



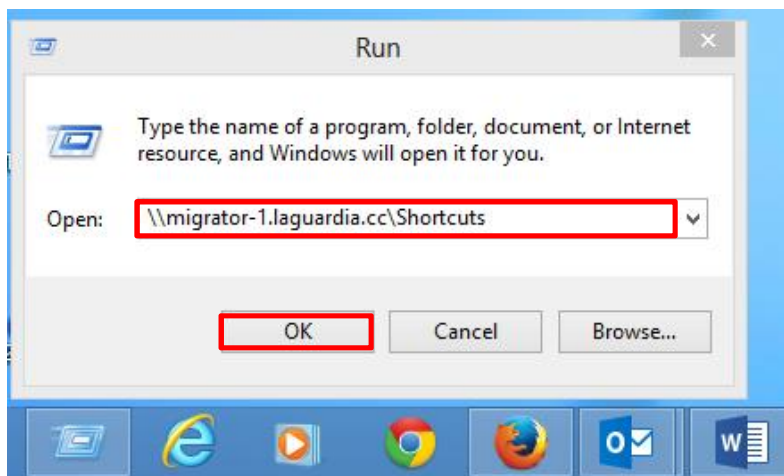
DARE TO DO MORE

Community College

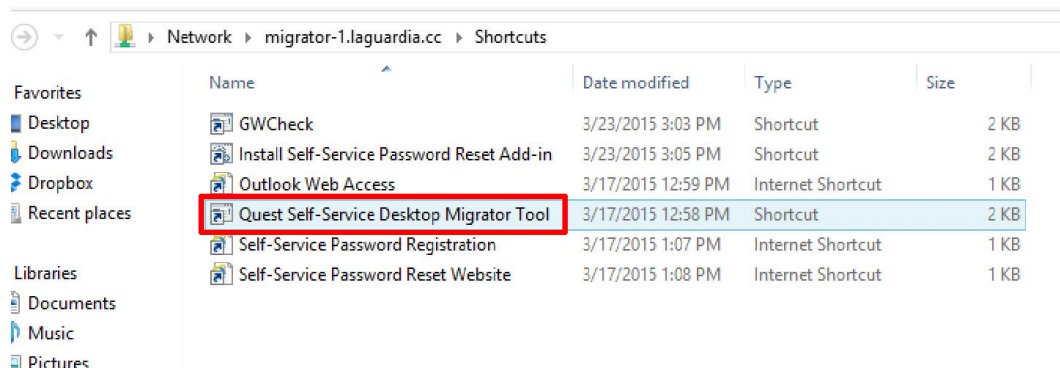
Converting GroupWise Archive to Outlook Archive (.Pst)

Note: These steps only pertain to users who have archived their GroupWise mail at one point or another. Important: Users must run on the computer with the archive

Step 1: Type in the following link in the Run Open Dialog box: <\\migrator-1.laguardia.cc\shortcuts> then Click **OK**



Step 2: Double-click on the shortcut: **Quest Self-Service Desktop Migrator Tool**

