



# Bureau of Land Management

**Migrate Your Lotus Notes Archives To  
Outlook**



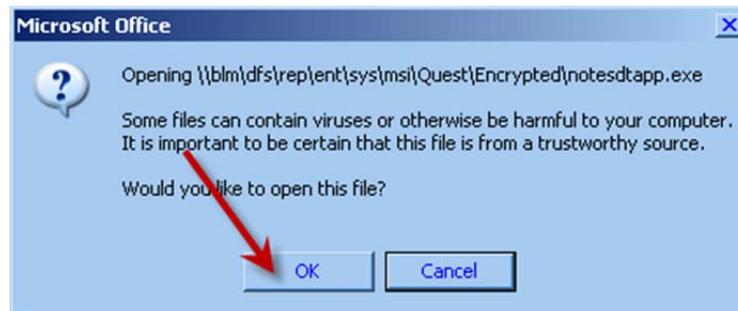
**When to use these instruction:** You will have already received an e-mail message stating that you have been migrated to Microsoft Outlook.

**Purpose:** Instructions on how to use Self Service Desktop Migrator (SSDM) to migrate archives in Lotus Notes.

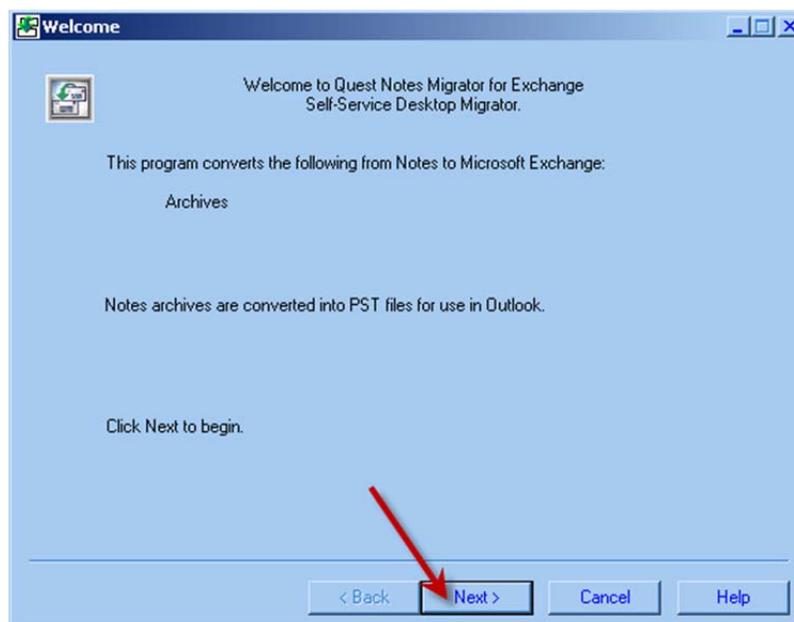
- 1) Please **press the CTRL button** and **click on the following link** below to begin the migration. Follow the Steps below to complete the migration.

