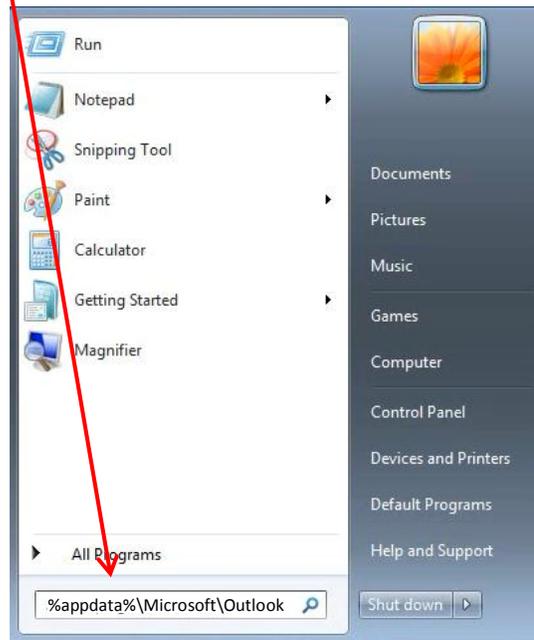


# Importing the NK2 File into Outlook 2010

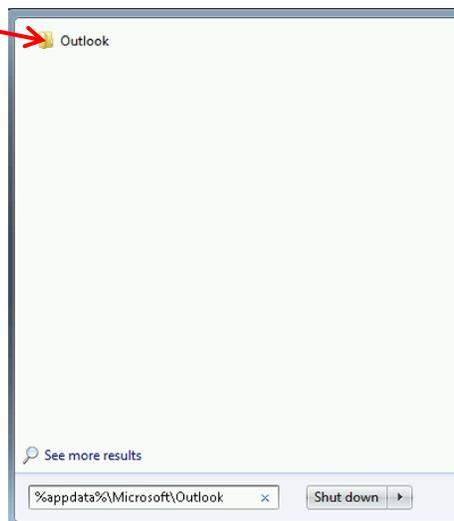
- If you have not yet opened your Outlook email on your computer for the first time you will need to open it and get it setup before you will be able to import the NK2 file.
- To open Outlook for the first time on your new computer
  - Click **Start**
  - Select **All Programs**
  - Click on the **Microsoft Office** folder
  - Click on **Microsoft Outlook 2010** to open your email
  - Once your email has finished loading you can close it



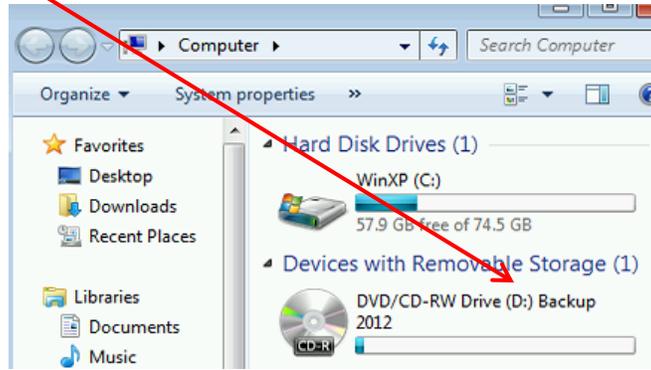
- Click **Start**
- Type: `%appdata%\Microsoft\Outlook` in the search field



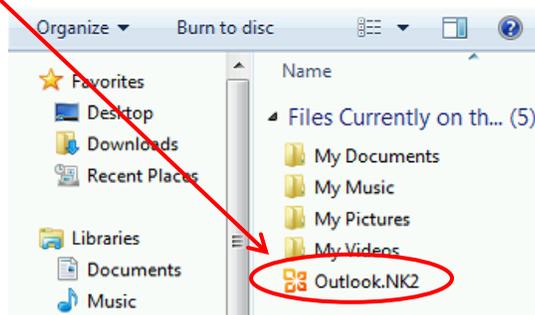
- Press **Enter**
- Double Click on **Outlook**



