

Outlook to Outlook Installation Guide

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Overview

New PC customers can now move their Outlook account(s) from their old to new computer using the migration software. This section is designed to introduce and walk through a standard email migration. Migrating data will involve some simple step-by-step procedures.

Learning Objectives

By the end of this module you will be able to:

- Describe the features of the Outlook to Outlook software.
- Perform a data and application assessment on the old computer.
- Complete an installation of the migration software on your computer.
- Perform an email migration.

Migration Software

Outlook to Outlook® allows a quick and easy move of email, music, photos, files, folders, settings and more from an old computer to a new one. Outlook to Outlook makes your new Outlook account look exactly like your old PC – nothing will be lost.



Before the data migration from the old to new system, you must first run through a series of checks. The old computer needs to meet some minimum criteria prior to the data migration software installation.



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System Requirements

In order to run this software both computers must meet the following requirements:

- Windows Millenium or higher
- Pentium processor or higher
- 32 MB of Ram
- 32-bit or 64-bit Operating System

Application Loading

Although the software does not transfer the Outlook program, the Outlook application should be loaded and initialized so your settings and preferences will be migrated to the new machine. This will require you to have the original installation CD or the applications pre-loaded on the new machine.

Outlook to Outlook will securely transfer all of the following items:

- Email
- Attachments
- Calendar
- Contacts/Address Book
- Notes
- Tasks



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Software Installation

The data migration process will begin by installing the migration software. Install a copy on the old computer first, and then you will be prompted to install the software on the new computer. Below are the step by step instructions for installing the software.

PC Install from Download Link

Step 1

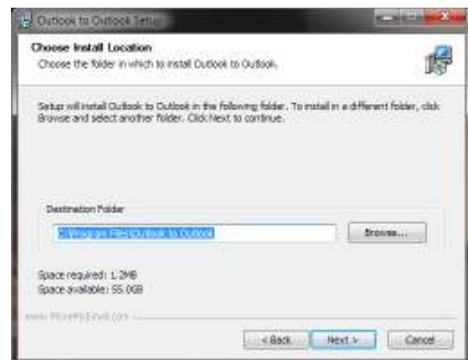
Download the Outlook_to_Outlook.exe file from the confirmation email then double click the file.

At the Welcome screen click **Next**.



Step 2

Outlook to Outlook will now start the InstallShield Wizard to run the install process. Select the destination folder then click **Next**.



Step 3

Select the Start Menu Folder to install the software in and click **Install**.





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PC Install from CD (cont'd)

Step 4

At the Completed window select **Finish**.



Outlook to Outlook is now installed on the PC computer. Please follow the steps in **Migration Process on the Old PC** prior to installing the software on the new PC.



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Migration Process on the Old PC

Step 1

Outlook to Outlook has now created an Outlook to Outlook shortcut on your desktop. Double-click the Outlook to Outlook icon to run Outlook to Outlook.



Step 2

Outlook to Outlook has will now load to the Welcome Screen. Please select **Start** to begin the transfer.



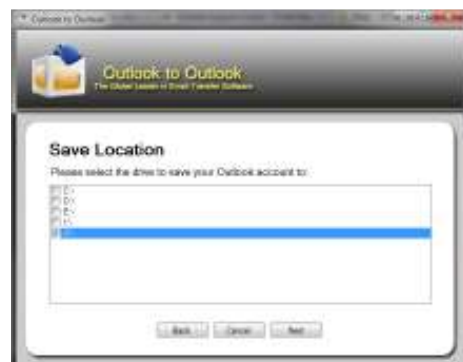
Step 3

Outlook to Outlook will now list all of the Outlook accounts from the computer. Select the account to transfer and click **Next**.



Step 4

Outlook to Outlook will now ask which drive to save the Outlook accounts to and click **Next**.





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Migration Process on the Old PC (cont'd)

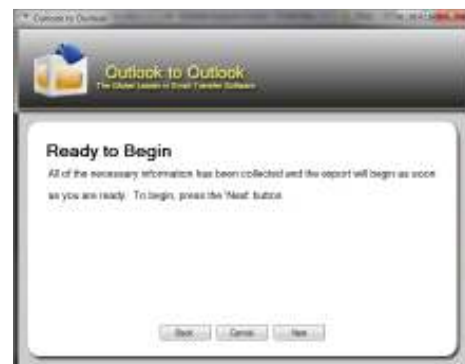
Step 5

Outlook to Outlook will then ask for the activation key that received in your Confirmation email.. Please enter the key and press **Next**.



