1. If you have been using Microsoft Outlook before you signed up for Apps4rent service, and you want to import your mail, Calendar, and Contacts into your Apps4rent mailbox, you can do this by locating the Personal Folders (.pst) file that contains your information, and import it to your Apps4rent mailbox using the "File / Import and Export" function within Outlook. This brings up the following window:

Choose an action to perform: Export to a file Import a VCARD file (.vcf) Import an iCalendar or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses
Description Import data from other programs or files, including ACT!, Lotus Organizer, Personal Folders (.PST), Schedule+, database files, text files, and others.
 <back next=""> Cancel</back>

2. Select 'Import from another program or file' and press 'Next'. In the 'Import a File' window, scroll down and choose the "Personal Folder File" option and press 'Next'.

	Outlook Express 4.x, 5.x, 6.x Personal Address Book Personal Folder File (.pst) Schedule Plus Interchange (.sc2) Schedule+ 7.0 Tab Separated Values (DOS)	
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3. In the 'Import Personal Folders' window, specify the location of your .pst file. Choose how you would like duplicates to be handled and press 'Next'.

jtion Data\Microsoft\Outlook\backup.pst Browse
Options
Replace duplicates with items imported
C Allow duplicates to be created

- 4. Now, choose what you want to import. In order to import everything you have stored in Outlook (Contacts, Calendar, etc.), choose the top-level folder that is (most likely) listed as "Personal Folders", check the box that says "Include subfolders", and have the items import into the same folder in your Apps4rent mailbox.
- 5. Click 'Finish', and the import process will begin, after which your old mail (and anything else you chose to import) will be in your Apps4rent mailbox.

NOTE: Before performing the above procedure, please check the size of the .pst file, and the remaining space in your Apps4rent mailbox, to ensure that importing the .pst file will not result in your mailbox reaching its size limit.