Convert Lotus Notes Archives to Outlook pst Files

The converting tool provided here only works on a Windows PC with both Lotus Notes and Outlook installed.

1. Click on the following link \\insv365adsync\nme\ArchiveConverter.cmd. If you see a warning, just click on "Open" button. **You might need to copy the link into an Internet Explore, and click on "Run" button at the bottom.
2. Click on "Next" on the pop up box
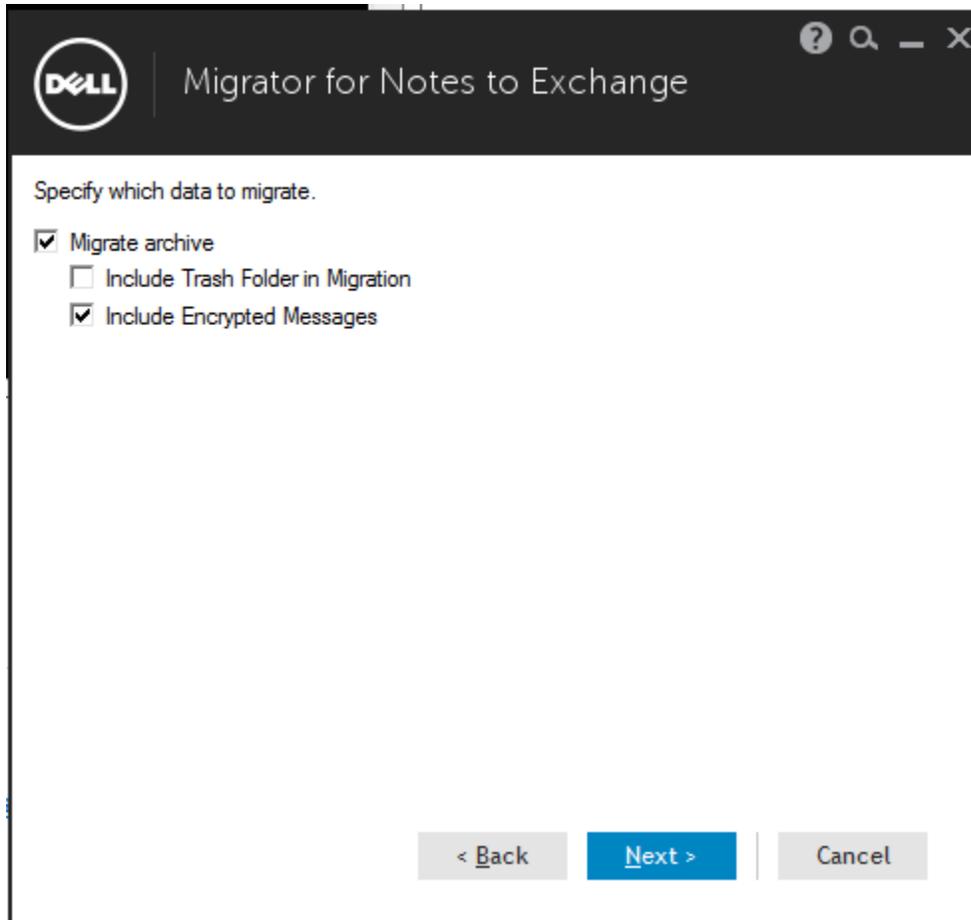
3. Type in your Lotus Notes password
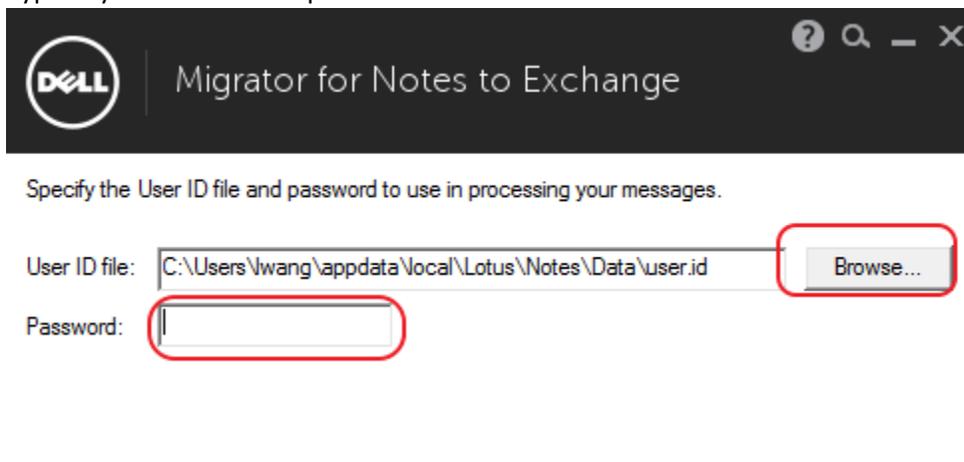
If you encounter a "File does not exist" error, click on "Browse" button and select the file ending with .id (testuser.id in the below