



GO OUTLOOK!
The UCOP Migration to a New
E-mail and Calendar Program

Importing Eudora E-mail and Addresses into Outlook 2003

March 2006

**Information Resources and Communications
University of California Office of the President**

Contents

*Note: To import **only the Eudora address book** into your Outlook contacts, follow the instructions on pages 1–5, 12–18.*

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Overview

This document tells you how to import (or copy) selected **e-mail folders (mailboxes) and files**, as well as **addresses**, from Eudora 6.x into Microsoft Outlook 2003. After following these instructions, the files you choose to copy will be available to you in Outlook. The original files in Eudora will be unaffected.

What Files Should You Convert?

Before you begin this process you need to decide whether you will copy

- all your Eudora e-mail files and folders to Outlook
- only some of them, or
- none of them.

The process imports copies of your current Eudora e-mail into Personal Folders in Outlook. Personal Folders are just like folders or mailboxes in Eudora. These Personal Folders live on your hard drive, where you will be able to browse and search them using Outlook 2003.

The following items cannot be imported from Eudora into Outlook:

- Signature files
- Filters
- E-mails containing embedded HTML code
- Attachments in the Out mailbox (Only the Out mailbox is affected, attachments in any other mailbox will appear in Outlook.)

A Note about Addresses

When you import your Eudora address book, addresses within Eudora group nicknames will end up in your new Outlook Contacts list both individually and as part of the original group. Thus, UCOP employees you included in Eudora group nicknames will appear in your Contacts list alphabetized under EDU. You should delete them, but this will delete them from the group as well. It is advisable to delete the groups as well and create Distribution Lists in Outlook to replace them.

The Import Tool and Process

Outlook Express is the tool used to get your e-mail and addresses ready for final import to Outlook 2003. The import process has two main steps:

1. **Importing Eudora E-mail and Addresses to Outlook Express.** You will use the Outlook Express utility to import addresses and e-mail from Eudora.
2. **Importing Outlook Express E-Mail and Addresses to Outlook.** You will import e-mail from Outlook Express into Personal Folders in Outlook 2003.

The import procedure assumes that your PC has been configured with the UCOP common desktop image. It is possible that customizations to this image may result in slight differences in sequence or popup dialogs.

Please contact your departmental PC coordinator if you require any assistance with the import process.

1. Importing Eudora E-Mail and Addresses to Outlook Express

A. Start Outlook Express

Open Outlook Express from **Start > Programs > Outlook Express**, or by running `msimn.exe` from **Start > Run**, as shown in Figure 1.

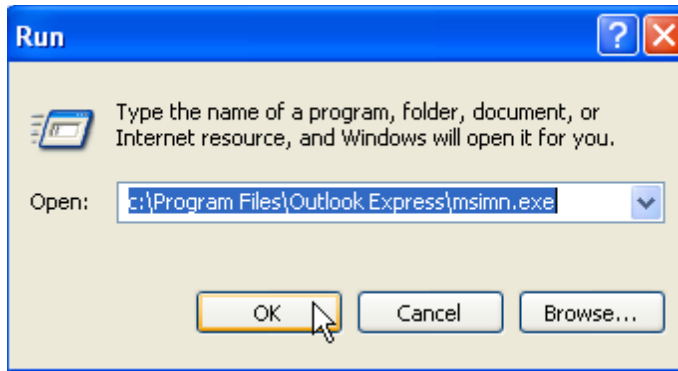


Figure 1 Running the Outlook Express Executable

On startup, Outlook Express may prompt you to make Outlook Express the default mail client, with a checkbox to specify whether you want to be prompted every time you open the program.

- Uncheck the box and click **No**.

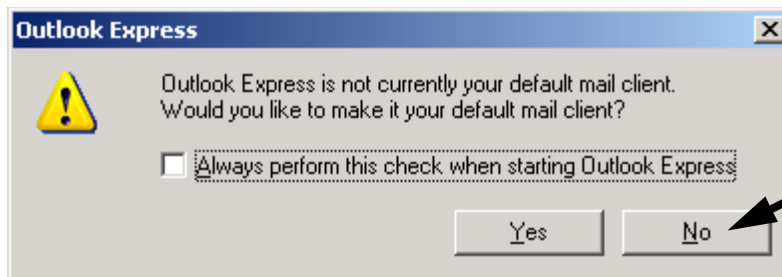


Figure 2 Declining Outlook Express as Default Mail Client

If the Internet Connection Wizard (pictured in Internet Connection Wizard) appears,

- Click **Cancel**.

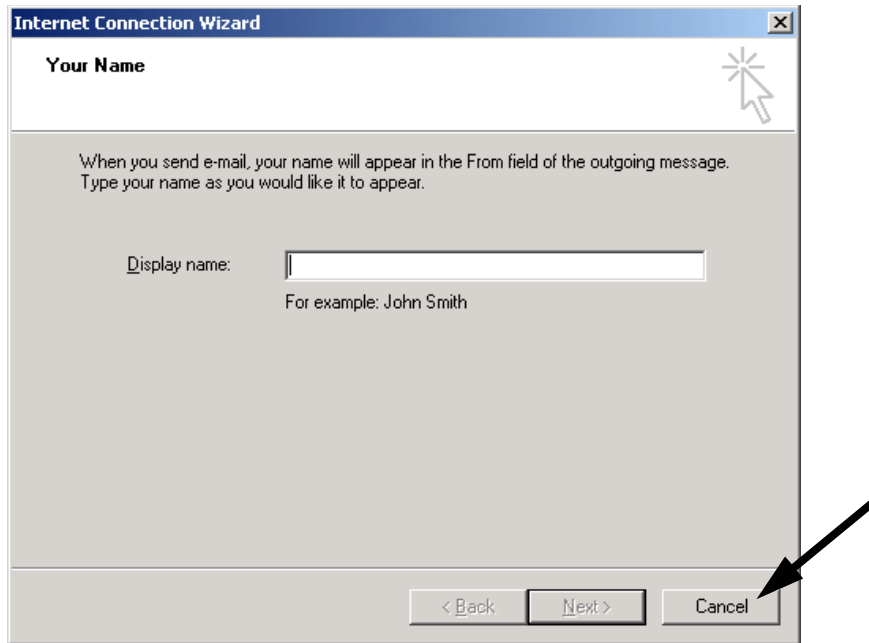


Figure 3 Internet Connection Wizard

Next, Outlook Express may detect your Eudora e-mail profile and pop up yet another dialog box, this one offering to import the e-mail settings from your Eudora profile into Outlook Express.