**<\\blm\dfs\rep\ent\sys\msi\Quest\Archive\notesdtapp.exe>**

- 2) Click **OK**

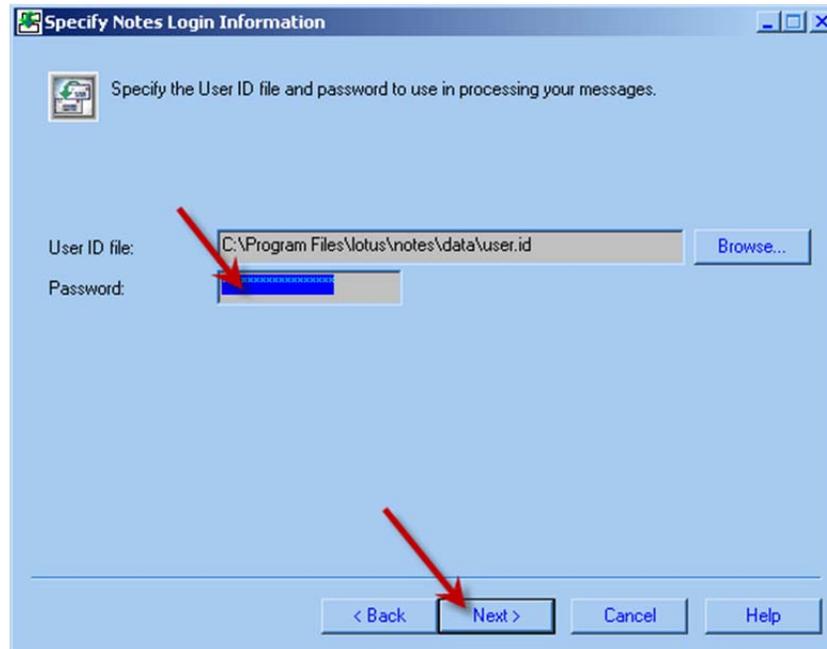


- 3) Click **Next**



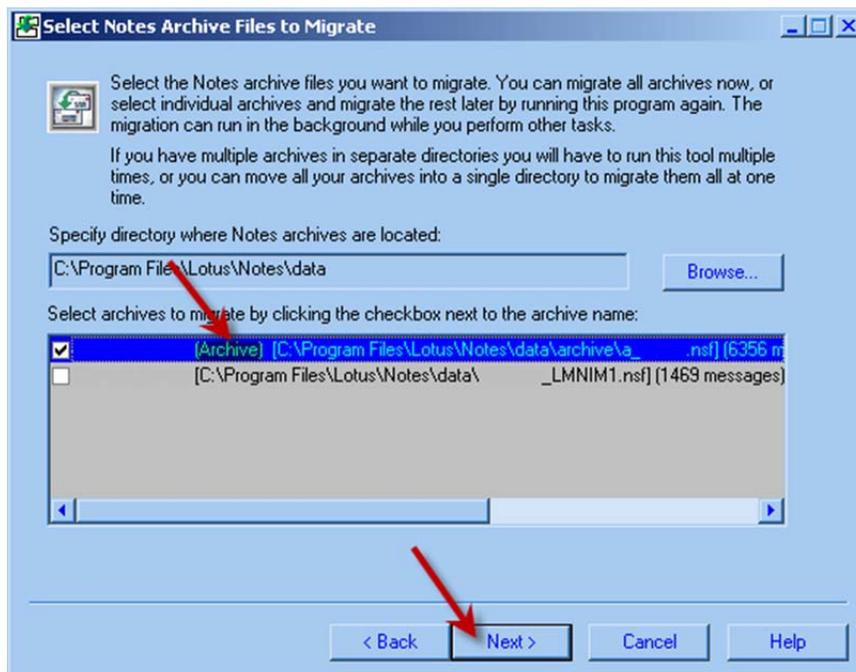


4) Enter your Lotus Notes password. Click **Next**.



