



Bureau of Land Management

Lotus Notes to Microsoft (MS) Outlook Conversion Guide

Revision 3.0

05/20/2011

Statement of Work

This Guide will assist you in converting your Lotus Notes email, contacts, calendars (to include future events), tasks, and journals to a format that is compatible with new Microsoft (MS) Outlook.

Once your account is switched to MS Outlook any mail in your current Lotus Notes mail file must be copied to an archive file. After all current mail is copied you will use a software tool provided (SysTools Export Notes 8.1 SP1) to convert them into MS Outlook archive format (pst). This will allow you to view your Lotus Notes email, contacts, calendars, tasks, and journals in MS Outlook.

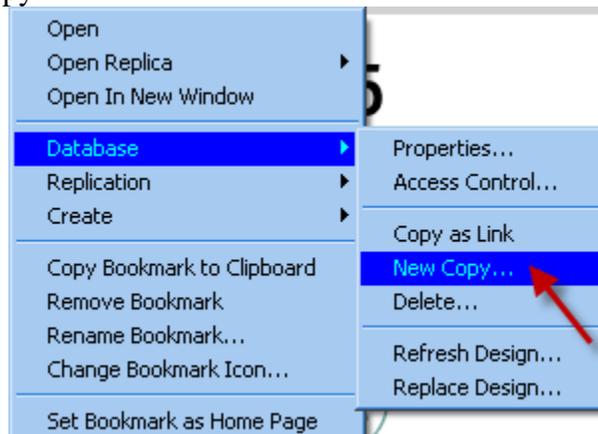
SECTION 1 – COPYING MAILBOX

1.1 Copy mailbox.

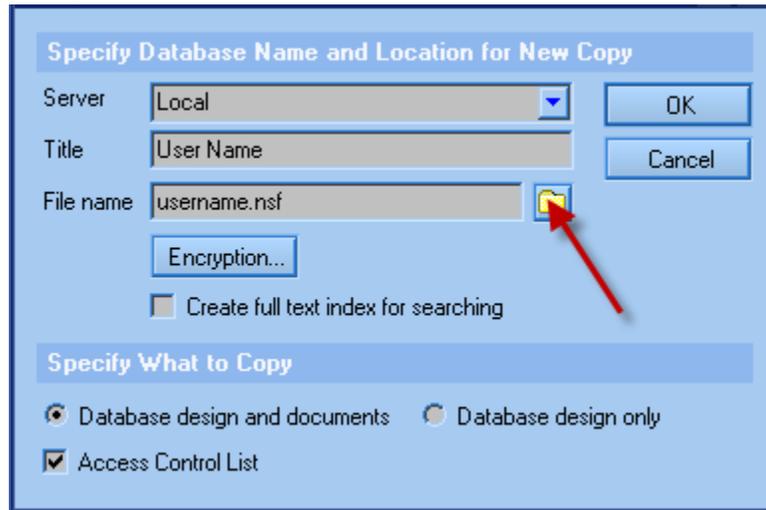
- 1) Launch your Lotus Notes client, right-click on the inbox icon.



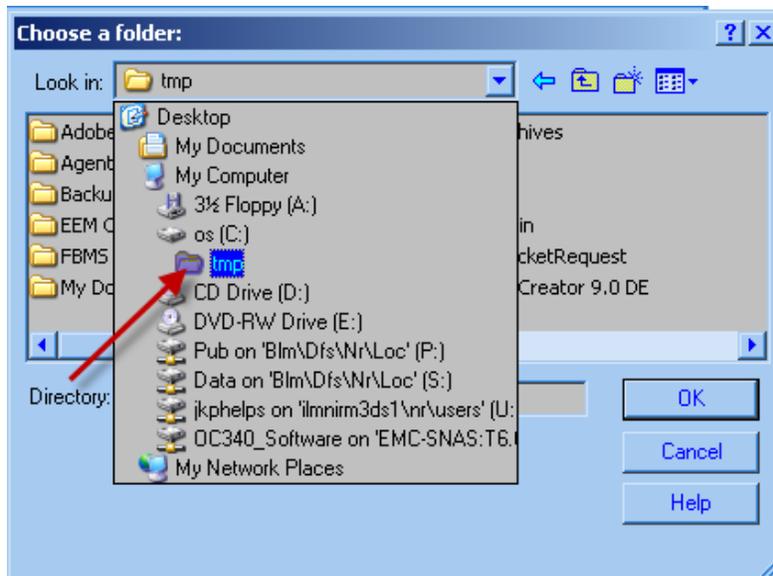
- 2) Select Database, then New Copy.



