



## Migrating Custom Views to a new Laptop or Server

### Issue:

When connecting a new laptop to an Exchange Account, or when migrating to a new Exchange Server, the Custom Views created for your youGROW contact folder, or any folder in Outlook where you have created custom views.

The instructions below will resolve this issue. The key is, to **Copy** the folder first – sounds strange but it is the only method which works.

**TRANSFERRING EXISTING DATA WITH VIEWS: (You will need to do this from either the old computer, or connected to the old server)**

**On either the old computer, or connected to the old server:**

1. Create a new Outlook pst: Go to New Items | More Items | Outlook Data File
2. The “Save” menu will display – call it “YG Upload” or whatever means something to you. Click OK.
3. You will now see a new Outlook data file in your Folder List.
4. Navigate to your youGROW contact folder. Right click on it and select “Copy Folder”
5. Under the menu on where to copy the folder to, scroll down to the bottom and select the new “YG Upload” you created in Step 1a
6. Click OK – your folder will be copied across
7. Navigate to this “YG Upload” folder.
8. Go to File | Open | Import | Export to a file. Select the file type as Outlook Data File (.pst) and click OK. (Remember where you have saved this to – it may be easier to save to a USB)

**In Outlook – either on the new computer, or connected to the new Exchange Server:**

9. go to File | Open | Open Outlook Data File
10. Navigate to the location you saved the file to in Step 7 and click OK
11. It may take a minute or so to open and populate, but you should then have all the views associated with that contact folder.

The link below gives more detail from Diane Poremsky

<http://www.outlook-tips.net/how-to/copy-outlook-custom-views/>