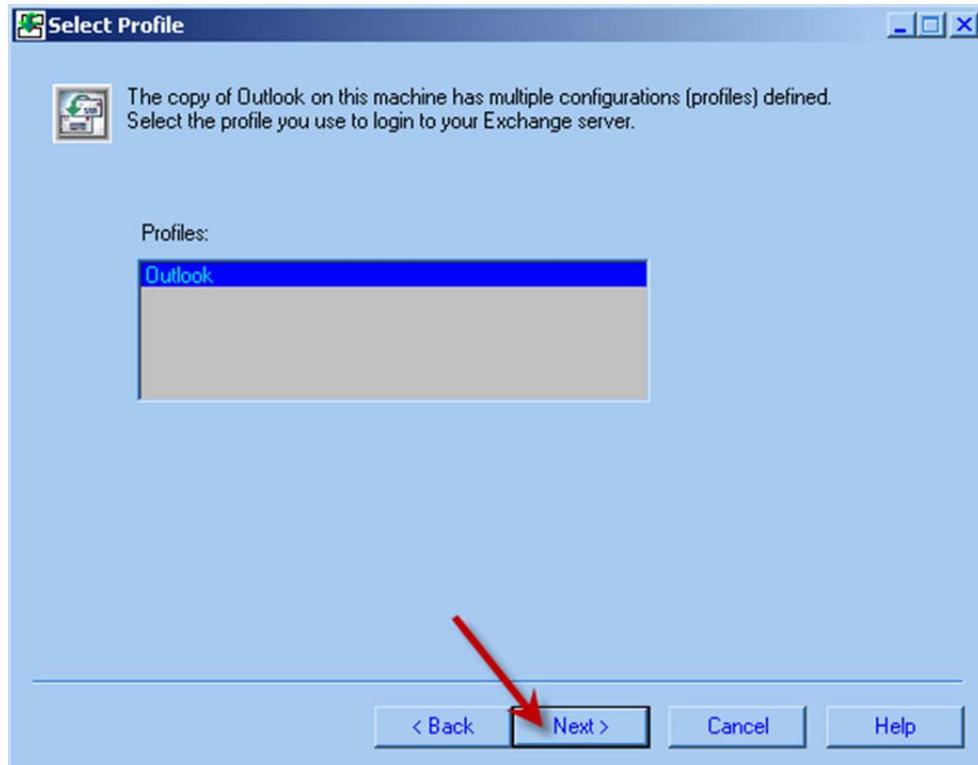
5) Select your mail file from the list below or click on **Browse** to select a new file location. Click on **Next**.

**NOTE:** The word "archive" will be listed before each file location.





6) Select your Outlook Profile. Click on **Next**.



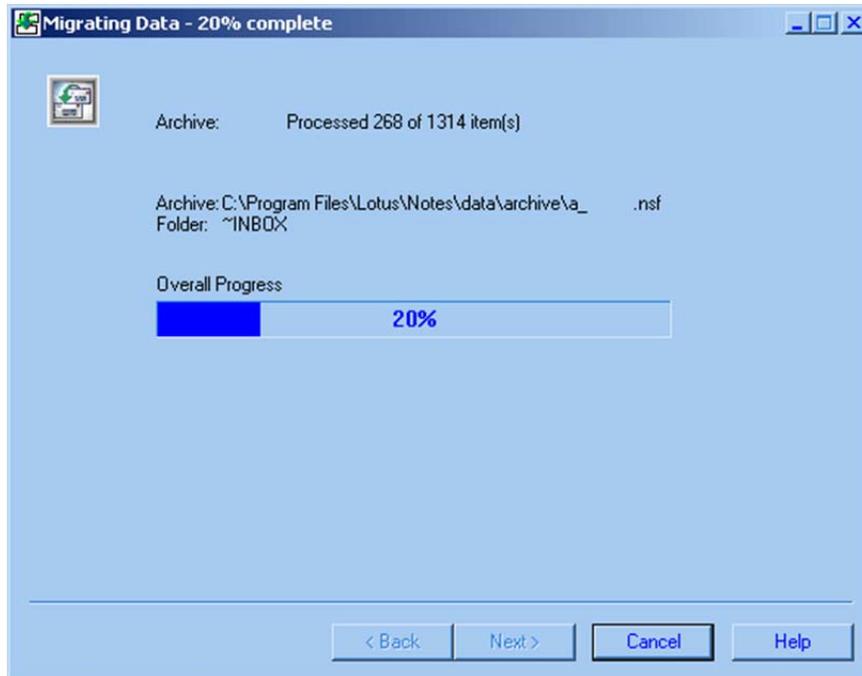
7) If you get prompted to create "c:\Tmp\EmailArchive", click **Yes**.





9) You will see the following dialogue once migration starts. The window will close itself when migration is completed.

**NOTE:** This process can take anywhere from a few minutes to several hours to complete and is based on the size of the Archive that is being transferred



**Lotus Notes Archive Transfer Completed.**