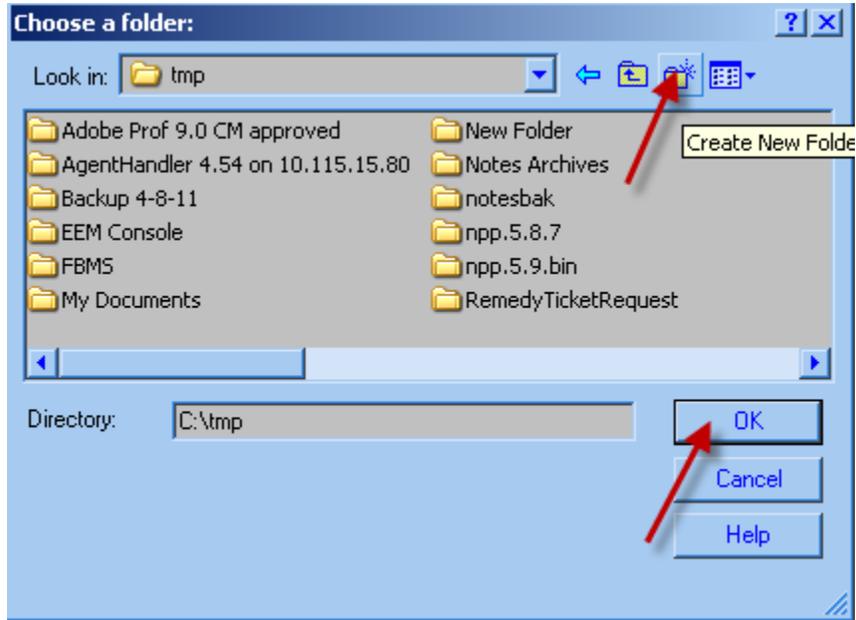
3) Click on folder icon to specify new file location.



4) Click on **Look In** window and choose C:\tmp for file location.



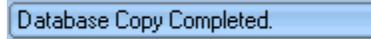
- 5) Click on the **New Folder** icon. Change name to **Notes Archives**. Click **OK**.



- 6) Documents will start the copying process. A status bar at the bottom of the Lotus Notes window will show progress.



- 7) Status bar will show **Database Copy Completed** when done.

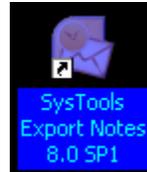


This concludes Section 1

SECTION 2 – CONVERTING NOTES ARCHIVE TO AN OUTLOOK ARCHIVE

2.1 SysTools Export Notes Tool

- 1) Double-click the “SysTools Export Notes 8.1 SP1” icon on your desktop



- 2) Browse to your archive file. It is located at c:\tmp\Notes Archives. Click Browse, My Computer, C:, tmp, Notes Archives, highlight archive.nsf and click open. Click Next.



- 3) Select **Mails, Contacts, Calendars, Tasks and Journals** (Should be the default settings). Click **Export**.

Screenshot of the SysTools Export Notes v8.0 SP1 - Full Version software interface. The window title is "SysTools Export Notes v8.0 SP1 - Full Version". The menu bar shows "Actions" and "Help". The SysTools logo and "Export Notes" title are visible, along with the subtitle "LOTUS NOTES TO OUTLOOK EMAIL MIGRATION SOFTWARE".

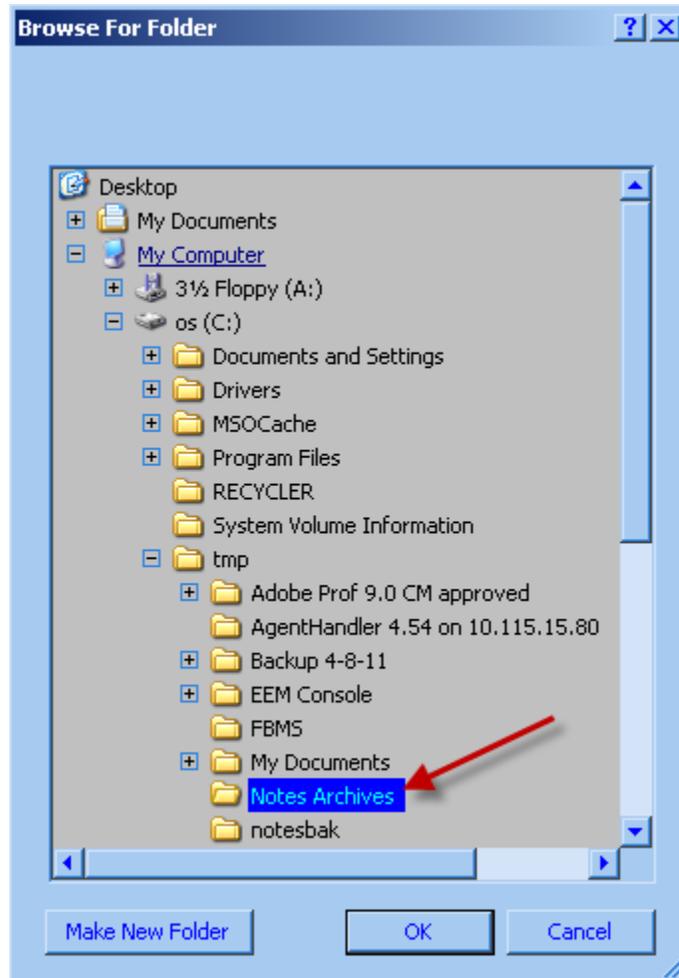
The main section is "Step 2: Select Criteria". Under "Select Categories", there are five options: "Mails", "Contacts", "Calendars", "Tasks", and "Journals", each with a checked checkbox and a red arrow pointing to it.