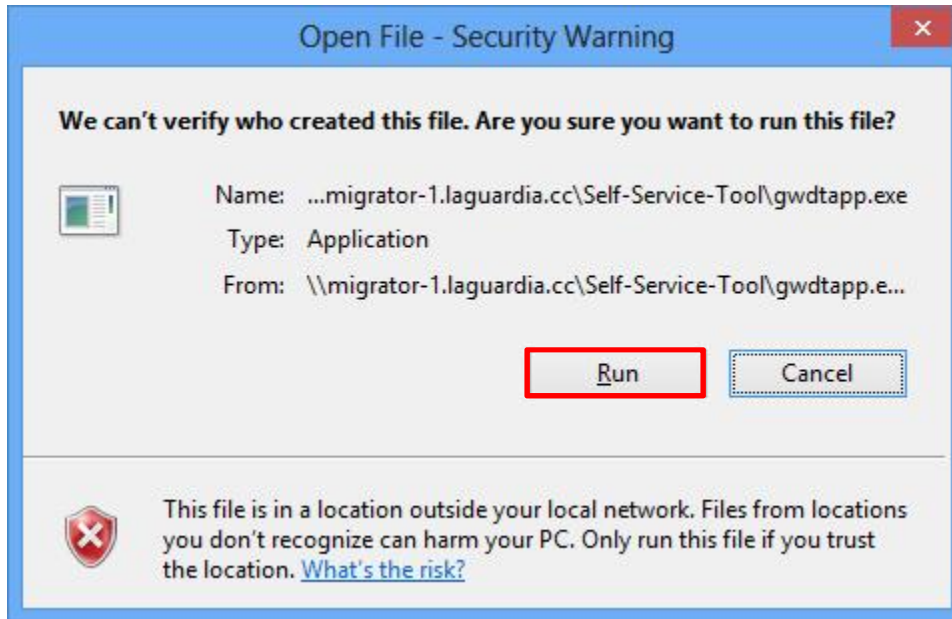


LaGuardia Community College

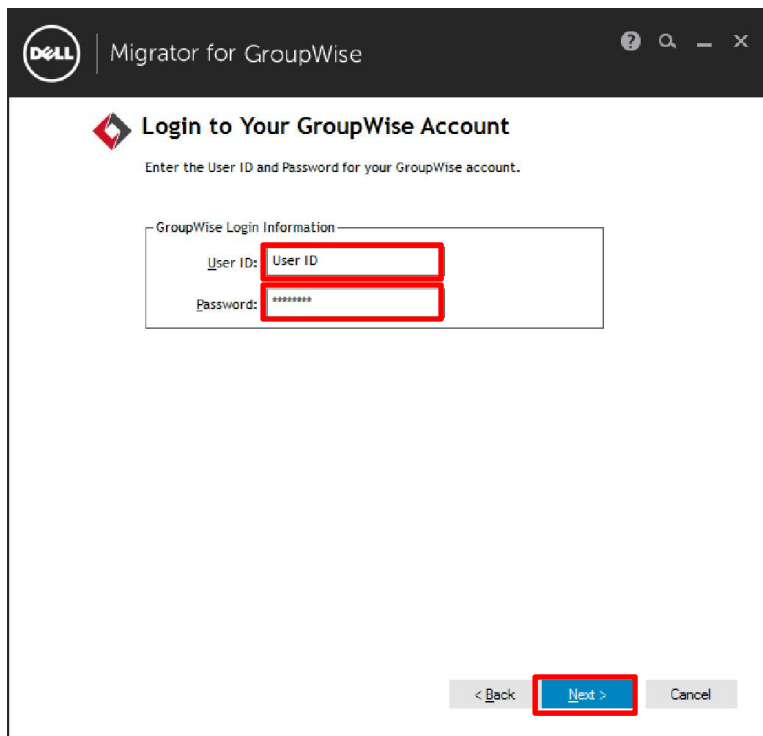
31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

