

How to import PST files to Microsoft 365

This article describes how to import a PST file into a Microsoft 365 mailbox.

Prerequisites

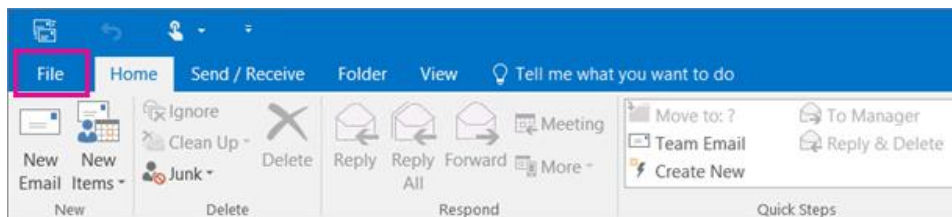
- **Applies to:** Cloud Office Administrator
- **Difficulty:** Moderate
- **Tools required:** Microsoft Outlook

Importing PST files into a mailbox requires the desktop version of Microsoft Outlook on Windows.

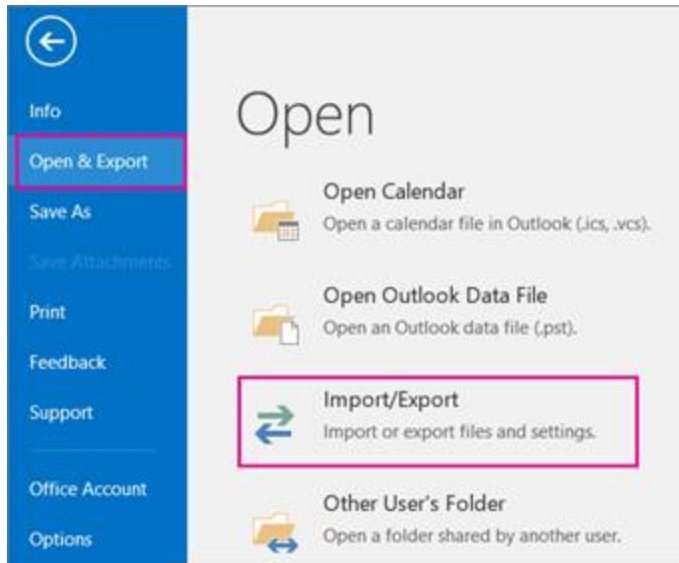
If you have not yet configured your Microsoft 365 mailbox in Microsoft Outlook, see [Set up your Microsoft 365 Exchange Online mailbox in Outlook for Windows](#) for configuration steps.

For more information about prerequisite terminology, see [Cloud Office support terminology](#).

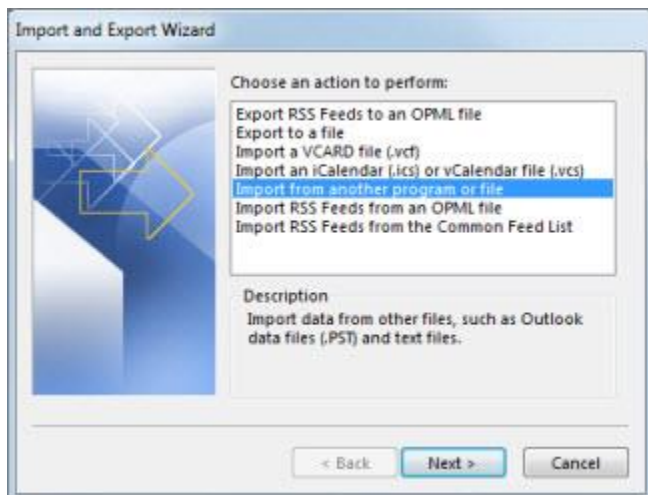
1. Open Microsoft Outlook with your Microsoft 365 mailbox profile.
2. At the top of the Outlook ribbon, select **File**.



