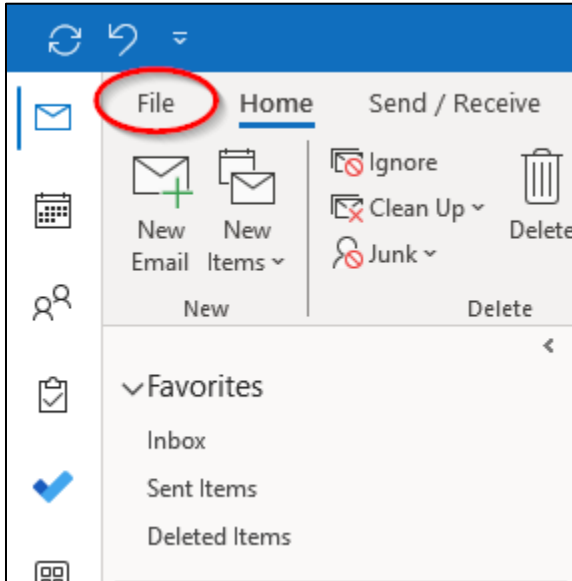


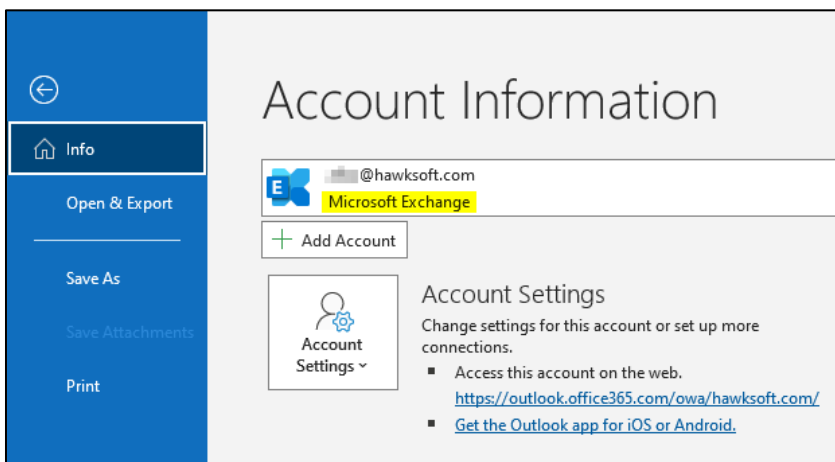
HawkSoft 6 PRE-MIGRATION INSTRUCTIONS

HOW TO EXPORT OUTLOOK CONTACTS AND TASKS

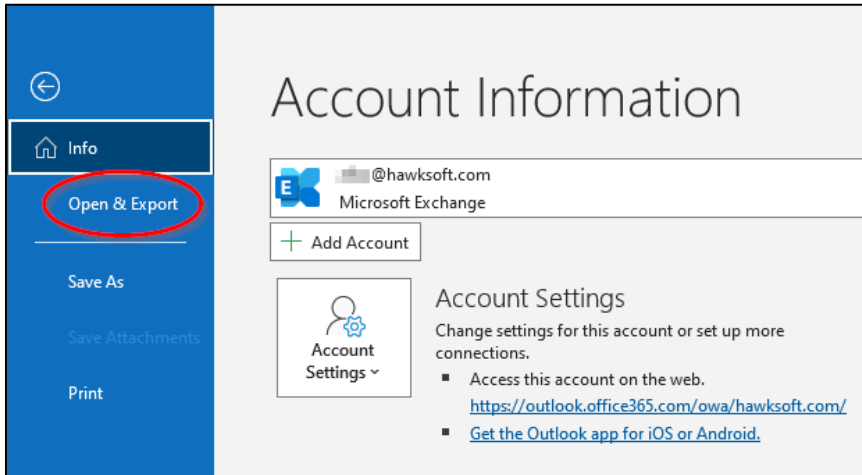
1. Open Outlook in your HSO environment.
2. In the top left corner, click “File.”