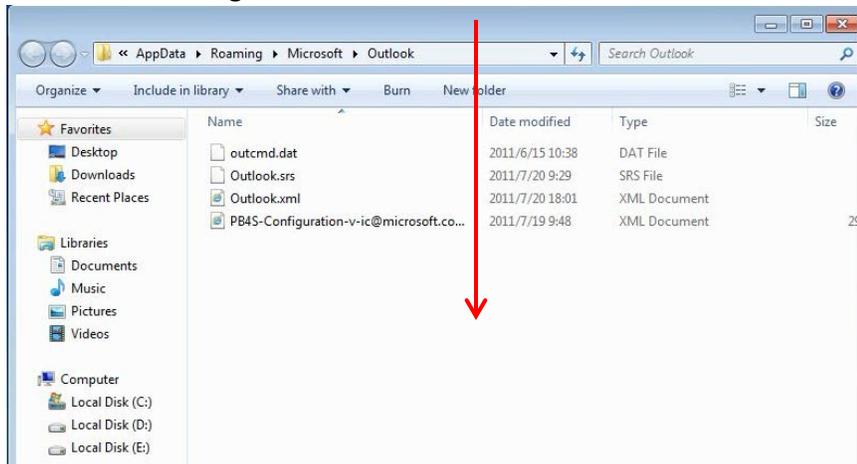
- Open your **back up source**



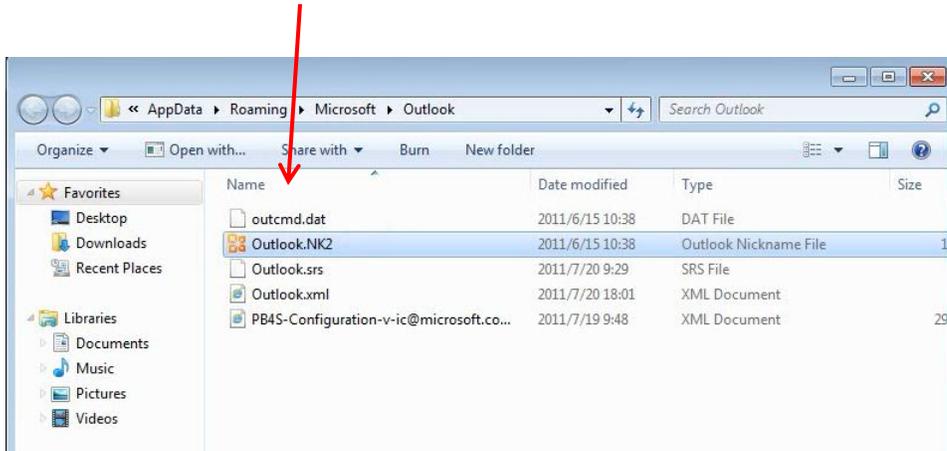
- **Right click** on your **Outlook NK2** file and select **Copy**



