

# Anytime/Anywhere Access

## UCOP IT Technology Services

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### Preparing for Your New Computer or the Windows 7 Upgrade:

#### How to Move Outlook Personal Folders and Other Files/Folders

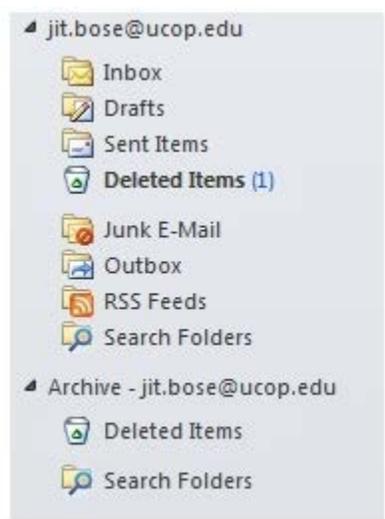
Before your computer is upgraded to Windows 7 (or before you receive a replacement computer), you need to take the following two actions to preserve the files you want to keep. **Otherwise, any data you have saved to your computer hard drive will be lost.**

1. Move Outlook Personal Folders (PST files) you want to keep to the **Outlook Online Archive**.
2. Move files and folders you want to keep from your C: drive, "My Documents," or Desktop to your **personal "P" drive**. (See pg. 4.)

*Note:* ITS already migrated your data to the cloud. However, if you saved files to your hard drive after the migration step, you must now move those files to the cloud.

#### 1. How to Move Personal Folders to the Online Archive

Email in your Outlook Personal Folders (PST files) must be moved to the Online Archive before your Windows 7 upgrade, which includes an upgrade to Outlook 2010. This is essential because Personal Folders are not always visible in Outlook 2010 and are not backed up.



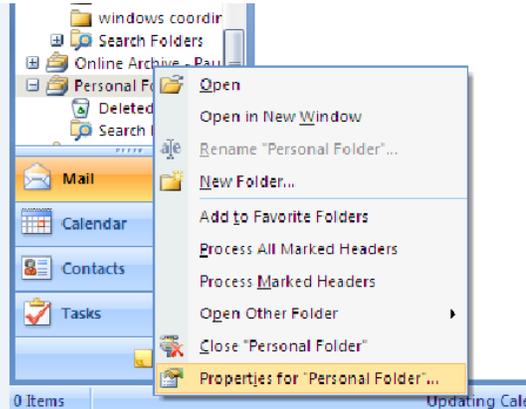
After moving your Personal Folders to the Outlook Online Archive, they will be accessible via Outlook 2010, the Outlook Web App (OWA), and any device you use to access UCOP cloud computing services.

In Outlook, your Online Archive is labeled "ArchiveYOURNAME@ucop.edu."

Everyone receives 20GB of storage in the Online Archive. If your Personal Folders are greater than 20 GB, you should review your folders and delete files you no longer need before moving them into the Online Archive. There are many different approaches to deleting email. One is to sort email by size and delete the largest files. See these helpful [instructions on sorting email by size](#).

## A. Check the size of your Personal Folders (PST files)

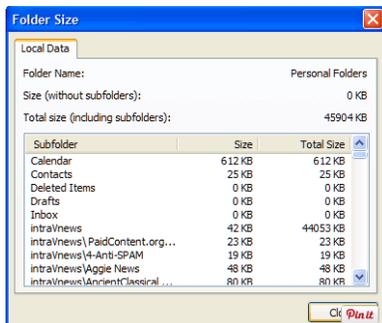
1. Open up Outlook 2007 on your Windows XP system.
2. Right click on your Personal Folder and select **Properties**.



3. Click on **Folder Size** as shown below:



4. You will see a screen that shows the total size of your Personal Folders. If it is larger than 20000000KB (or 20 GB), you need to reduce the size of your Personal Folders to less than 20000000 KB. To do this, delete unnecessary messages, particularly those with attachments, before importing folders into the Online Archive.



## **B. How to Move One Folder to the Online Archive (in Outlook 2007 and 2010)**

1. Right click on the folder in your Personal Folders (PST files) that you wish to move to the Online Archive.
2. Select **Move Folder**.
3. Pick where within the Online Archive you want to locate the moved folder (you may nest it within other folders of your Online Archive's folder structure). Outlook will relocate the folder and its contents to your Online Archive and remove it from your Personal Folders.

## **C. How to Move Multiple Folders to the Online Archive(in Outlook 2007 and 2010)**

You can only move one Personal Folder at a time into the Online Archive. Subfolders, however, are moved at the same time as their parent folder. Thus, you may find it faster to create a new "parent" folder within your Personal Folders, and then move all of the other Personal Folders you want to keep into that single parent folder. After that, you can move the new parent folder directly into the Online Archive.

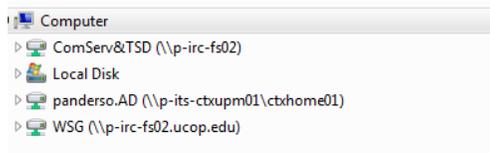
## **D. How to Import an Entire PST file into Online Archive (in Outlook 2010 only)**

1. Create a Destination Folder for the PST file you wish to import in your Online Archive.
2. Select the new folder you created.
3. Click the **File** tab.
4. Click **Open**.
5. Click **Import**.
6. In the **Import and Export Wizard**, click **Import from another program or file**, and then click **Next**.
7. Click **Outlook Data File (.pst)**, and then click **Next**.
8. Click **Browse**, and then choose the file to import.
9. Click **Next**.
  - a. If a password was assigned to the Outlook Data File (.pst), you are prompted to enter the password, and then click **OK**.
10. Set the options for importing items. The default settings usually don't need to be changed.
11. Click **Finish**.

## 2. How to Move Files to Your “P” Drive

When your computer is upgraded to Windows 7, all files on the system will be wiped, including locally stored files. To prepare for the upgrade, you should move to your personal “P” drive any files you want to keep that are saved on your local computer (C: drive), including on your Desktop or in My Documents. Contact the IT Service Desk at [servicedesk@ucop.edu](mailto:servicedesk@ucop.edu) if you cannot find your “P” drive. Note that the “P” drive is backed up nightly.

1. To locate your “P” drive, double click on the “My Computer” icon on the desktop. You should then see your “P” drive, which starts with “YourUsername.ad” (see example below).



2. Click on the folder or file that you would like to move. To highlight more than one file or folder, hold down the Ctrl key and click on multiple files. Right click the files or folders that you would like to move, and click **Cut**.
3. Double click on your “P” drive.
4. Right click and **Paste**. The files/folders will be moved to your “P” drive.