

## Moving Outlook Express Email Messages from a PC to Entourage on Mac

*\*Microsoft has not yet provided an import function that allows bringing email messages into Entourage (.mbox files) from Outlook (.pst files).*

*Here is a procedure, which works moving message files from Outlook Express on Windows XP to Entourage on Mac OS 10.2.*

### Step I:

*On the PC*

- 1) Open Outlook Express.*
- 2) Click on File.*
- 3) Highlight & click on Import (Using the Outlook Express import utility has the advantage of maintaining the date of the email, which would be lost using the export to a file function within Outlook).*
- 4) Highlight & click on Messages.*
- 5) A new box opens (Select Program).*
- 6) Select Microsoft Outlook & click Next.*
- 7) A new box opens (Choose Profile).*
- 8) In the Profile Name box, find, highlight, & click on Outlook; then click OK.*
- 9) A new box opens (Select Folders).*
- 10) Select the radio button for All folders if you want every email message and folder imported; or click on Selected folders, and highlight the ones you want imported; click Next.*
- 11) The program will automatically start copying the emails/folders. When it is done it will say "Congratulations".*

*\*This process converts the messages in the Outlook .pst file into .mbox format.*

### Step II:

- 1) On your Desktop, right-click in an open space; highlight New; highlight Folder, then click on Folder. This will create a new folder on your desktop. Be sure to name it something like "outlook\_transfer\_date" so you remember what is contained within the folder.*
- 2) Open the new folder you just created.*
- 3) Open Outlook Express (if it is not already open).*
- 4) In Outlook Express, open an email folder; highlight the messages you want to keep; then drag and drop into the new folder you just created. (The messages will be appended with an .eml extension but they are in a Mbox format readable on Mac).*

### Step III:

- 1) *Open My Computer; highlight & select (which should open it) the drive you want to save this new folder to, such as your CD/DVD burner, or your removable drive (Jump Drive).*
- 2) *Drag & drop the folder into the selected drive.*
- 3) *If using a CD/DVD, you will need to select the link on the left-side, "write the files to CD"; allow the drive to complete the task.*
- 4) *If using a removable drive, right-click the drive; highlight & select eject; and then remove the drive from the computer.*

### Step IV:

#### *On the Mac*

- 1) *You can either copy all the emails onto the desktop of the MAC or copy them straight from the transport device (CD or Jump Drive).*
- 2) *Open Entourage.*
- 3) *File, highlight & click on New, highlight & click on Folder.*
- 4) *Name the Folder accordingly, such as "transferred\_messages\_date".*
- 5) *From the device containing the email messages, highlight all the messages you want to go to that fold; then drag and drop the Outlook Express .eml files into the folder (do not try to transfer more than 150 files at a time).*
- 6) *The messages are now in Entourage, but all are in that one folder.*
- 7) *To put them in the appropriate folders (such as Inbox, or "business\_account", or whatever), highlight all the messages for each specific folder; then drag and drop into the appropriate folder.*

ALL PAU!!