Below this are three filter sections:

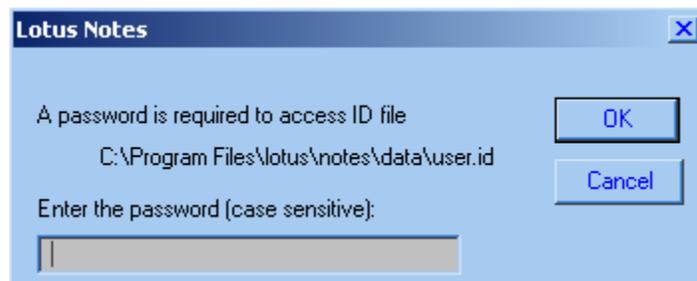
- Email Filters**
 - Received On Interval From : Tuesday , January 25, 2011 To : Monday , April 25, 2011 Excluding selected dates
 - Exclude Folder(s) Enter comma separated folder names (For ex : Folder1, Folder2)
 - Exclude Deleted Items
 - Exclude Sent Items
 - Remove Encryption This option may slow the overall migration performance.
- Calendar Filters**
 - Start From From : Tuesday , January 25, 2011 To : Monday , April 25, 2011 Excluding selected dates
- To Do Filters**
 - Start From From : Tuesday , January 25, 2011 To : Monday , April 25, 2011 Excluding selected dates

At the bottom right, there are three buttons: "< Previous", "Export >", and "Cancel".

- 4) Browse out to the same location your Notes archive file is stored under My Computer, C:, tmp, Notes Archives. Click **OK**.

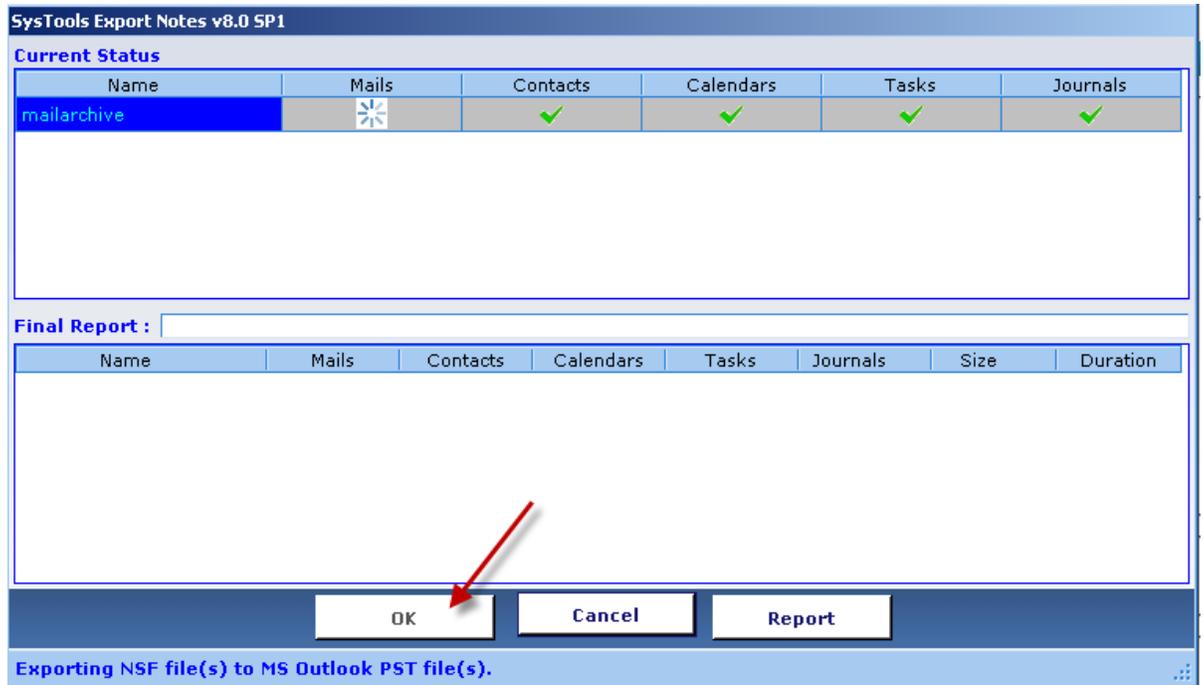


- 5) The export tool will now prompt you for your Lotus Notes password. Enter your Lotus Notes password and click **OK**.