- Click **Cancel**.

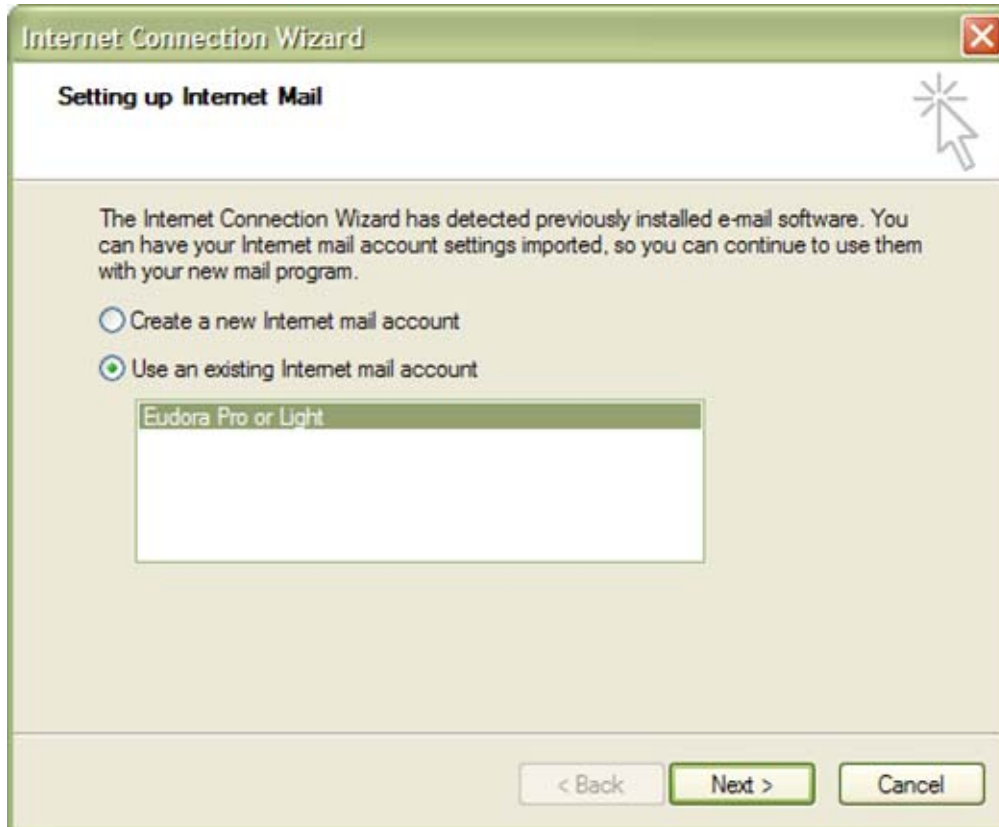


Figure 4 Outlook Express Offers to Import Eudora Profile Settings

A confirmation dialog box appears as shown in Figure 5

- Select **Yes** to exit the Internet Connection Wizard and continue with Outlook Express.

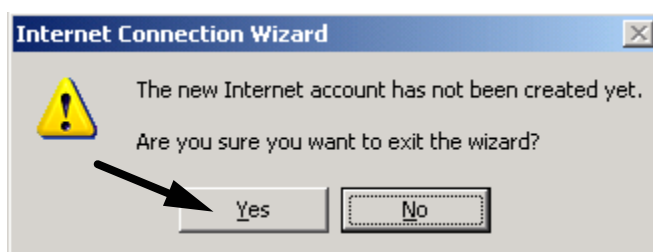


Figure 5 Internet Connection Wizard Confirmation Prompt

Next, Outlook Express may offer to import e-mail from another mail program. Reject this offer.

- Select **Do not import at this time**.
- Exit this dialog by clicking **Cancel** and then clicking **Yes** in the confirmation dialog box.

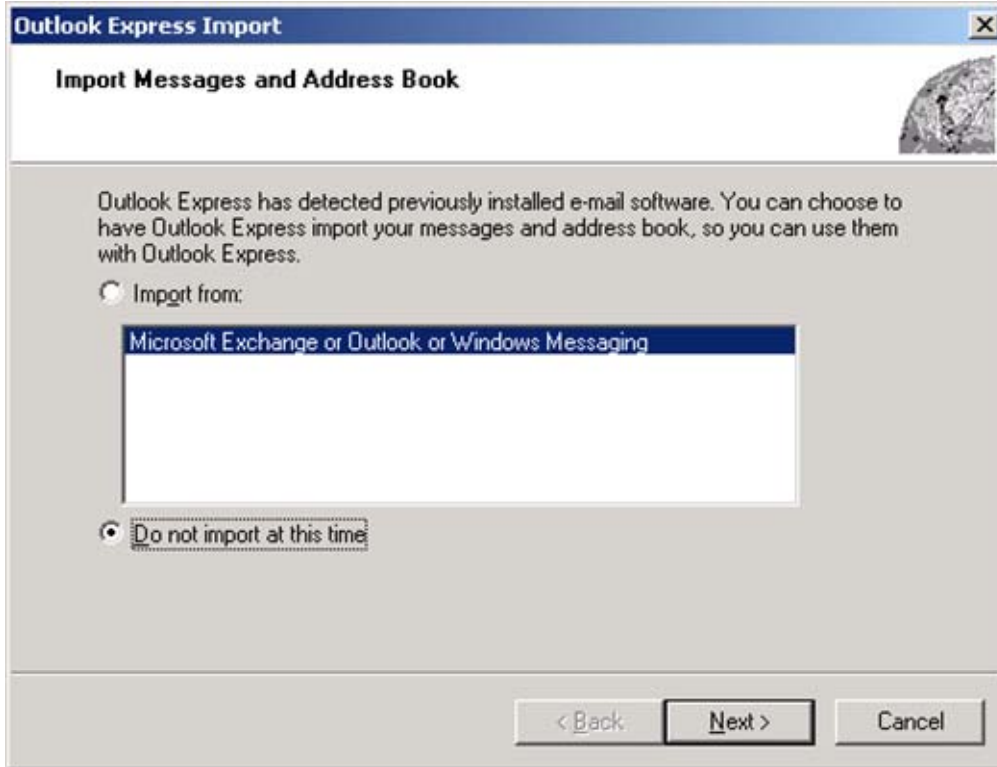


Figure 6 Outlook Express Import

B. Import Eudora E-Mail to Outlook Express

Note: You may skip this step if you are choosing to not transfer any Eudora e-mail files to Outlook 2003. Skip to page 12 to import your Eudora address books into Outlook 2003.

