

## Import Data from Entourage into Outlook 2011

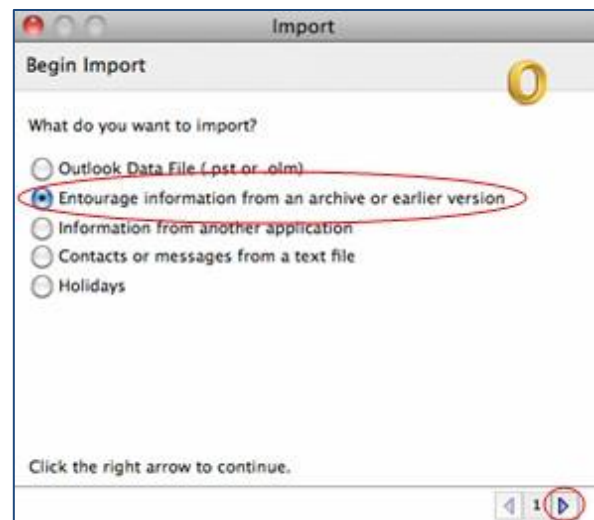
*Import local data from Entourage 2004 or Entourage 2008 to Outlook 2011*

If you have added contacts to your Entourage address book or have created manual archives of your email in Entourage and would like to import this data stored on your local workstation to Outlook 2011, follow these steps. Many Entourage users at DePaul do not maintain an address book (beyond the DePaul Global Address Book) or manually archive their e-mail in Entourage. **If you do neither of these things, you may skip this process.**

1. Set up your Outlook 2011 email account before you can import.

2. Click **File**, and then click **Import**.

3. Click to select **Entourage information from an archive or earlier version**. Click the right arrow to continue.



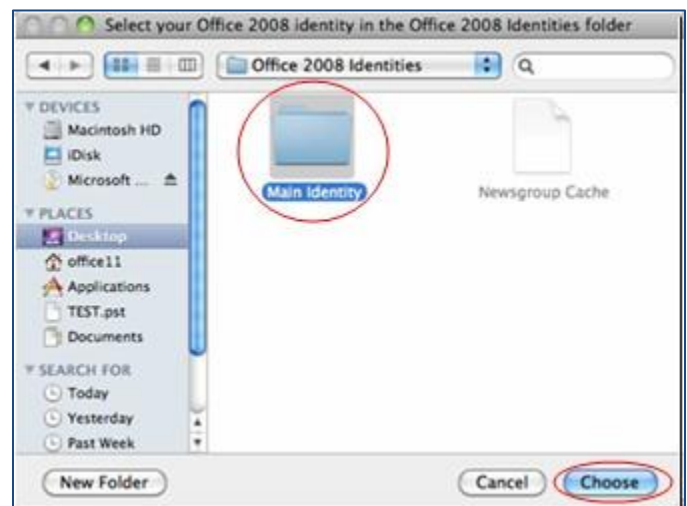
4. Select **Entourage 2008 or Entourage 2004**. Click the right arrow to continue.



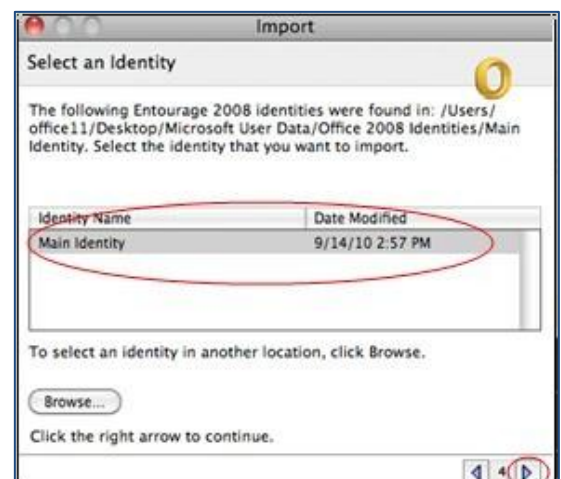
5. Select the items that you want to import. If you are not sure, do not make any changes at this point. Click the right arrow to continue.



6. Click the **Browse** button.
7. Click **Documents**. Open the Microsoft User Data folder, and then open the Office 2008 Identities folder. Select **Main Identity**. (If you have renamed your identity or created multiple identities, you will not see "Main Identity" and will need to select the identity name you wish to import.)



8. Click the **Choose** button.
9. Click the right arrow to continue.
10. Click **Finish**.



screenshots by Microsoft Support, 2011