example). If no such file exists, you need to find your Lotus Notes data folder and browse to that folder (See Where is my Lotus Notes Data folder)
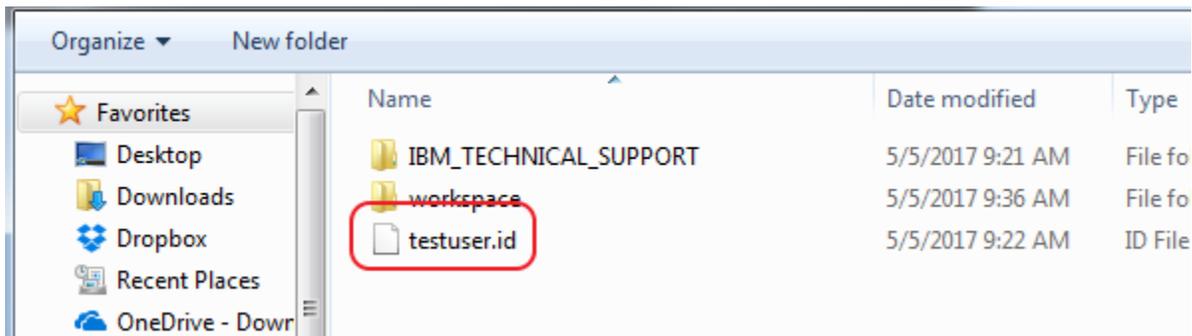
4. Select all archive files you wish to convert and click on "Next"
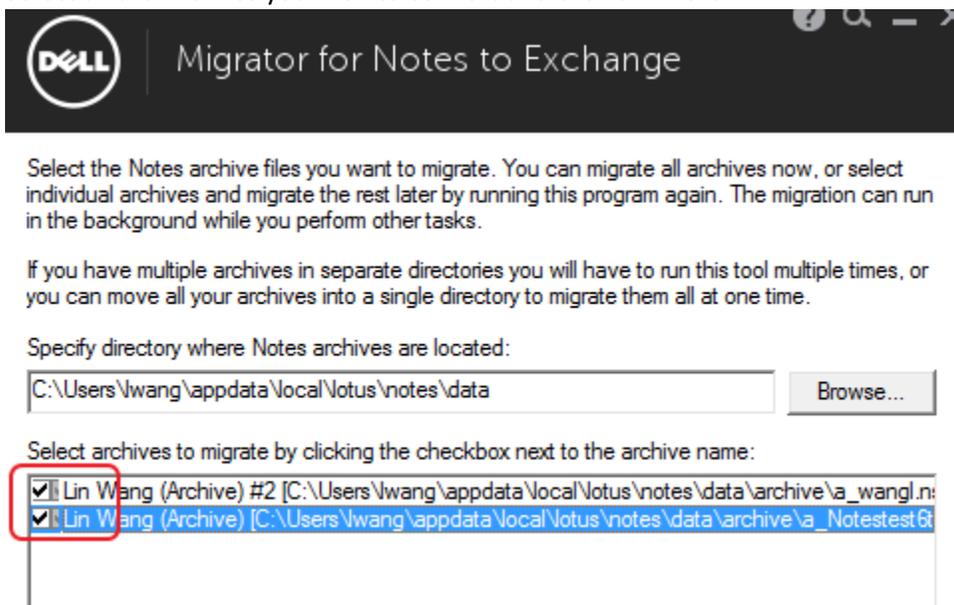
If no archive file shown, you either do not have an archive or have it in a different folder (See Where is My Lotus Notes Archive Files)

5. The converted Outlook PST files are saved in "Outlook" subfolder under "Document" folder by default. Click on "Next" to start the conversion.
   Note: You must have Outlook installed. The conversion process may take very long time.
