

Hvordan kopiere mailer fra gamle e-post konto til den nye i Outlook

Introduksjon:

Dette dokumentet beskriver hvordan man kopierer e-post fra en mappe til den andre

1. Starte – åpne outlook:

Først, må du starte Outlook på din data og så klikke på "Home/Hjem" knapp.

	John Outback Date File Outback				
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FILE HOME SEND / RECEIVE FOLDER	VIEW				
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♦ Favorites	Search Current Mailb	ox (Ctrl+E) 💫 🛛 Current Mailbox 👻	🕰 Reply 🛱 Reply All 😂 Forward		
	All Unread	By Date ▼ Newest ↓	čet. 7.8.2014 15:11		
✓ Outlook Data File	▲ Today		My Appsco		
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Correl Folder					
Search Folders					
4					
Inbox					
Drafts [3]					
Sent					
Trash 2					
Chats					
Contacts					

2. Markere mailene som skal kopieres:

Du kan da åpne Inbox mappen og markere mailene som du ønsker å kopiere. Hvis du ønsker å kopiere alt, trenger du bare å klikke på en mail og så trykke Ctrl + A så alle mailene blir markert.

Image: Image	Inbox - Outlook Data File - Outlook				
FILE HOME SEND / RECEIVE FOLDER	VIEW				
New New Email Items ▼ Solution Solutio	Forward More *	Move to: ? Team Email Reply & Delete Move to: ? To Manager Done Create New			
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Sent Items Deleted Items 3 Junk E-mail	My Appsco test mail 2	15:10			
Outbox RSS Feeds	My Appsco test mail 1	15:09			
Search Folders					
4					
Inbox					
Drafts [3]					
Sent					
Trash 2					
Chats					
Contacts					

3. Kopiere mailene til en annen mappe:

Til høyre finner du Move/Flytte knappen. Klikk på den og så velg Copy to Folder. På denne måten kopierer du markerte mailene til en annen mappe.

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			Indox - Outlook Data File - Outlook
FILE HOME SEND / RECEIVE FOLDER	VIEW		
Rew New Email Items + Items +	Forward More -	Move to: ? Solution Team Email Constant Solution Team Email Constant Solution Soluti	v v v v v v v v v v v v v v
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> Favorites	Search Current Mailb	ox (Ctrl+E) 👂 Current Mailbox 👻	Ce Trash
	All Unread	By Date ▼ Newest ↓	Cther Folder
▲ Outlook Data File	4 Today		Copy to Folder nail@gmail.com>
Inbox Drafts Sent Items	My Appsco test mail 3	15:11	Copy to Folder Copy this item to a different folder.
Deleted Items 3 Junk E-mail	My Appsco test mail 2	15:10	
Outbox RSS Feeds	My Appsco test mail 1	15:09	
Search Folders			
Inbox			
Drafts [3]			
Sent			
Trash 2			
Chats			
Contacts			

4. Velge ny mappe og kopiere:

Vinduet med forskjellige mapper i Outlook dukker opp. Du kan velge en mappe hvor du ønsker å kopiere de gamle mailene. Klikk på OK. Mailene er nå kopiert.



Trenger du hjelp?

Du kan når som helst kontakte oss via telefon eller andre digitale medier.

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