Importing the NK2 File into Outlook 2010

- If you have not yet opened your Outlook email on your computer for the first time you will need to open it and get it setup before you will be able to import the NK2 file.
- To open Outlook for the first time on your new computer
 - Click Start
 - Select All Programs
 - $\circ\quad$ Click on the Microsoft Office folder
 - Click on Microsoft Outlook 2010 to open your email
 - o Once your email has finished loading you can close it
- Click Start
- Type: %appdata%\Microsoft\Outlook in the search field



- Press Enter
- Double Click on **Outlook**

≫ Outlook
₽ See more results
%appdata%\Microsoft\Outlook × Shut down >

Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft Word 2010

• Open your back up source



• Right click on your Outlook NK2 file and select Copy



• Click inside this Window then right click and select Paste

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Include	In library ▼ Share with ▼ Burn New 1	older	Hos		e
🗧 Favorites	Name	Date modified	Туре		Size
🧮 Desktop	outcmd.dat	2011/6/15 10:38	DAT File		
📕 Downloads	Outlook.srs	2011/7/20 9:29	SRS File		
💹 Recent Places	Outlook.xml	2011/7/20 18:01	XML Document		
	PB4S-Configuration-v-ic@microsoft.co	2011/7/19 9:48	XML Document		
🗃 Libraries					
Documents					
J Music					
E Pictures	`	/			
Videos Videos					
📮 Computer					
🏭 Local Disk (C:)					
💼 Local Disk (D:)					
👝 Local Disk (E:)					

• You will now see your **Outlook NK2** file in this window

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Organize 👻 🔳 Open	with Share with 🔻 Burn New fold	er	3	≡ • □ 0
	Name	Date modified	Туре	Size
🤜 Desktop	outcmd.dat	2011/6/15 10:38	DAT File	
属 Downloads	🔡 Outlook.NK2	2011/6/15 10:38	Outlook Nickname F	ile 1
🔛 Recent Places	Outlook.srs	2011/7/20 9:29	SRS File	
	Outlook.xml	2011/7/20 18:01	XML Document	
	PB4S-Configuration-v-ic@microsoft.co	2011/7/19 9:48	XML Document	29

- Click Start and type in Run
- Click Run

Control Panel (12) Run Advertised Programs Run programs made for previous versions of Windows View recommended actions to keep Windows running smoothly Show which operating system your computer is running Microsoft Outlook (10) Steve's Once-In-A-Lifetime 32GB Flash Drive Blowout - Wow T RE: Sams Tech Tips Premium [Is Your Computer Getting The Security It Steve's Saturday Picks! - The Best Collection Of Blowouts Anyw Files (2) ExplorerStartupLog_RunOnce.etl ExplorerStartupLog_RunOnce.etl See more results run x Shut down +

• In the Open box type **outlook.exe/importnk2** then press **OK**

	There is a blank space here
📨 Run	
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	outlook.exe/importnk
	💱 This task will be created with administrative privileges.
	OK Cancel Browse

- This should import the .nk2 file into your Outlook 2010 profile and open your Outlook email
 - You can check to see if your addresses imported by created a New Email
 - Click the **To** Field and type in a letter. You should see the names that are saved into the auto field drop down as a choice

Send	From *	helpdesk@dentonisd.org
	Сс	HelpDeskGroup <helpdeskgroup@dentonisd.org></helpdeskgroup@dentonisd.org>
(Bcc	HelpDesk <helpdesk@dentonisd.org></helpdesk@dentonisd.org>
:	Subject:	HMSAllStaff <hmsallstaff@dentonisd.org></hmsallstaff@dentonisd.org>
		HodgeAllStaff <hodgeallstaff@dentonisd.org></hodgeallstaff@dentonisd.org>
		Hauston AllStaff - Hauston AllStaff @dontoniad.ara>

- Please note that after you import the .nk2 file, the contents will merge with the existing cache currently stored in your mailbox.
- You can watch the Microsoft video by typing in the following into your web browser: <u>http://support.microsoft.com/kb/980542/</u>