- Open the Import wizard in Outlook Express from **File > Import > Messages**.
- Select **Eudora Pro or Light (through v3.0)** as shown in Outlook Express Import Wizard.
- Click **Next**.

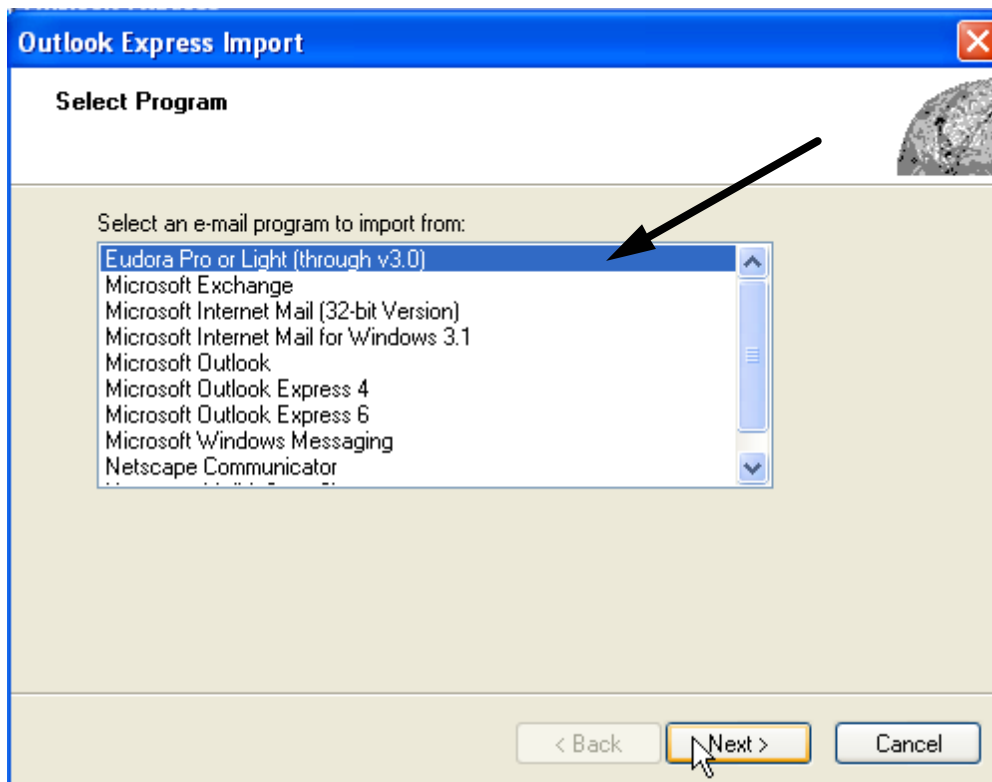


Figure 7 Outlook Express Import Wizard

The Location of Messages dialog box appears as shown below in Figure 8.

- Click **Browse** to browse for the folder that contains your Eudora mailboxes.

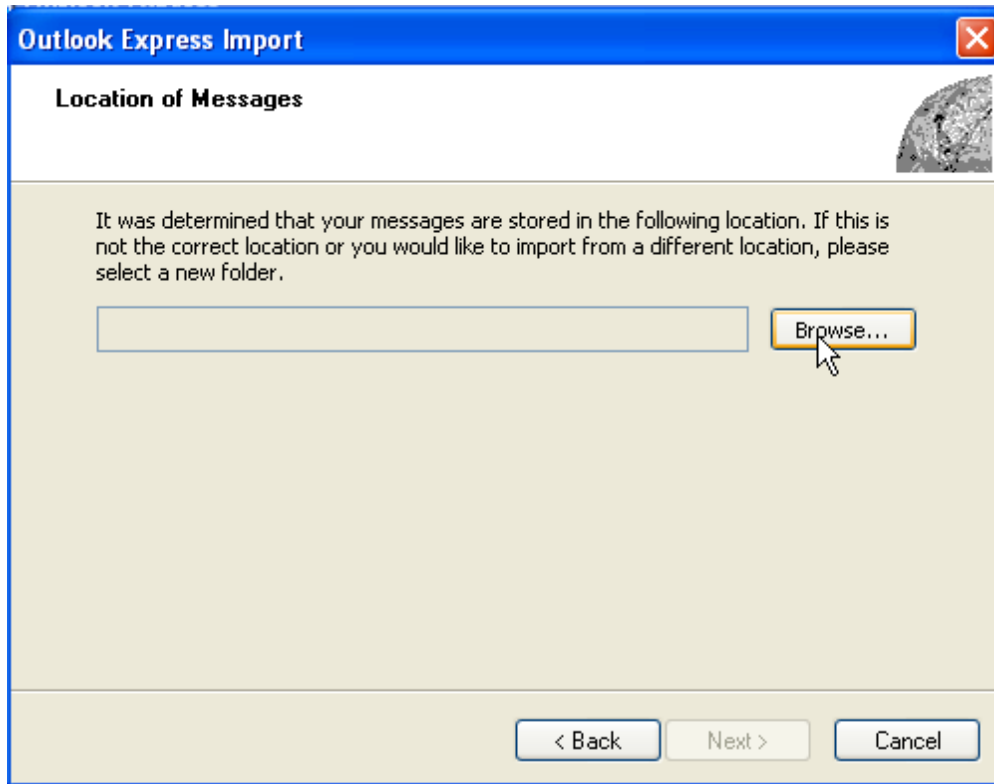


Figure 8 Location of Messages Dialog

Note Your Windows Folder Options need to be set so that your Eudora files are visible to you. Open My Computer, then click on **Tools > Folder Options**, in the View tab, make sure that **Show hidden files and folders** is checked.