Step 6

Outlook to Outlook will then prepare the accounts to transfer. To begin the transfer select **Next**.



Step 7

When the transfer is complete Outlook to Outlook will then prompt you to connect the USB drive to the new computer.



For instructions for importing your account into Outlook, go to **Migration Process on the New PC**.



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Migration Process on the New PC

Step 1

Outlook to Outlook has copied the Outlook account(s) to the USB/CD/DVD drive. Plug the USB drive into the new computer – Insert the CD/DVD into the new computer.



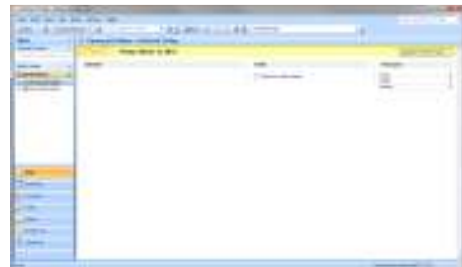
Step 2

Click and drag the Outlook accounts to your new PC's desktop.



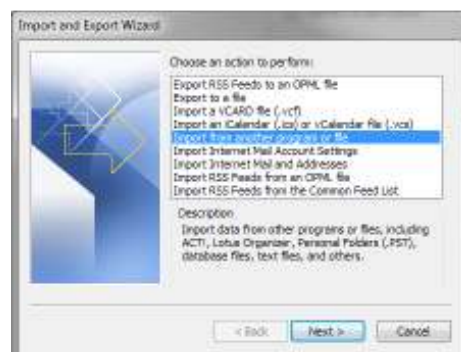
Step 3

Open the Outlook program. Go to **File -> Import and Export...**



Step 4

Select **Import from another program or file**



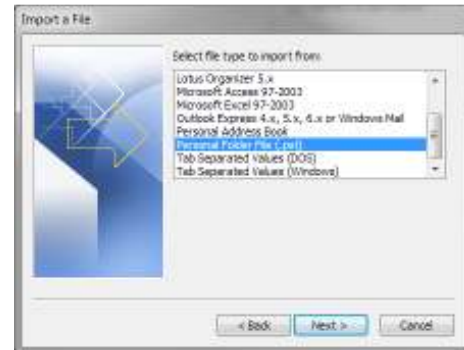


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Migration Process on the New PC (cont'd)

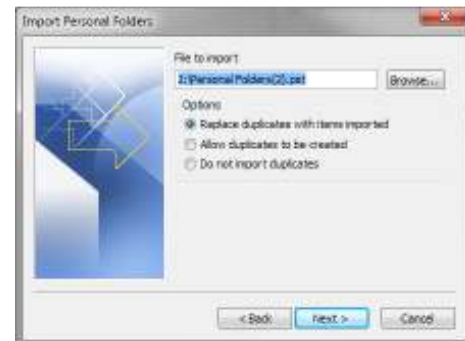
Step 5

Select **Personal Folder File (.pst)**



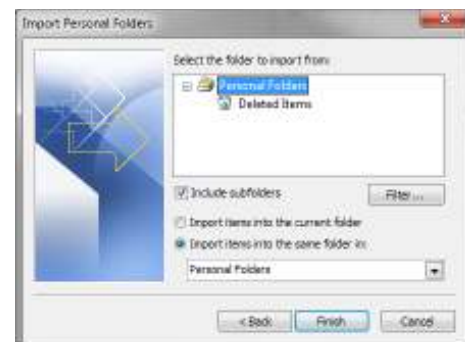
Step 6

Click **Browse** and select the file from the new PC's desktop, select **Allow duplicates to be created**, then click **Next**.



Step 7

Select the folders that you would like to import the emails from and click **Finish**.



Outlook to Outlook has now successfully moved your Outlook account(s) to the New PC.



