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:

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'.
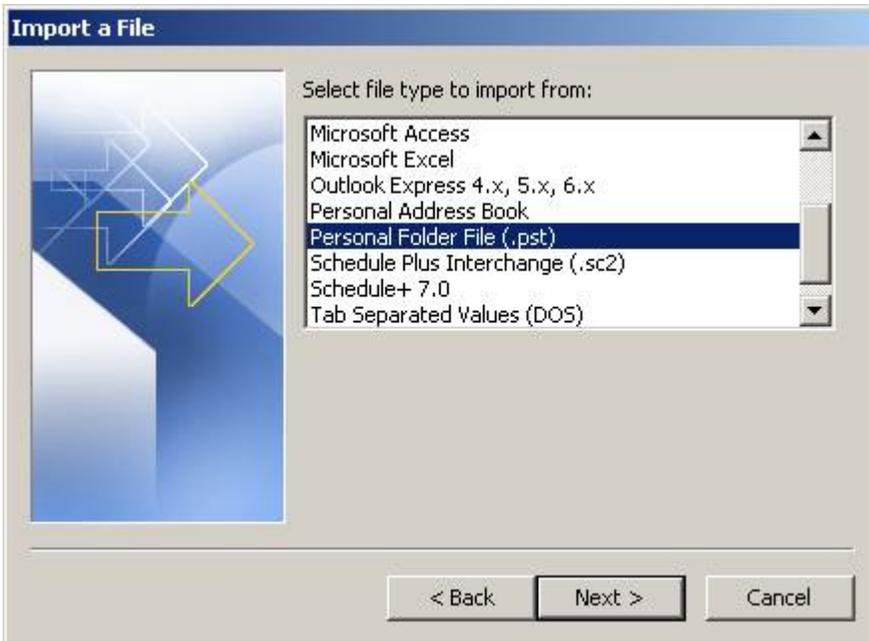
3. In the 'Import Personal Folders' window, specify the location of your .pst file. Choose how you would like duplicates to be handled and press 'Next'.

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.*