Your Eudora mail may be in a different location from the one shown in Browse View with Eudora Folder Selected. If you need help finding the folder, consult your departmental PC coordinator. The most likely locations include:

- C:\Documents And Settings*user name*\Application Data\Qualcomm\Eudora
- C:\Program Files\Qualcomm\Eudora
- C:\Program Files\Qualcomm\Eudora Mail\

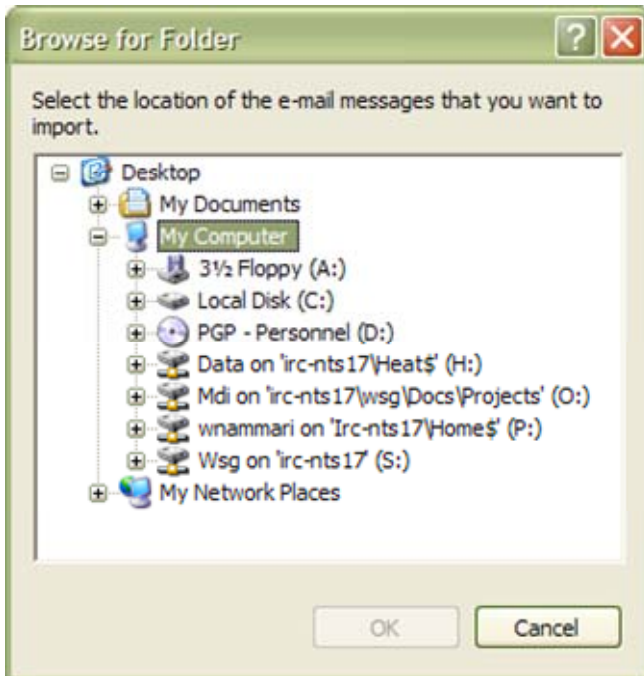


Figure 9 Initial Browse View

- Browse to the Eudora folder.
- Select the folder by highlighting it.
- Click **OK**.

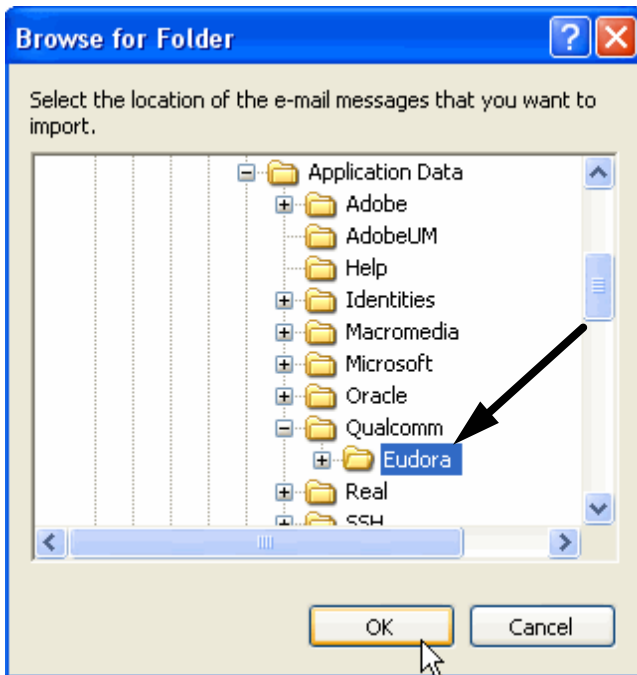
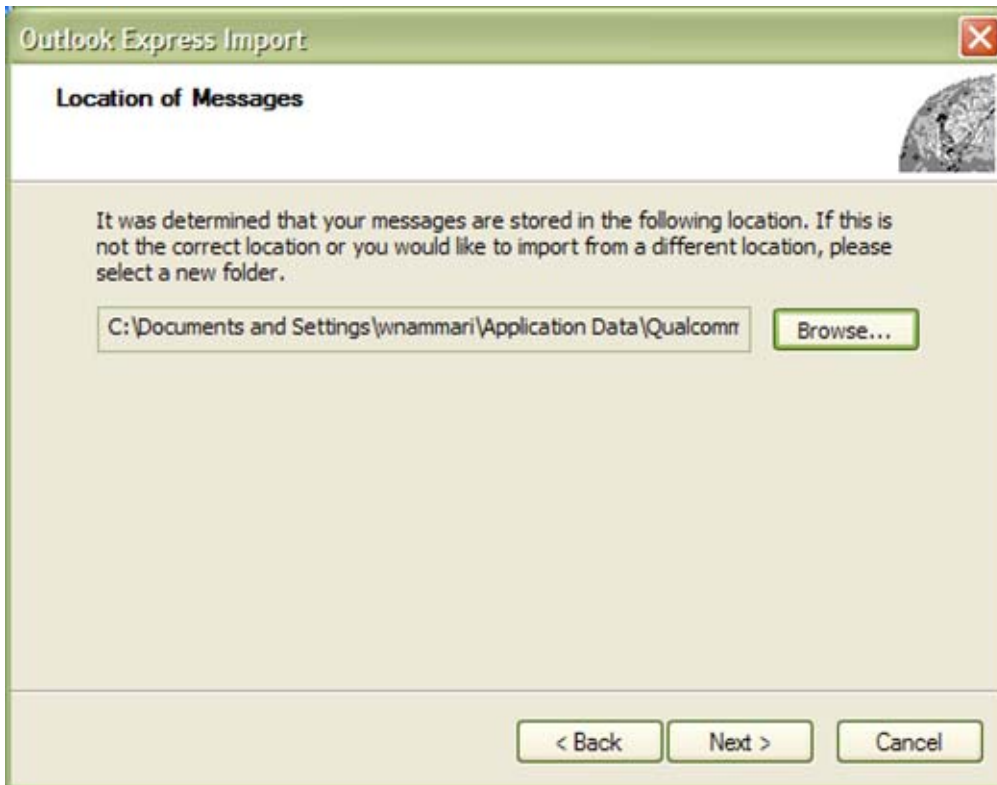


Figure 10 Browse View with Eudora Folder Selected

A confirmation dialog box appears.

- Click **Next**.



When you have selected your Eudora folder, the Select Folders dialog appears.

- Check **All folders** to import all Eudora mailboxes, or check **Selected folders** and press CTRL+left mouse click over the mailboxes you wish to import to Outlook.
- Click **Next**.