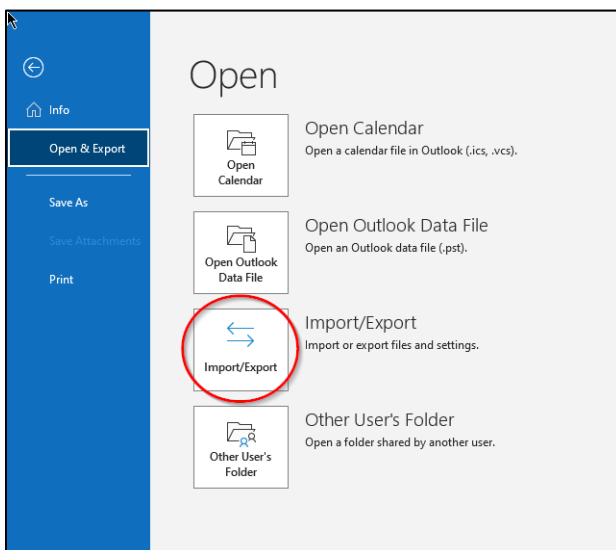
3. Under the Account Information Header, it will list your E-mail address and E-mail Configuration, as highlighted in the picture below.



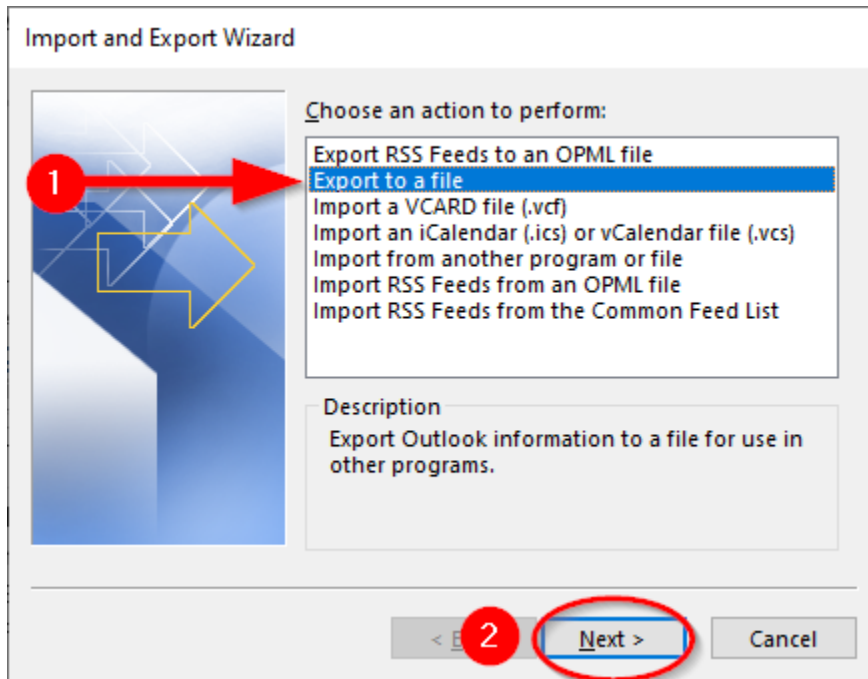
- If your Account Information is listed as Microsoft Exchange, no further steps are necessary. If it is listed as “IMAP/SMTP”, you will need to move on to Step 5 to export your Contacts, Calendar, and Tasks if desired.
- Click “Open & Export”.



