.

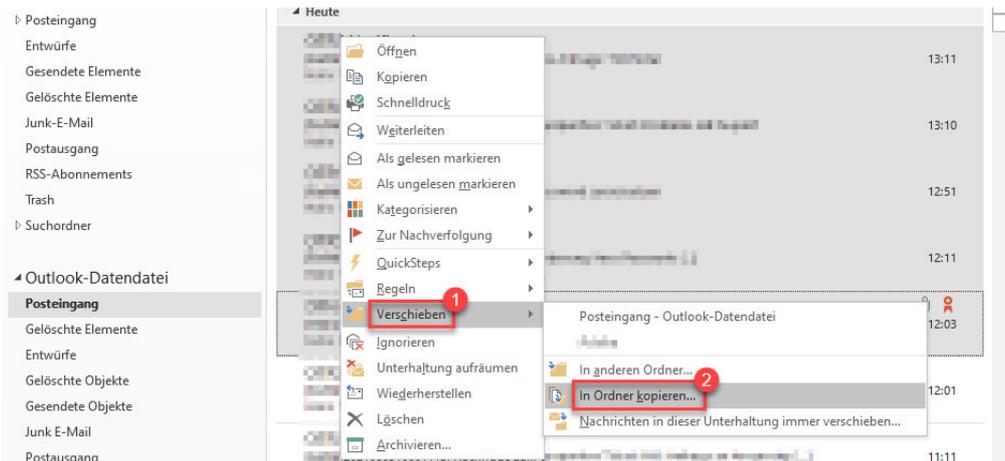


20. Now open the folder (1) where your backup is stored, select the corresponding *.pst file (2), and confirm by selecting "OK" (3).

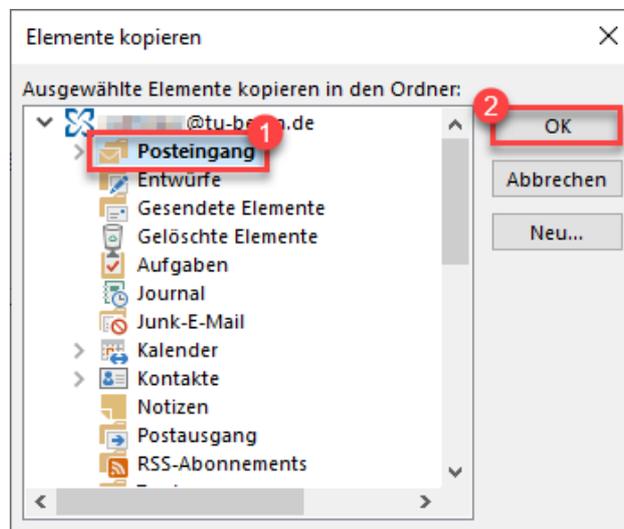


21. The folder structure of your backed up mailbox now appears in the folder list below your mailbox.

22. Select the emails you want to copy to your Exchange mailbox and then right-click on the selected items. In the context menu, select “**Verschieben**” (1) to relocate these items and then click “**In Ordner kopieren...**” (2) to copy to a folder.



23. Now select the **directory** you wish to copy your emails to (1) and click on “OK” (2) to confirm.



24. Depending on the number of emails selected, this may take some time to complete. Please note that Outlook does not generate a message to confirm completion.

Important information:

The storage space of your Exchange account is 10GB. Please note that it may require more than this to copy the emails you backed up from your emergency email account. If this is the case, please clean up your mailbox and try again or try transferring the backed up emails in batches.