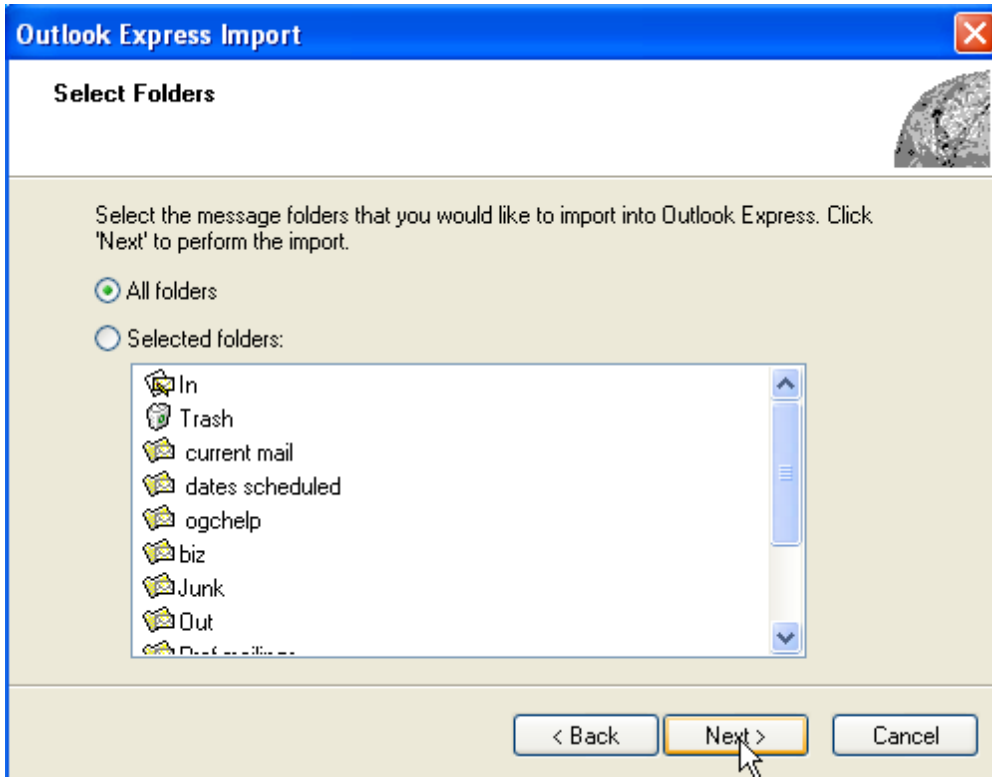


Figure 11 Select Folders Dialog

Outlook Express displays an Import Messages dialog box with a progress bar as it imports your Eudora mailbox folders and their contents—your e-mail—into Outlook Express.

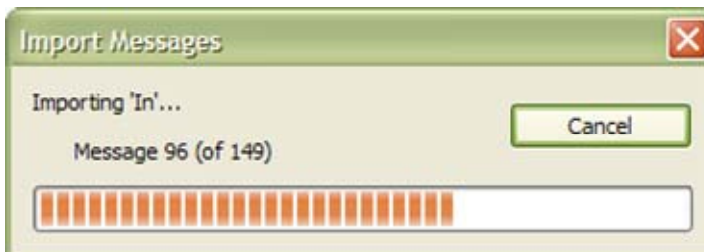


Figure 12 Import Progress Bar

- Click **Finish**

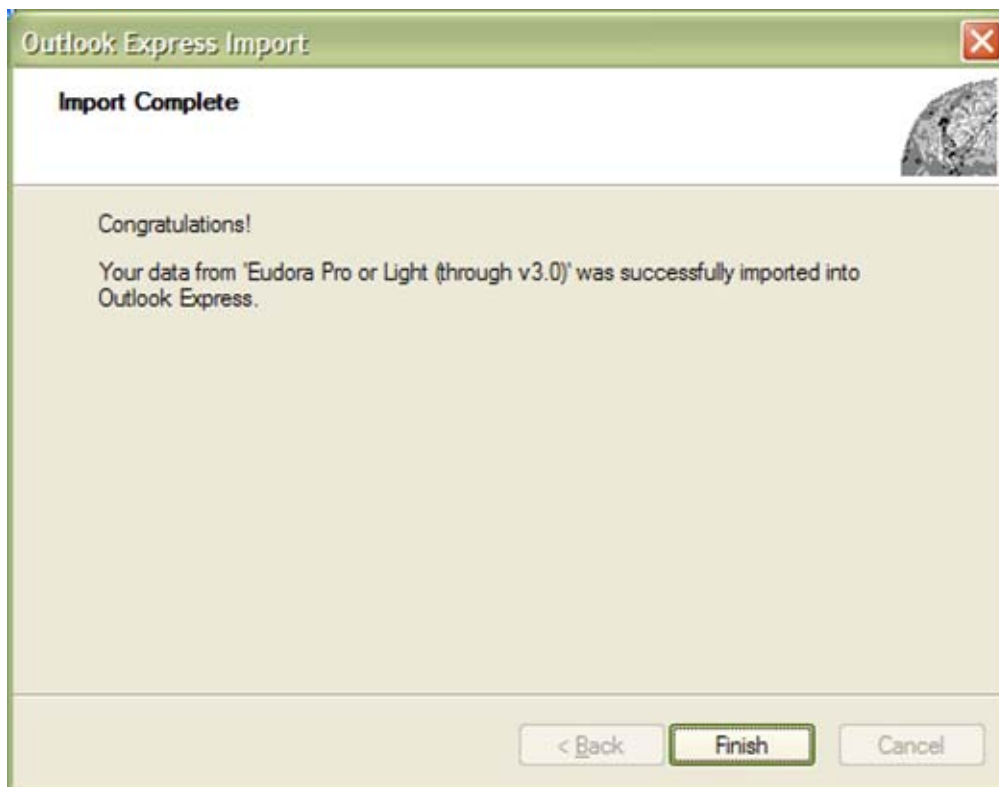


Figure 13 **Import Complete!**

The next step will be to import your Eudora address book into Outlook Express.

C. Import Eudora Address Books into Outlook Express

In Outlook Express:

- Open the Address Book Import Tool by clicking **File>Import>Other Address Book**.
- Select “Eudora Pro or Light Address Book (through v3.0)”
- Click **Import**.