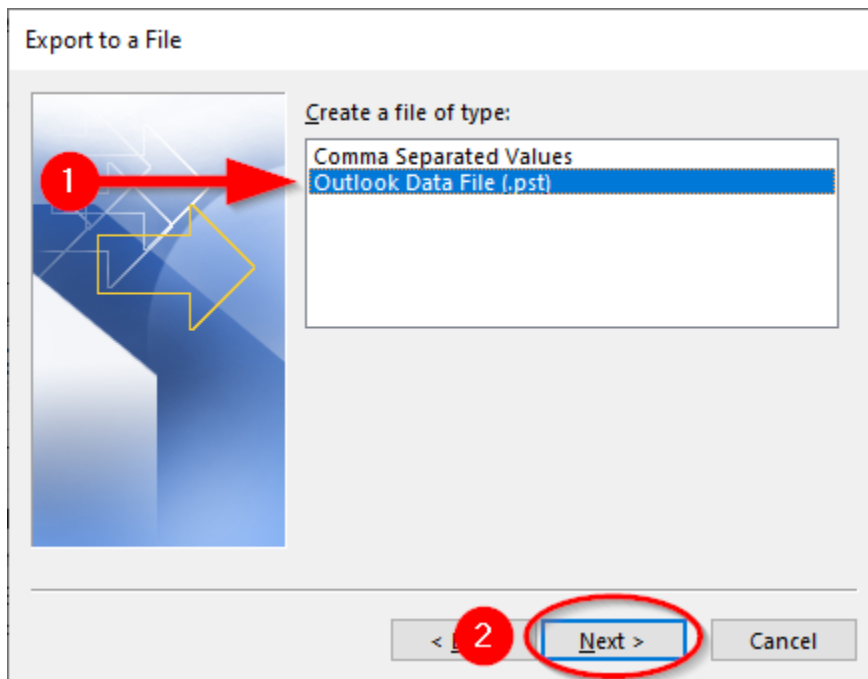
- Next click the “Import/Export” button.



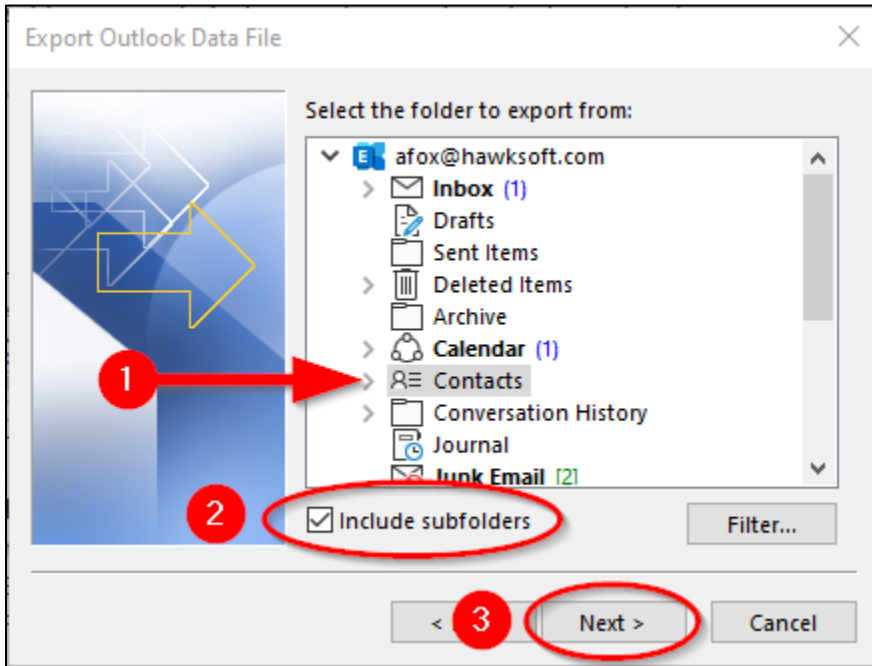
7. Select “Export to a file” and then Next.



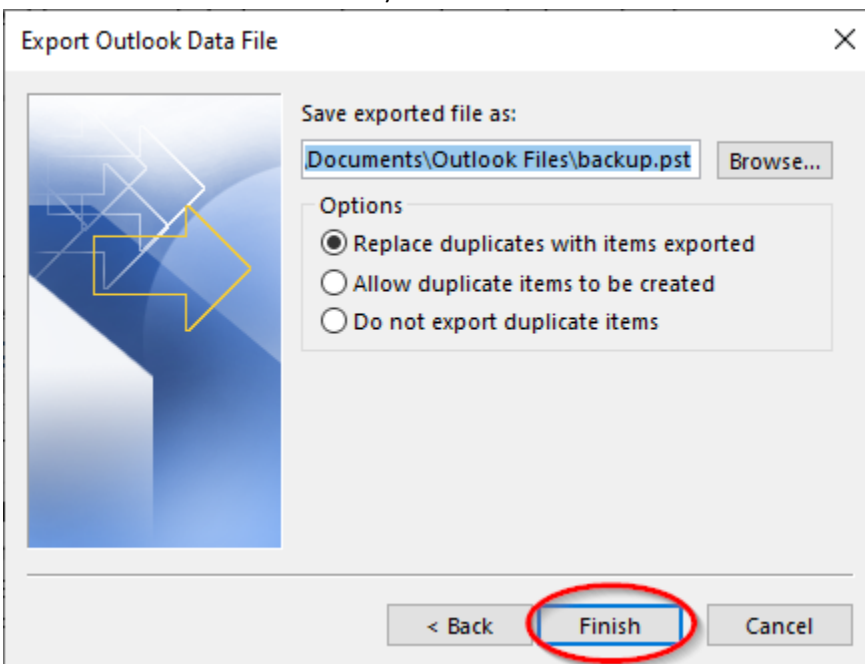
8. Select “Outlook Data File (.pst)” and then Next.