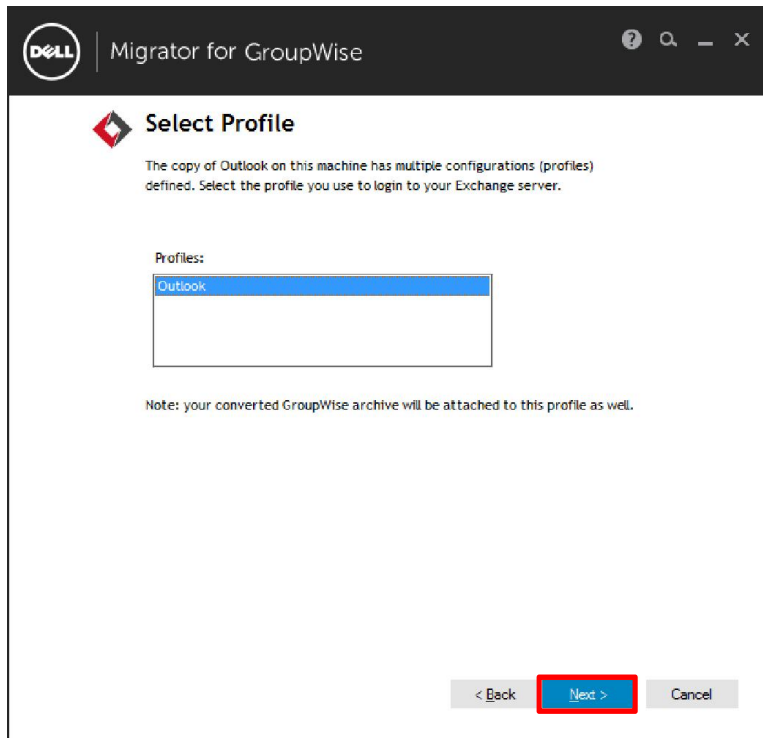
Step 3: Click on **Run**



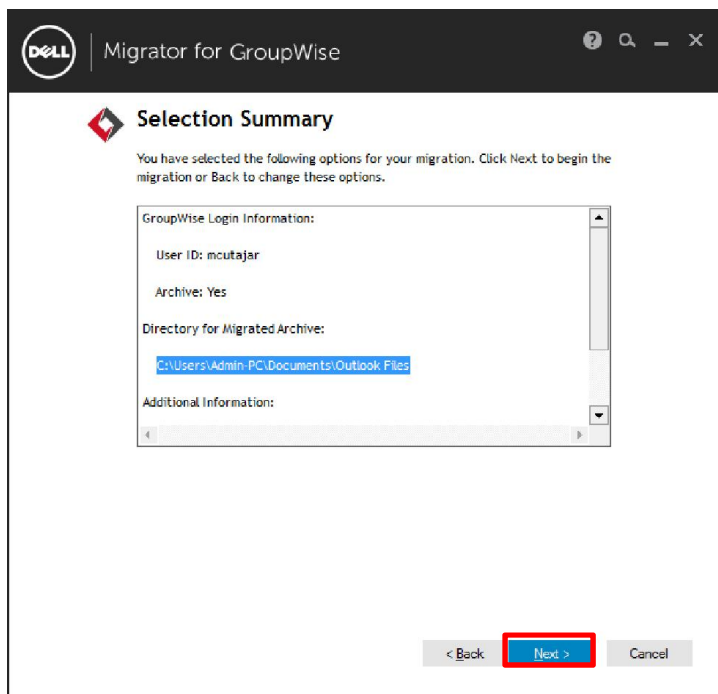
Step 4: Enter your GroupWise User and Password then click Next