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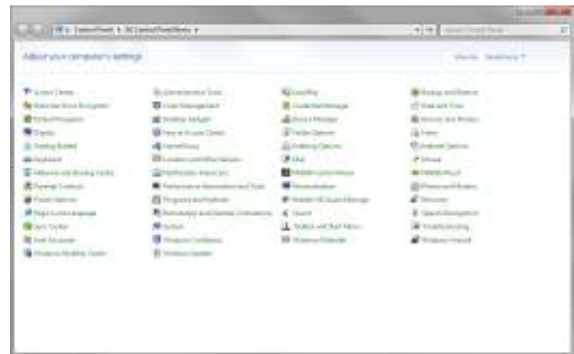
Remove Program - Optional

Below are the step by step instructions to remove the software from a Windows 7, Windows Vista, Windows XP, and Windows ME/2000 computer.

Windows Vista – Windows 7

Step 1

Access the Control Panel by clicking **Start** then **Control Panel**. Click the **Programs and Features** link.



Step 2

Find the software on the list and click once to highlight. Click the **Uninstall** button.



Step 3

Outlook to Outlook will now be completely removed from the PC.



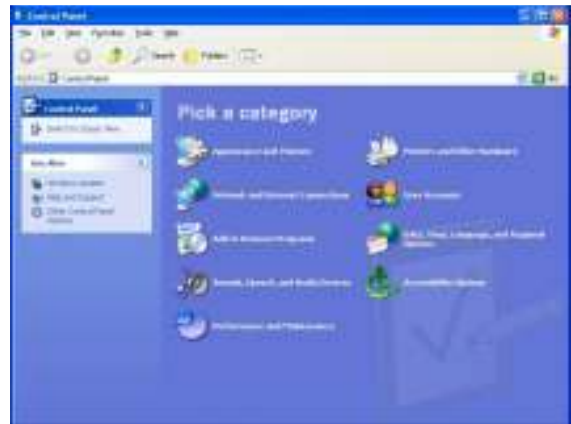


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Windows XP

Step 1

Access the Control Panel by clicking Start then Control Panel. Click the **Add or Remove Programs** link.



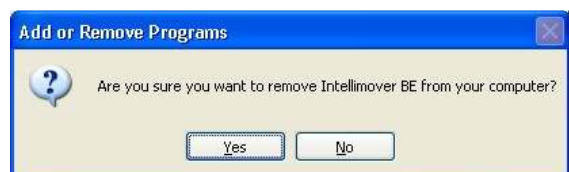
Step 2

Find the software on the list and click once to highlight. Click the **Remove** button.



Step 3

Windows will confirm the removal of Outlook to Outlook. Click the **Yes** to completely remove Outlook to Outlook.



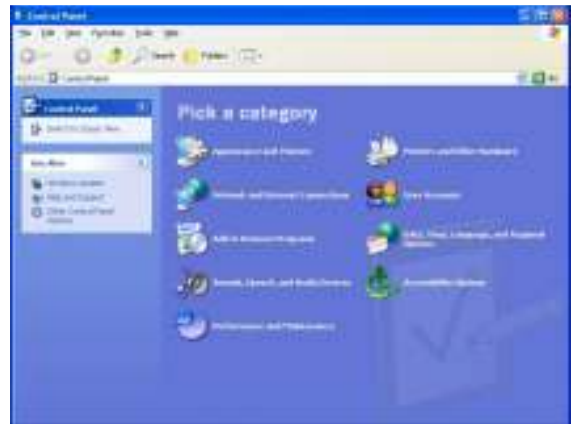


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Windows ME/2000

Step 1

Access the Control Panel by clicking Start then Control Panel. Click the **Add or Remove Programs** link.



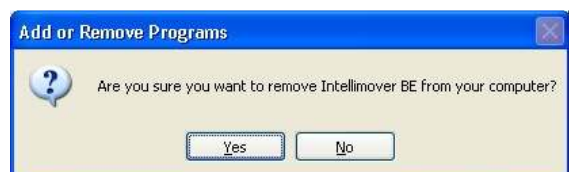
Step 2

Find the software on the list and click once to highlight. Click the **Remove** button.



Step 3

Windows will confirm the removal of Outlook to Outlook. Click the **Yes** to completely remove Outlook to Outlook.





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Frequently Asked Questions

I receive the “Unhandled exception...” error message?

This error message is caused by Outlook being opened after running Outlook to Outlook. In order to repair this issue, please restart the computer, ensure Outlook is closed or not running and then run the Outlook to Outlook program again.