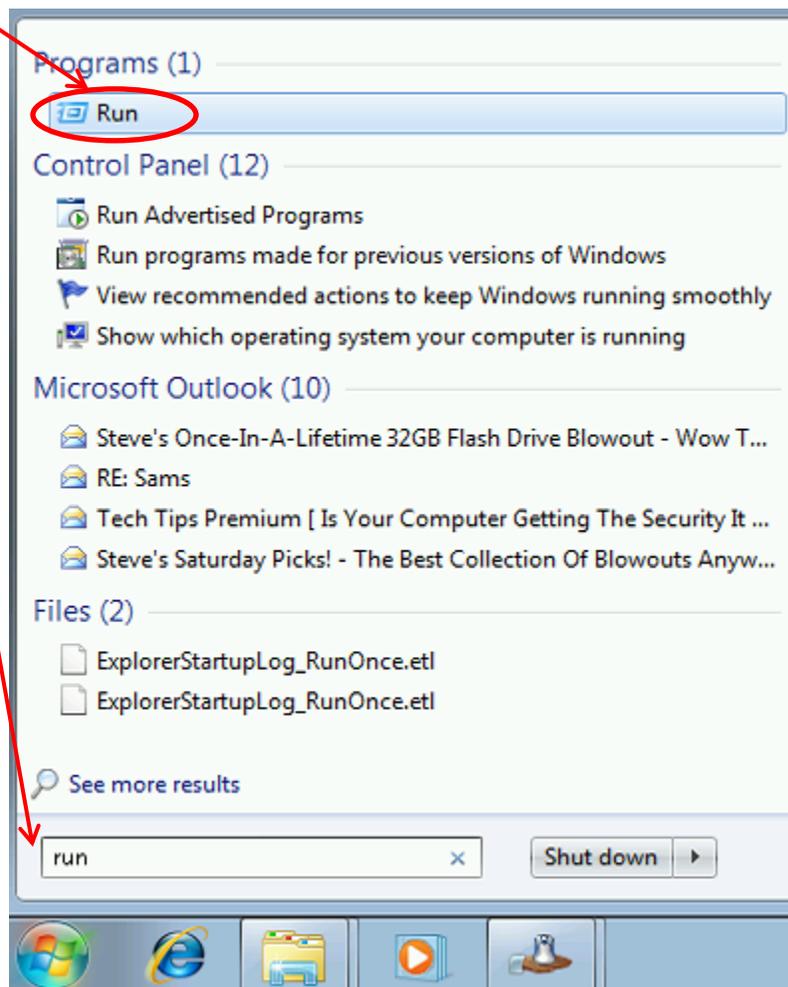
- **Click** inside this Window then **right click** and select **Paste**



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

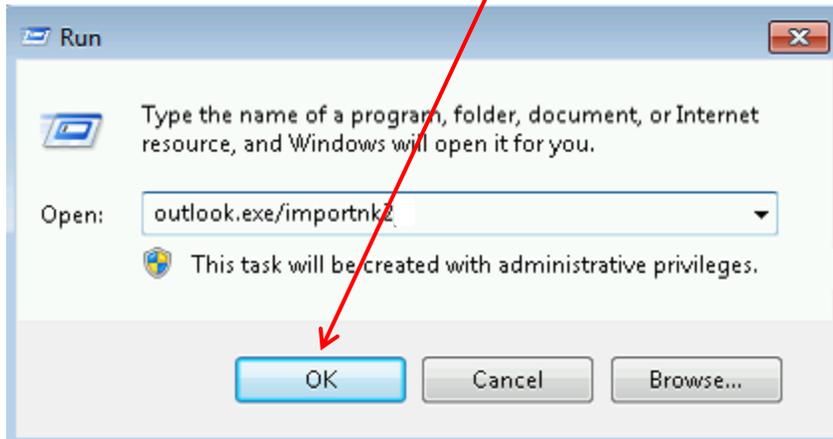


- Click **Start** and type in **Run**
- Click **Run**

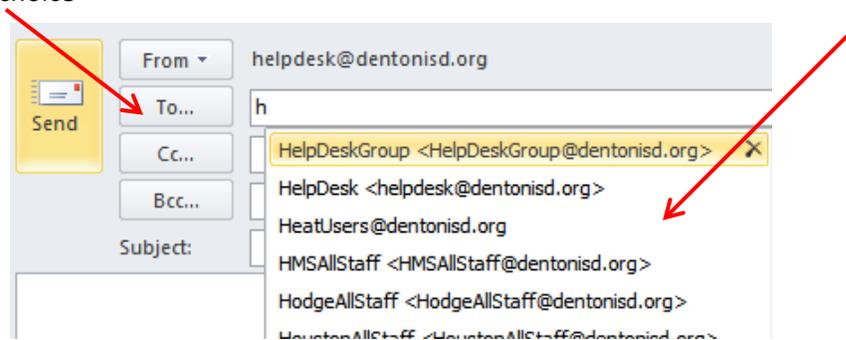


- In the Open box type **outlook.exe /importnk2** then press **OK**

*There is a blank space here*



- 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



- 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:  
<http://support.microsoft.com/kb/980542/>