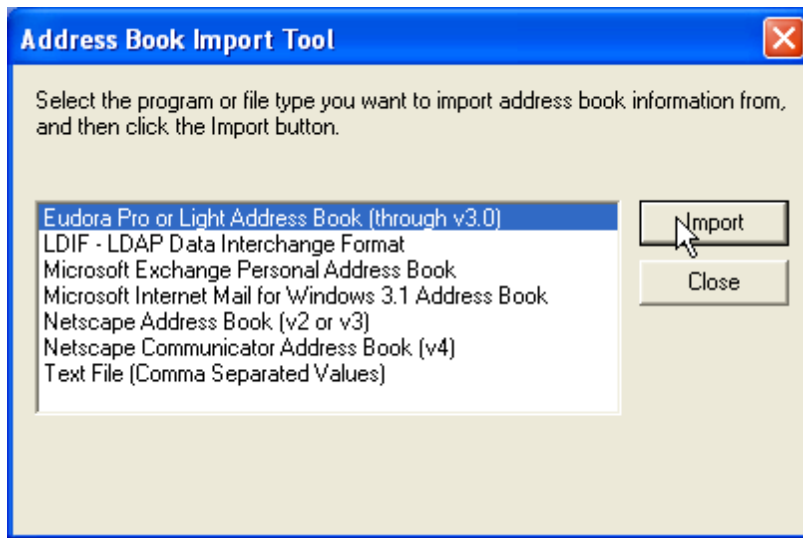


Figure 14 The Address Book Import Tool

The Import Message prompt appears.

- Click **Yes** to access the Import Eudora Address Book dialog (Manual Address Book Selection).

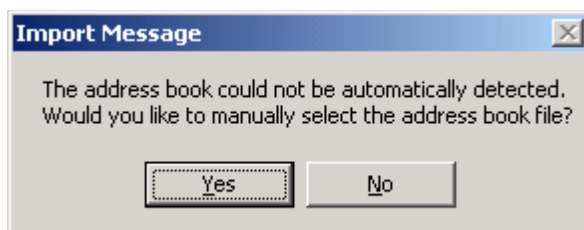


Figure 15 Manual Address Book Selection Prompt

The Eudora address book is called NNdbase .txt.

- Browse to the Eudora folder, in one of the following locations:
 - C:\Documents And Settings*user name*\Application Data\Qualcomm\Eudora.
 - C:\Program Files\Qualcomm\Eudora
 - C:\Program Files\Qualcomm\Eudora Mail\
- Select NNdbase and click **Import**.
- Repeat the import procedure for any other address books, which may be located in your Nickname folder.

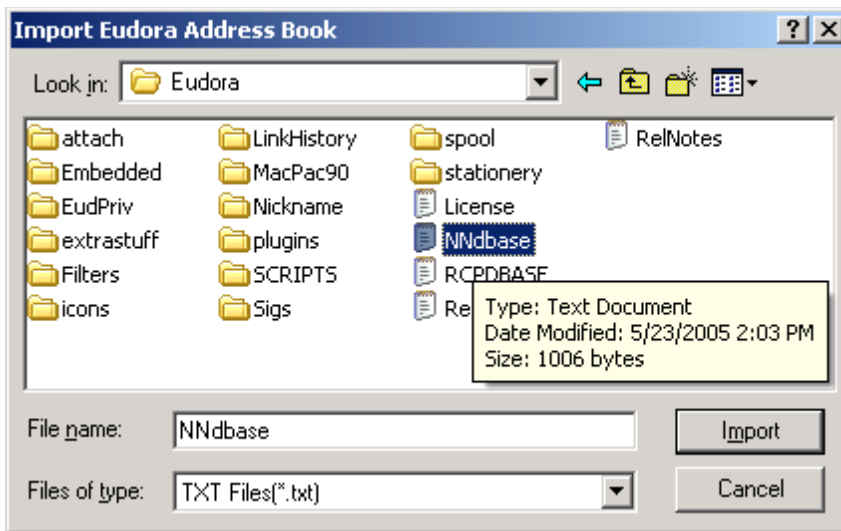


Figure 16 Manual Address Book Selection

The Outlook Express part of your migration is now over.

- Exit Outlook Express.

2. Importing Outlook Express E-Mail and Addresses to Outlook 2003

The next step is to import the data from Outlook Express to Outlook 2003.

- Click on the Outlook 2003 icon on your desktop.

A. Set Up Outlook Personal Folders for Import

- Click on **File** and select **Work Offline**.
- Go to **Tools > E-mail Accounts**, select “View or change existing e-mail accounts,” and click **Next**.
- Set the delivery location to “Personal Folders” so that your Eudora e-mail will be imported to the Personal Folders.
- Click **Finish**.

