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.

- Click on the following link <u>\\insv365adsync\nme\ArchiveConverter.cmd</u>. 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

Migrator for No	otes to Ex	change	②
Specify which data to migrate. Image: Migrate archive Image: Include Trash Folder in Migration Image: Include Encrypted Messages			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

3. Type in your Lotus Notes password

Migrator for Notes to Exchange	8 ⊂ − ×
Specify the User ID file and password to use in processing your messages.	
User ID file: C:\Users\Wang\appdata\local\Lotus\Notes\Data\user.id Password:	Browse

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 <u>Where is my Lotus Notes Data folder</u>)



4. Select all archive files you wish to convert and click on "Next"



in the background while you perform other tasks.

If you have multiple archives in separate directories you will have to run this tool multiple times, or you can move all your archives into a single directory to migrate them all at one time.

Specify directory where Notes archives are located:

C:\Users\wang\appdata\local\lotus\notes\data

Browee	
browse	

Select archives to migrate by clicking the checkbox next to the archive name:

Lin Wang (Archive) #2 [C:\Users\wang\appdata\ocal\otus\notes\data\archive\a_wangl.n: Kun Wang (Archive) [C:\Users\wang\appdata\ocal\otus\notes\data\archive\a_Notestest6t

If no archive file shown, you either do not have an archive or have it in a different folder (See <u>Where is My Lotus</u> <u>Notes Archive Files</u>)

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.

Migrator for Notes to Exchange	❷
Specify a directory where your archive will be placed when it is migrated. Use th Default Directory provided unless your administrator instructs you to use a differe directory.	ne Outlook nt
If you would like to change the default directory, click the Browse button.	
C:\Users\wang\documents\Outlook Files\	Browse

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".

type filter text	Basic Notes Client Configurat	tion
Accounts Basic Notes Client Configura Calenda and To Do Contacts Feeds	Startup and shut down Empty trash on application close (if not emptied at a timed interval): Always Ask	Local application folder: c:\Program Files (x86)\IBM\Notes\Data

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"

Archive Set	tings 🔹 💽 🗙
Basics	Manage Your Archive Criteria
Dualoa	To archive documents according to one or more sets of criteria, select the criteria and then click
Criteria	Enable.
Advanced	You must then start archiving, either by setting a schedule for it (Schedule tab) or by closing the Archive Settings dialog box and choosing Actions - Archive - Archive Now from the menu.
Schedule	Archiving will utilize all enabled criteria.
	Default for Last Modified Create
	Default for Expired
	Archive from Folders Edit
	Delete

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.