NOTE: failure in entering a successful Notes password may result in the loss of all encrypted emails.

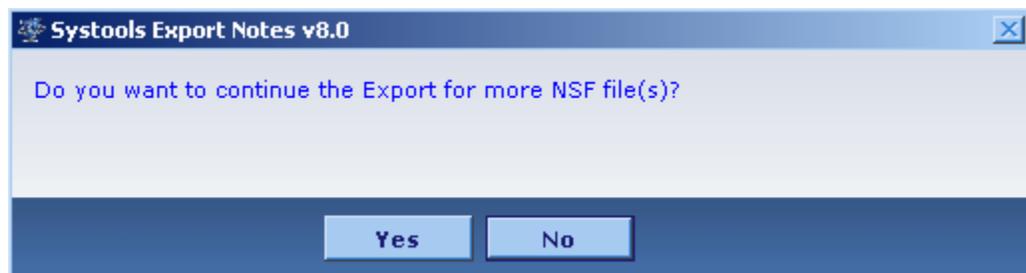
- 6) You will get the following screen shot showing the progress. You will see s as the export tool completes phases of the export.



- 7) Once the export is completed you will get the following screen. Click **OK**. Click **OK** to complete the export.



- 8) If you have other Notes archives to migrate then click **YES** and proceed to Step 1 of this section, otherwise Click **NO**.



This concludes Section 2

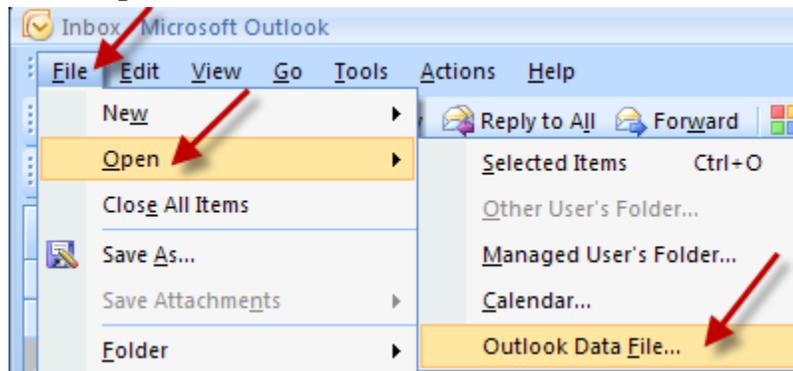
SECTION 3 – IMPORTING THE DATA FILE INTO MS OUTLOOK

3.1 Open Microsoft Outlook and import the newly created .pst file.

- 1) Double-Click the Microsoft Outlook icon on your desktop or click the Start Button and go to Microsoft Office then click on Microsoft Outlook



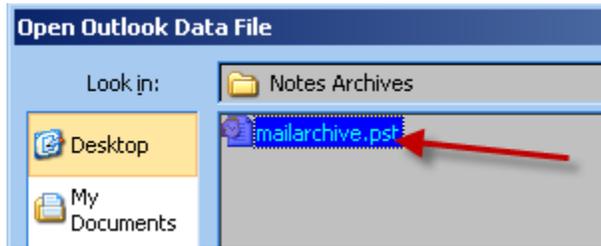
- 2) Once Outlook opens Select **Open\Outlook Data File**



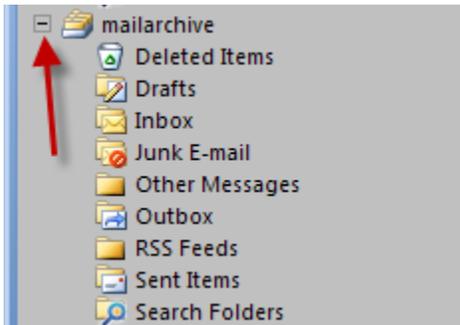
- 3) Browse to your Outlook pst file location. (if just migrated than C:\tmp\Notes archives)



- 4) Highlight the **mailarchive.pst** file and click **OK**.



- 5) Once completed you should see the new archive as shown below. To open it, click on the + symbol next to the mail archive name.



**CONGRATULATIONS: YOU HAVE COMPLETED EXPORTING YOUR NOTES TO OUTLOOK
MIGRATION.**