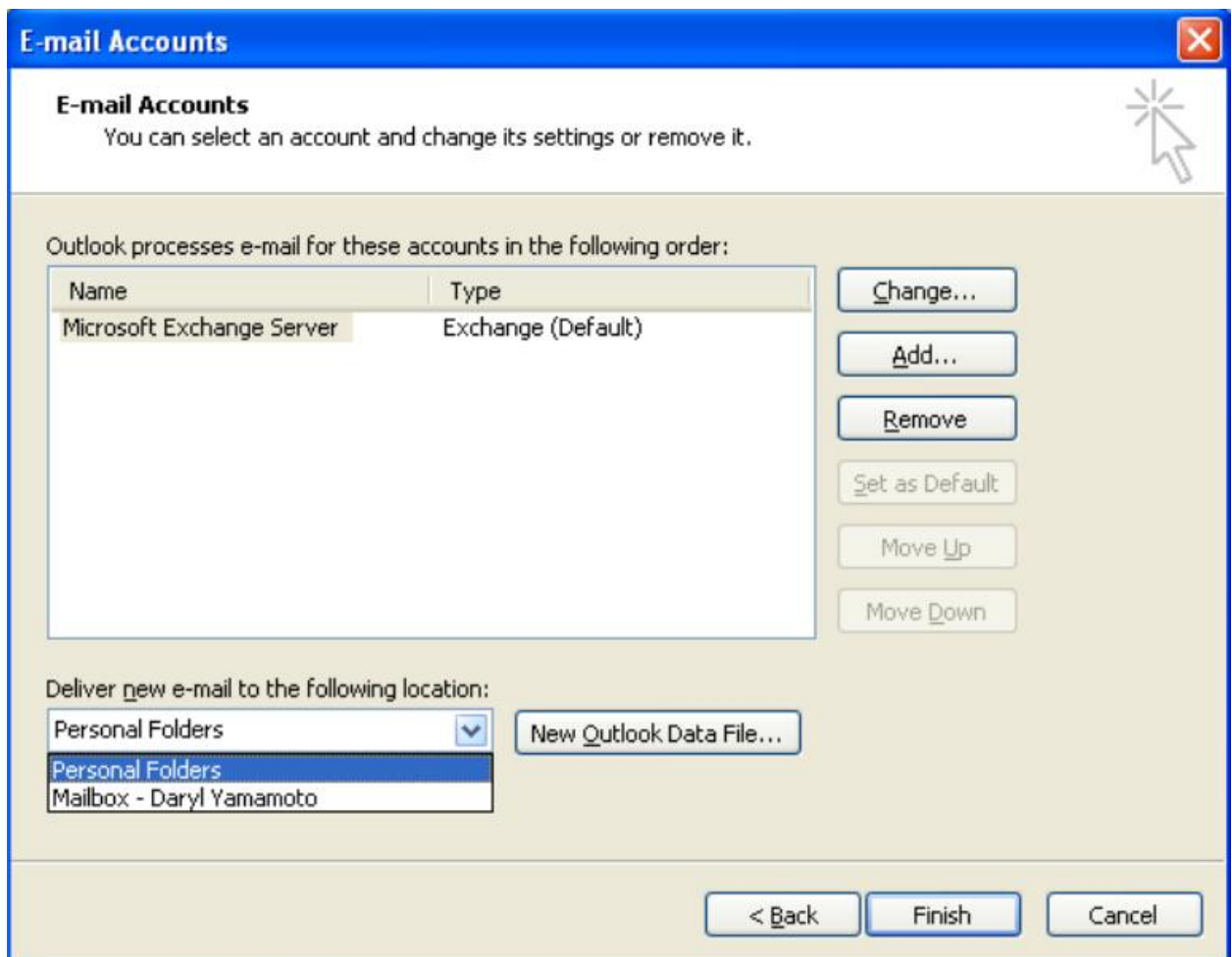


Figure 21 Setting E-mail Target

- Close and re-open Outlook 2003 so that the setting change will take effect.

B. Use the Outlook Import and Export Wizard

- In Outlook 2003, click **File > Import and Export** to open the Import and Export Wizard.
- Select **Import from another program or file**.
- Click **Next**.

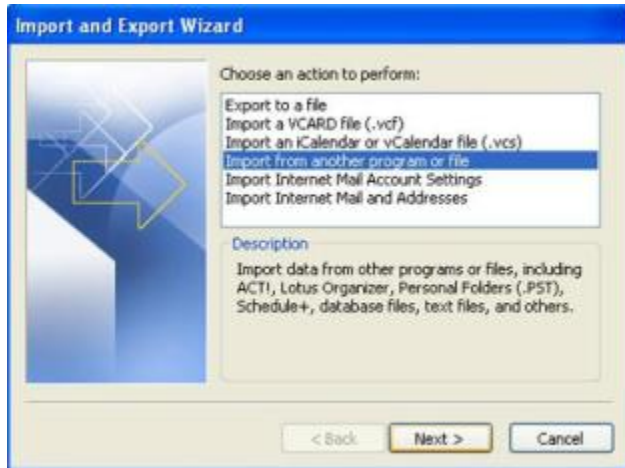


Figure 22 Outlook Import and Export Wizard

- Select **Outlook Express 4.x, 5.x, 6.x**.
- Click **Next**.

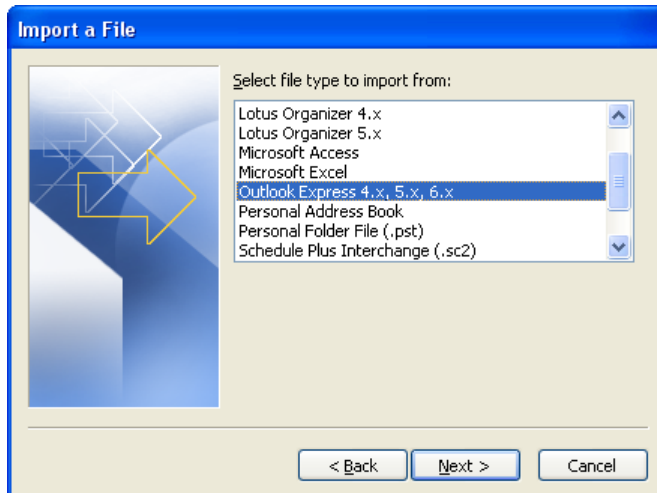


Figure 23 File Import Dialog

In some cases, Outlook will find e-mail settings and offer to import them.

- If this happens, click **Cancel**

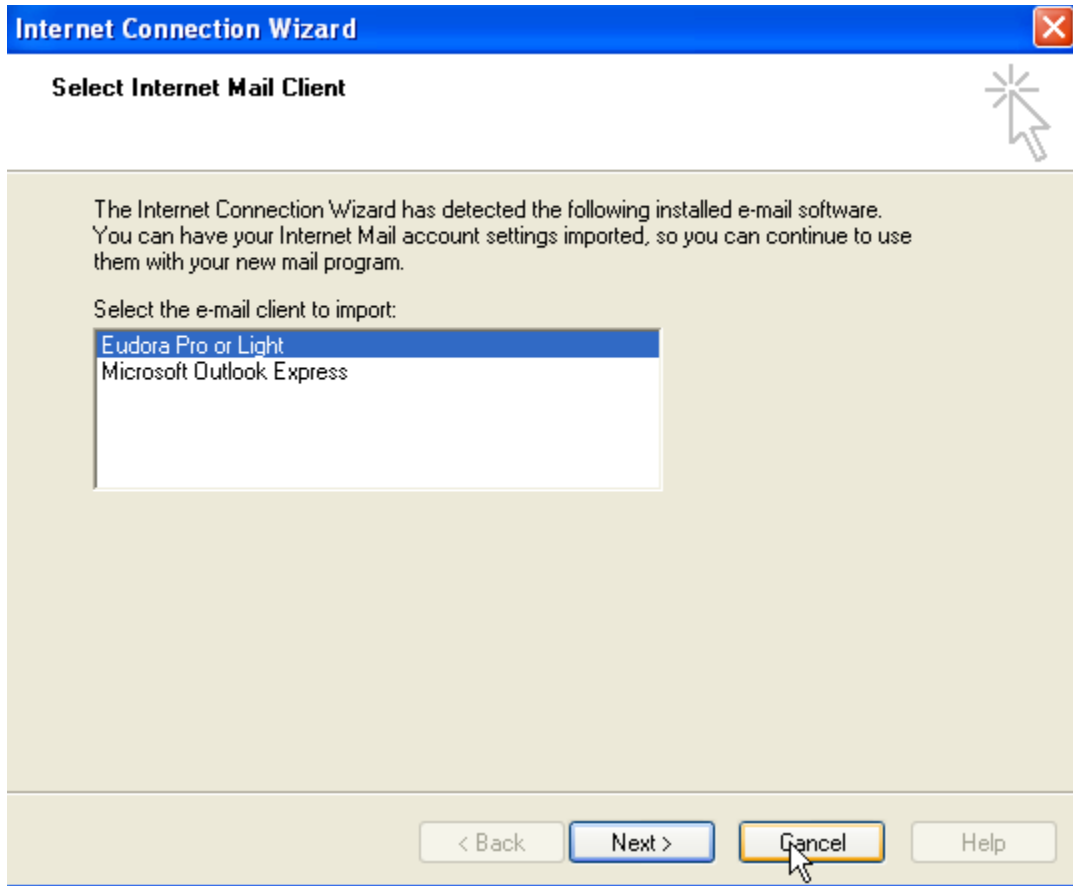


Figure 24 Internet Connection Import Wizard

- In the confirmation dialog, click **Yes**.