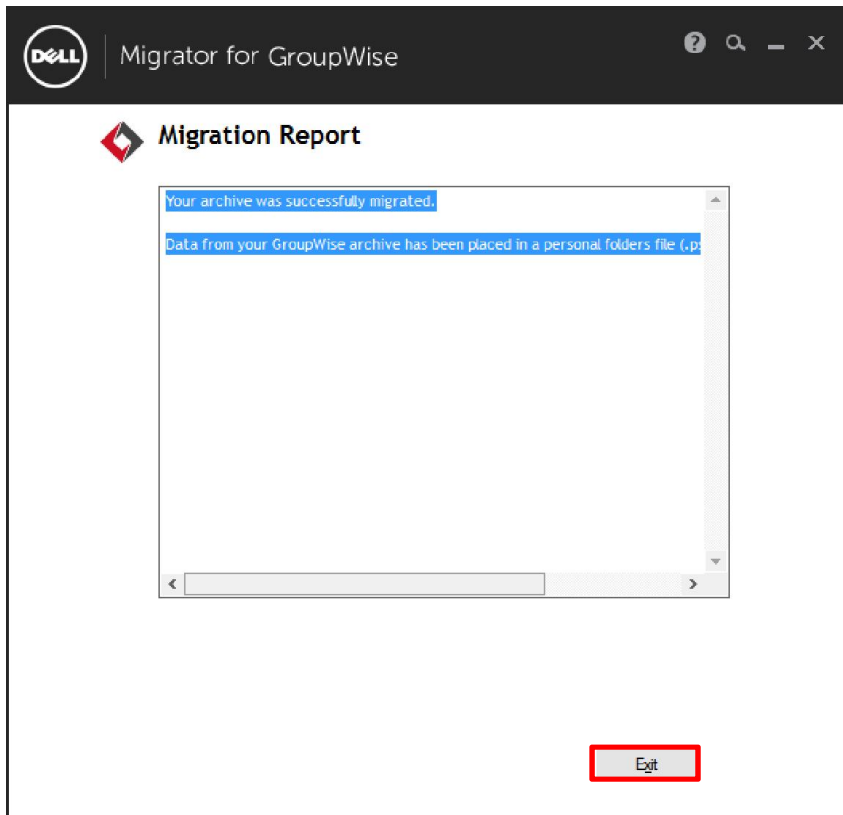
Step 5: Click Next



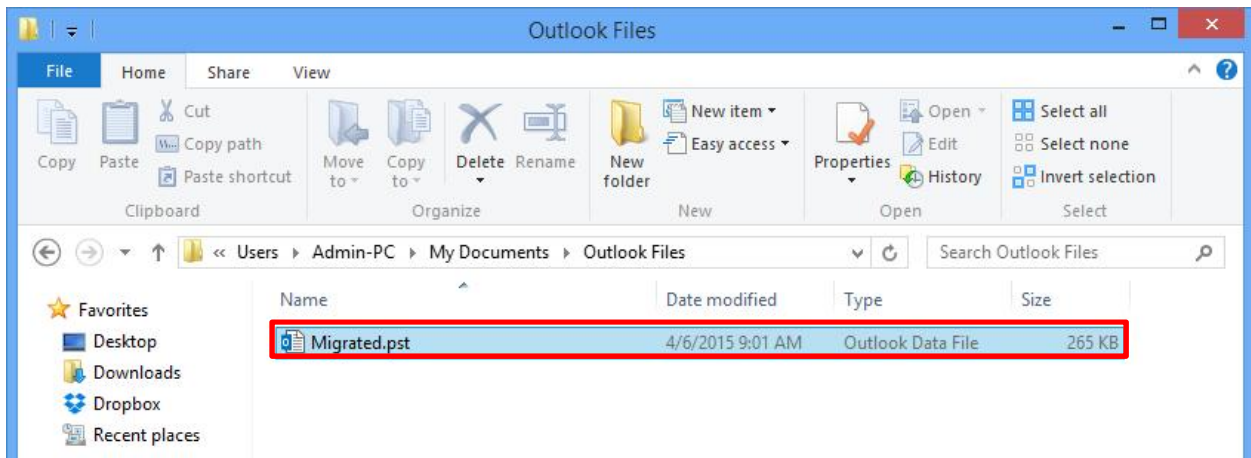
Step 6: View Summary (See Highlighted area – This is the location of the Migrated File) then click Next



Step 7: Archive has been successfully migrated click **Exit**



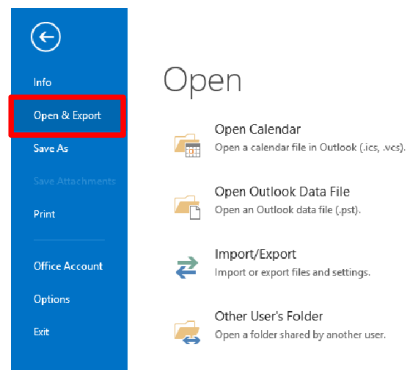
Step 8: Locate the newly added .pst File (Referring to the Path noted above)



