



# Importing mail from PSTs

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You can import existing/historical mail, calendar items and contacts into your Zimbra mailbox from PST format using the Zimbra import tool. For more information on how to export to PST format, please see <http://support.microsoft.com/kb/287070>. Keep in mind that the speed at which you can import data to the server depends on the capacity of your Internet connection.

**Once you have the PST ready for import, follow the steps below:**

1. Download the PST Import tool  
from: <https://cms.synaq.com:7071/downloads/ZCSPSTImportWizard-8.0.2.686.zip>
2. Download the PST Import user guide  
from: [https://cms.synaq.com:7071/zimbraAdmin/adminhelp/pdf/User%20Instructions%20for%20ZCS%20Import%20Wizard.pdf?locid=en\\_US](https://cms.synaq.com:7071/zimbraAdmin/adminhelp/pdf/User%20Instructions%20for%20ZCS%20Import%20Wizard.pdf?locid=en_US)
3. Follow the instructions in the guide, using the following settings when prompted:
  - **Hostname:** mail.cloudmessaging.co.za or mail.mydomain.co.za (where mail.mydomain.co.za is the DNS server name you have configured as part of the cut-over process)
  - **Use Secure Connection:** No
  - **Email address:** the full email address, e.g. [myemail@mydomain.co.za](mailto:myemail@mydomain.co.za)
  - **Password:** As provided

Please remember to clean up mailboxes as much as possible before importing them.

**This is important for 2 reasons:**

- When the data imported is larger than the mailbox quota, the entire import will fail (wasting time and bandwidth)
- Once uploaded, data will be re-synced back down to any offline client (such as the Zimbra Desktop and Outlook). A PST import therefore uses approximately double the bandwidth of the size of the PST.