3. Select **Open & Export > Import/Export**. This will open the Import/Export wizard.

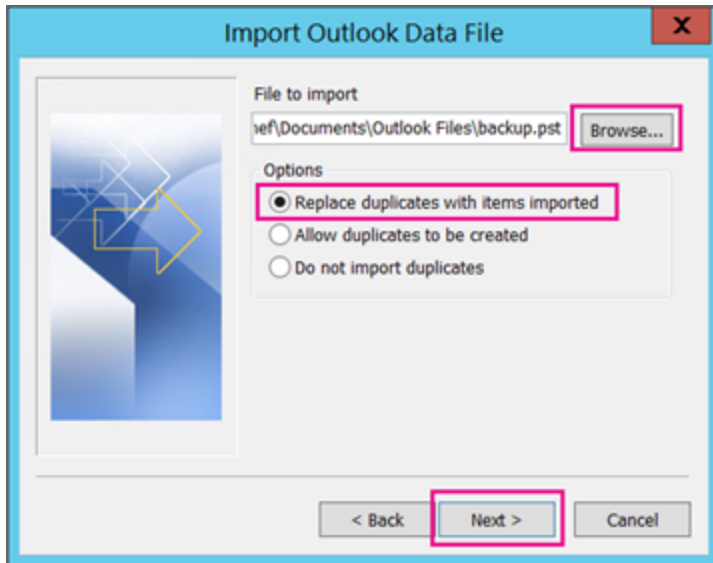


4. Select **Import from another program or file**, and then click **Next**.

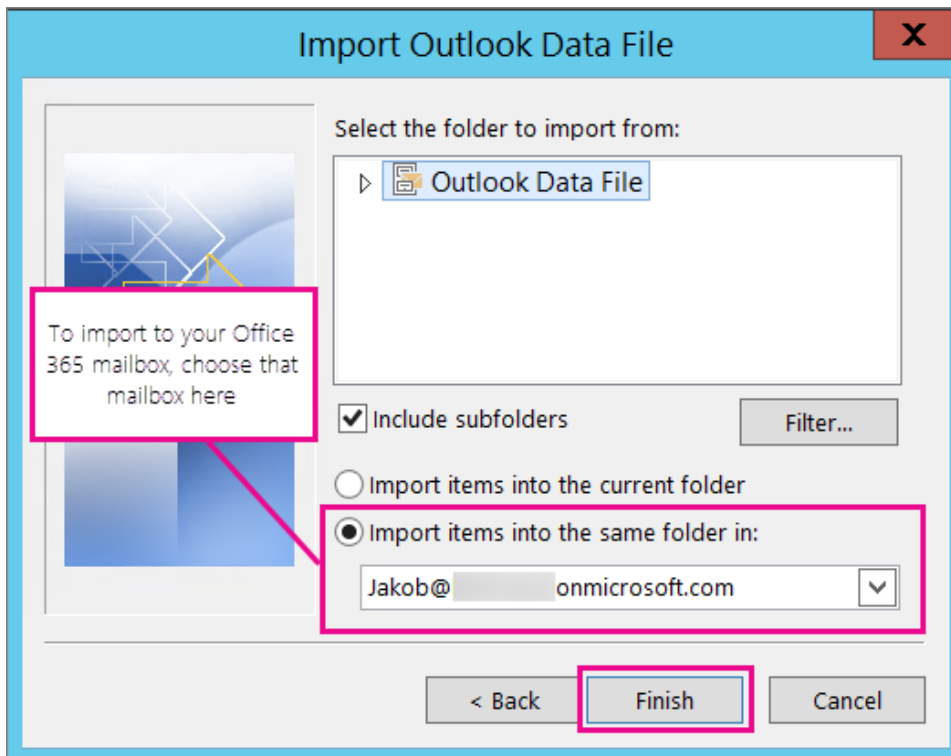


5. Select **Outlook Data File (.pst)** and click **Next**.

6. Click **Browse** to search for the .pst file you want to import. Under **Options**, choose how you want to handle duplicate items, then click **Next**.



7. Make sure the checkbox for **include subfolders** is checked and the **Import items into the same folder in:** is selected, with your mailbox selected in the drop-down menu.



8. Click **Finish**. Outlook will begin importing the contents of your PST file. This process can take anywhere from a few seconds to a few hours depending on the size of the PST file.

VIDEO: [How to import a .pst file into a Microsoft 365 mailbox using Microsoft Outlook](#)



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