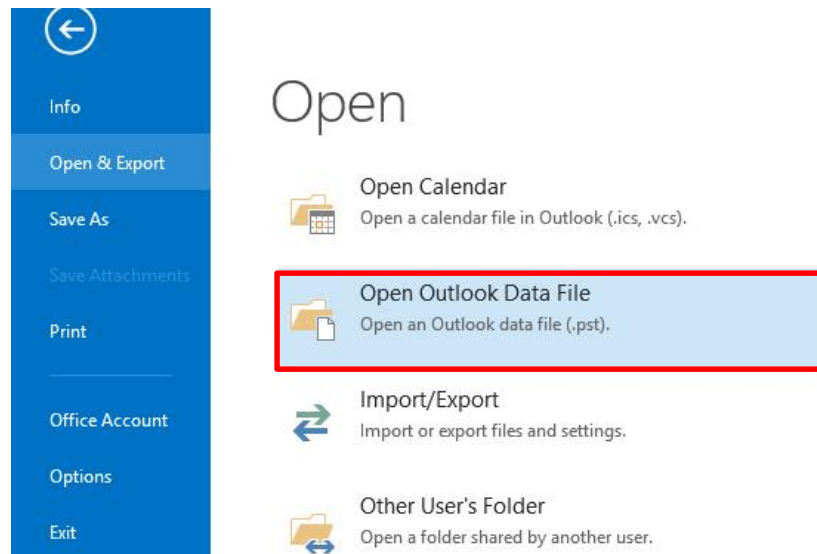
Step 9: Login to your Outlook 2013 Client Account – click on File



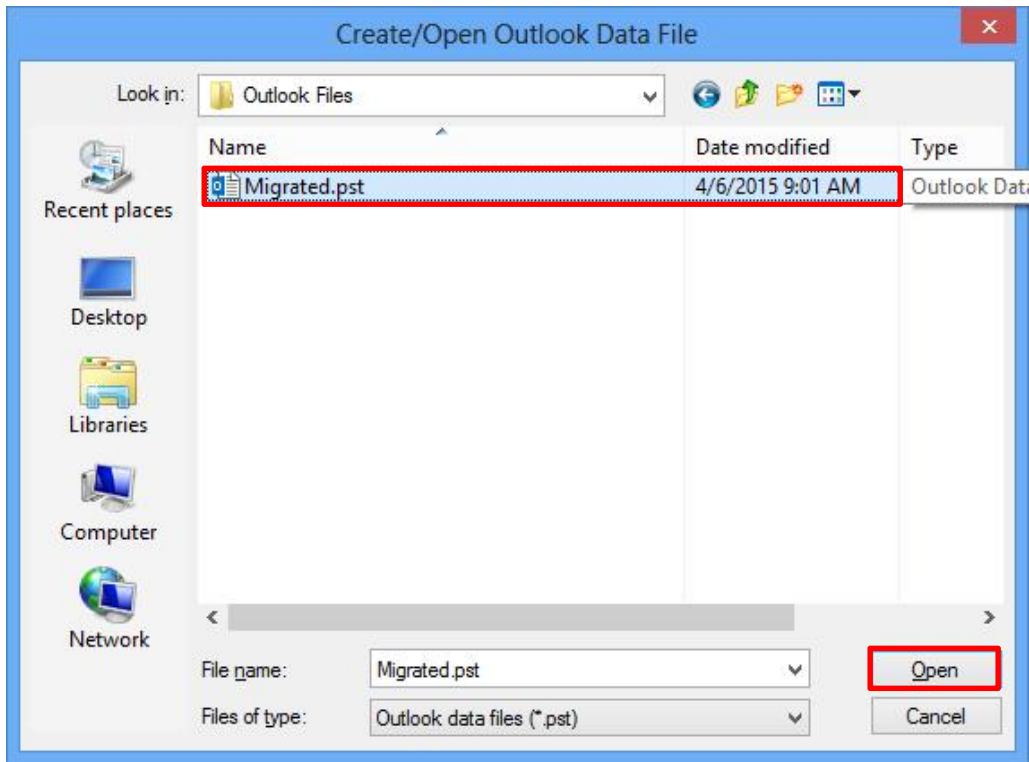
Step 10: Click on Open & Export



Step 11: Click on Open Outlook Data File



Step 12: The Path will automatically be located – Simply Double Click on the desired **.pst File** then click **Open**.



Step 13: Success: All files if any will be displayed.