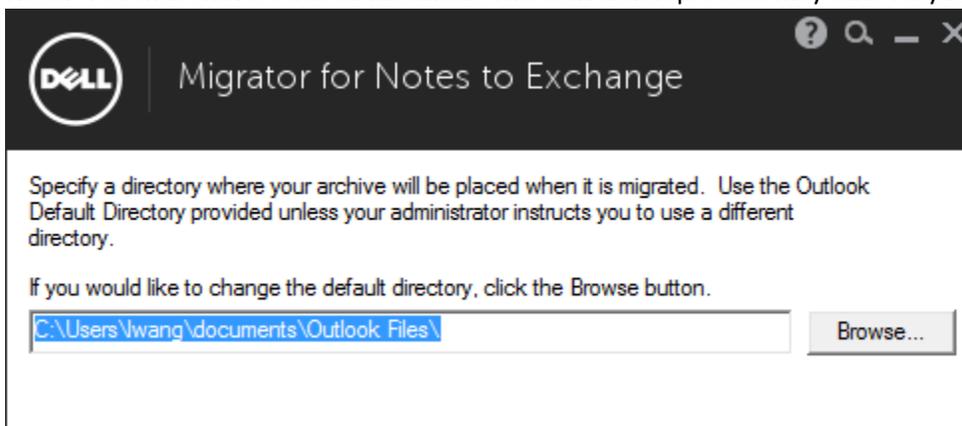
Where is my Lotus Notes Data folder

1. Open Lotus Notes
2. Click "File" and choose "Preferences"
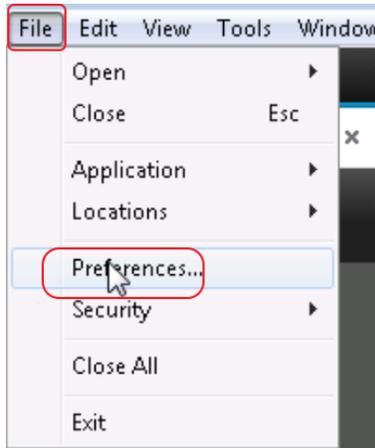
3. Click on "Basic Notes Client Configuration", the data folder location is shown in "Local application folder".
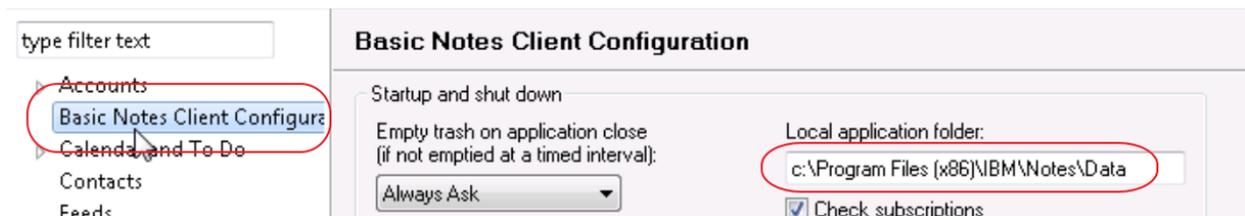
Where is My Lotus Notes Archive Files

Normally, the archive files are in the archive subfolder under Lotus Notes data folder. If in doubt, follow below steps to find out