- Click **Yes** to the dialog box in Figure 25.

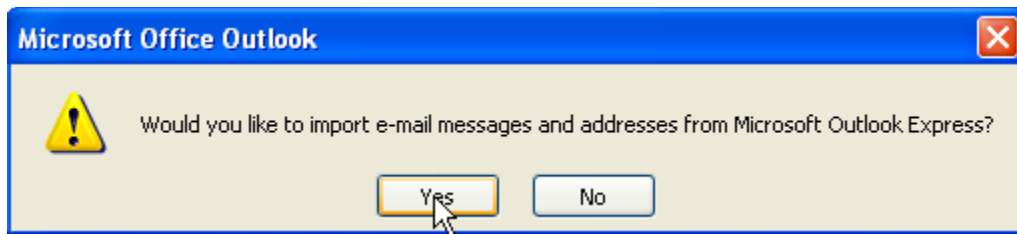


Figure 25 Outlook E-mail and Addresses Import Confirmation

Your e-mail folders and addresses have been imported into Outlook 2003.

Now the **delivery of new messages** must be changed from **Personal Folders** to the **Mailbox**.

C. Set Up Your Outlook Mailbox for E-mail

- Go to **Tools > E-mail Accounts**, select “View or change existing e-mail accounts,” and click **Next**.
- Set the delivery location to “Mailbox - Username” so that your e-mail will be delivered to your Mailbox.
- Click **Finish**.

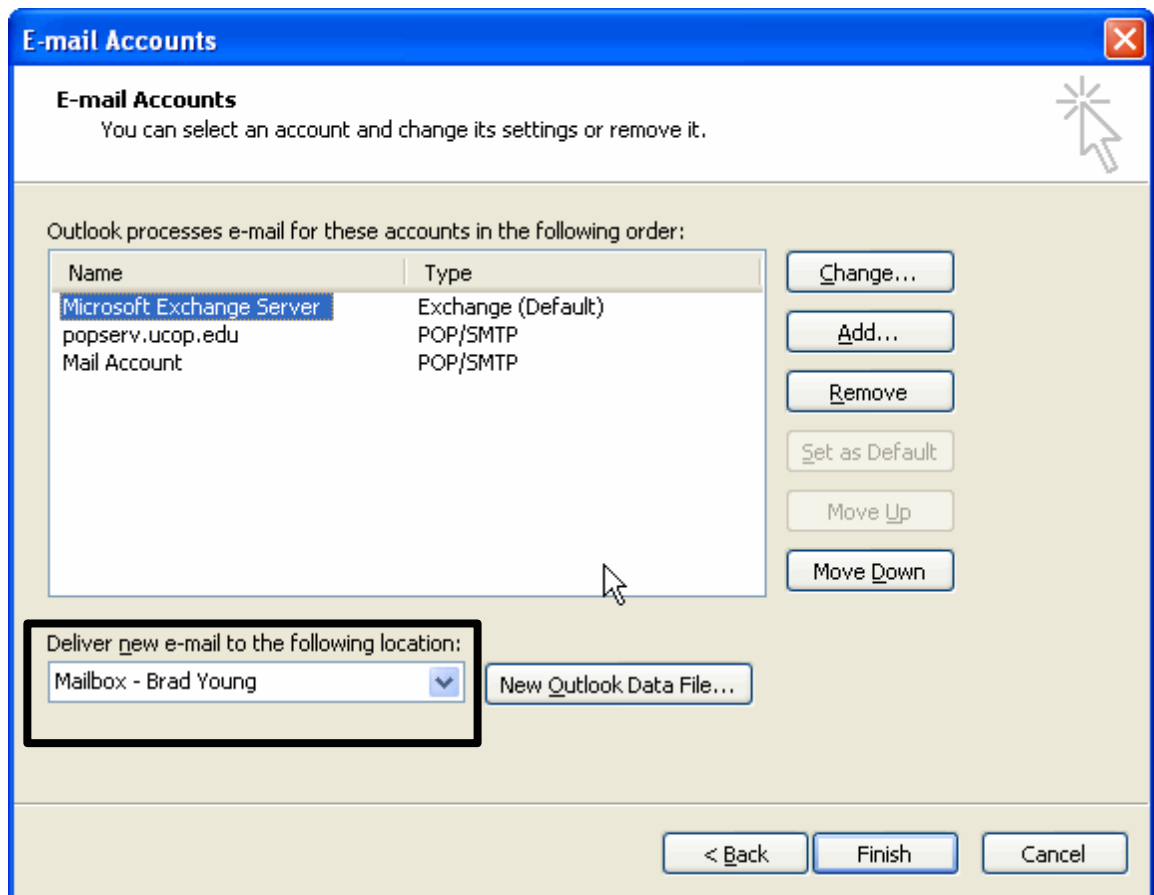


Figure 26 Setting E-mail Target

- Close and restart Outlook 2003.
- Click on **File** and then uncheck **Work Offline** so that new incoming e-mail will flow to your mailbox on the server.

3. Where Is My E-Mail in Outlook 2003?

At the end of the import procedures, your imported e-mail appears in Personal Folders, which are located on your computer hard drive (unless you saved them to a network location when you created them).

New, incoming e-mail will go to your Mailbox on the server. You will be able to access the Mailbox from your computer at work, or from any network location by using Outlook Web Access (OWA).

Your e-mail attachments have also been imported. They are available in the e-mail messages themselves and are not stored in a separate Attachments folder, as they were in Eudora.



Figure 27 E-mail Folders Migrated from Eudora to Outlook