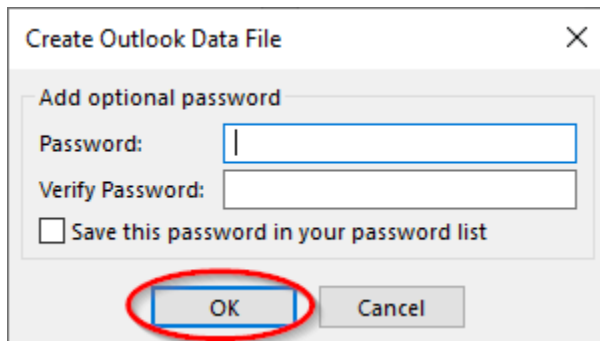
9. Select “Contacts” from the list. Verify the “Include Subfolders” checkbox is selected/checked, then hit next.



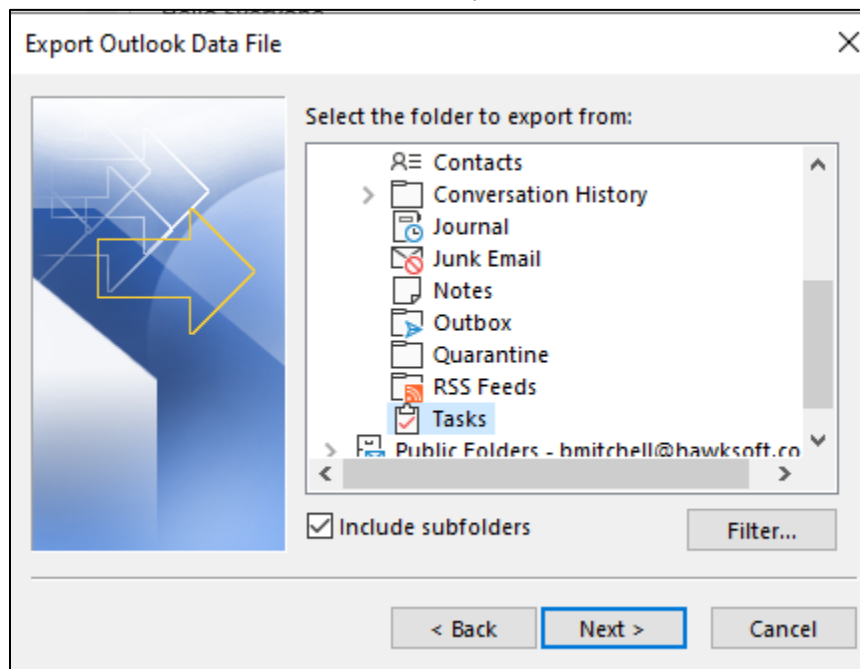
10. Leave the default path in for the “Save exported file as:” box. You may select whichever of the 3 items you would like. Press Finish.



11. You will be prompted to create an optional password for this data file. This is not required, and you can just hit “ok” to bypass.



12. If you also have Tasks you would like to export, repeat steps 5-11, selecting Tasks instead of Contacts in Step 9.



13. If you also have Calendars you would like to export, repeat steps 5-11, selecting Calendars instead of Contacts in Step 9.