1. In Lotus Notes inbox, click on "Actions", "Archive" and "Settings" as shown below
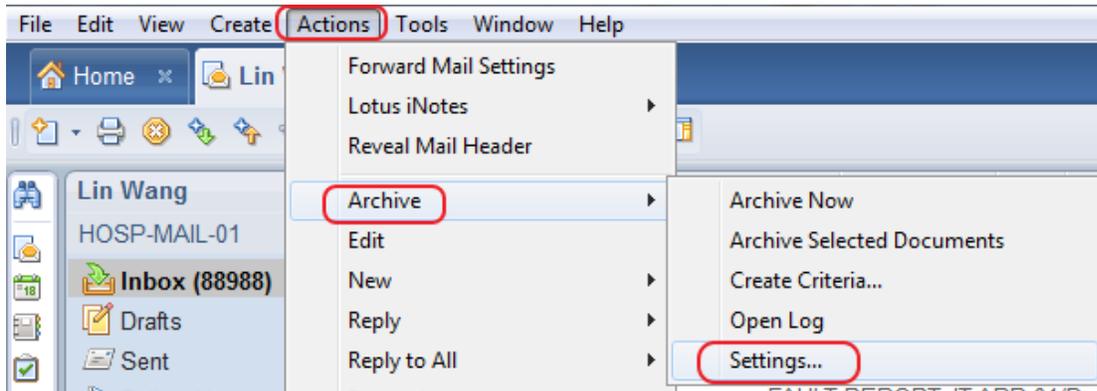
2. You may see multiple items if you have multiple archive files. Select an archive and click on "Edit"
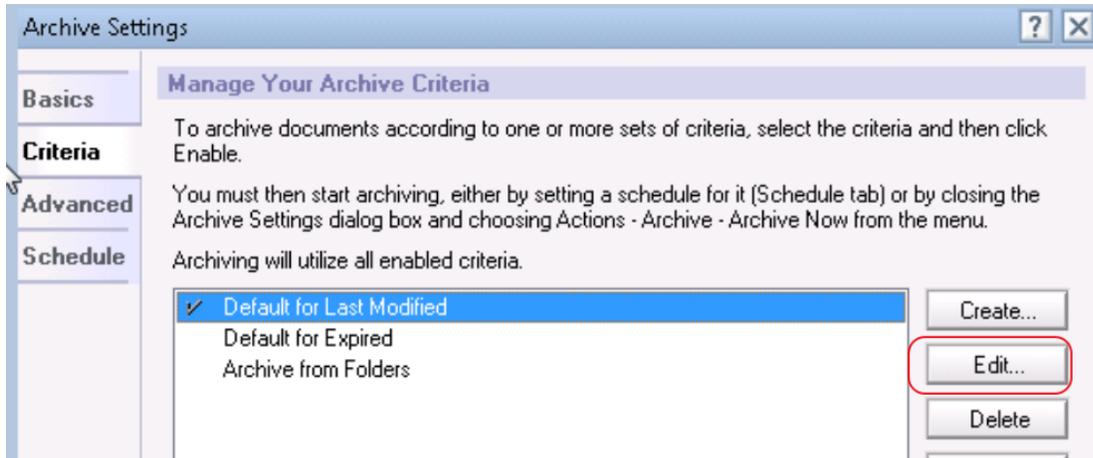
3. The archive file location is shown in the middle section. In this example, the archive file is in the subfolder named archive under Lotus Notes data folder.
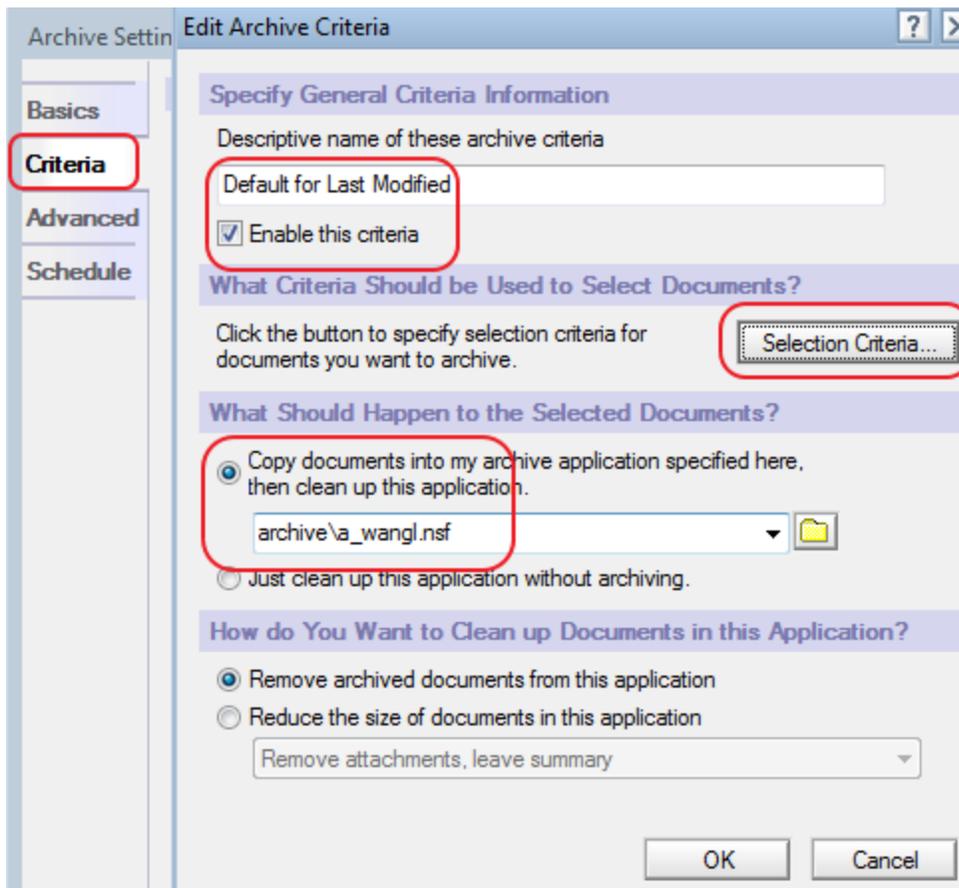
4. Repeat step 2 & 3 to find the location of each archive files. Multiple archives could use the same archive file.