

A **Transend Corporation** White Paper



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Scenario Guide

Microsoft Outlook PST Files to **IBM Lotus Foundations Start**

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Section 1. Introduction

This guide instructs the user in the procedure for using the Transend Migrator for IBM Lotus Foundations for the migration scenario, *Microsoft Outlook PST Files to IBM Lotus Foundations Start*. If this scenario does not meet the customer requirement, refer to *Selecting the customer migration scenario* section in the *Getting Started Guide* for a complete listing of the scenarios supported with this release of Transend Migrator for IBM Lotus Foundations migration tools.

Section 2. Basic setup

This section assumes the batch template (`OutlookPstToIBMLFS.cfg`) included with the Transend Migrator for IBM Lotus Foundations for the migration scenario, *Microsoft Outlook PST Files to IBM Lotus Foundations Start* meets the customer requirement as-is and that the program is installed and ready to use. Information describing the template concept, product, installation and environment setup can be found in the *Getting Started Guide*.

The Transend Migrator for IBM Lotus Foundations migration batch templates are used with the tooling to reduce complexity by eliminating much of the migration setup and configuration. Below is the procedure for batch processing using the batch templates supplied with this distribution.

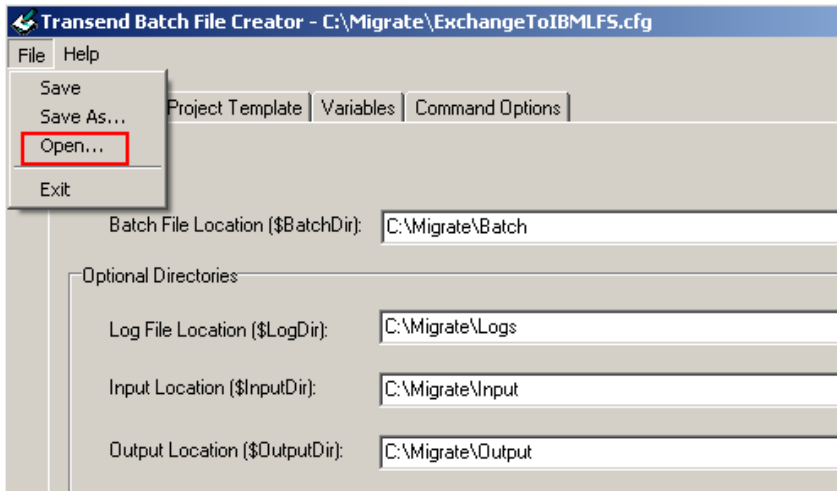
2-1 Batch processing using the default template

Batch processing allows you to convert one or more accounts from Microsoft Outlook into IBM Lotus Foundations Start using the Batch File Creator utility, which comes with Transend Migrator.

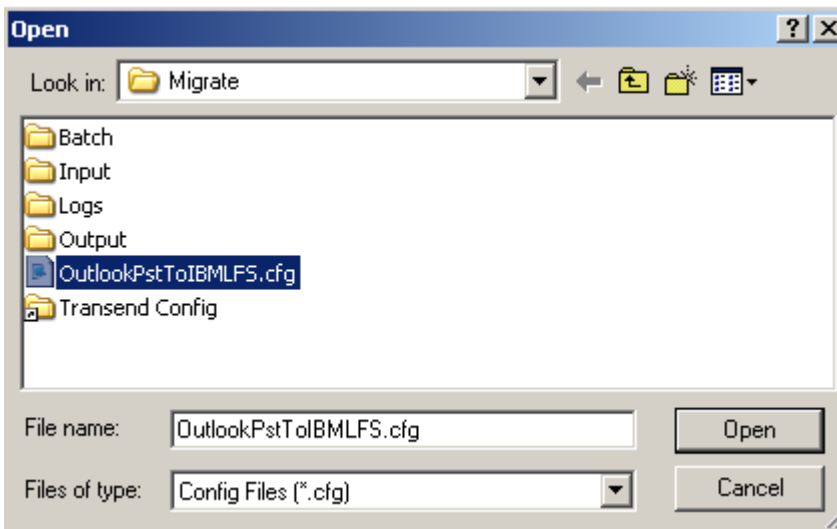
Review the *Getting Started Guide* prior to batch processing. Collect the required information and set permissions. Once these steps are completed, follow these steps at the Transend Migration Workstation in your environment.

1. Download the `Scenario - Outlook PST To IBM LFS.zip` file. This file contains the template you use in the Batch File Creator.
2. Extract the contents of the ZIP file into a folder, such as `C:\Migrate`. The zip file contains the `OutlookPstToIBMLFS.cfg` template for your project.
3. Start the Batch File Creator.

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4. Select **File** -> **Open** from the menu. You can press **No** to the prompt asking you to save the data if you have not made changes.



5. Browse to the location to where you extracted your CFG file (default template) and open it.
6. Select the **Variables** tab.
7. On the **Variables** tab, select the **Load Column From Directory** button. From the Load Column From Directory dialog perform the following steps:
 - a. Specify the directory where the PST files are located.
 - b. Enter *.pst in the **Pattern** field to and change the **Column** field to number**1**.

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- c. Select the option for **Name, No Extension**.

Directory: C:\Migrate\Input

Pattern: *.pst (example: *.nsf, *.pst, *.* , etc.) Search Sub-Directories

Column: 1

Process Files or Directories?

Files Directories

Load which part of file/directory?

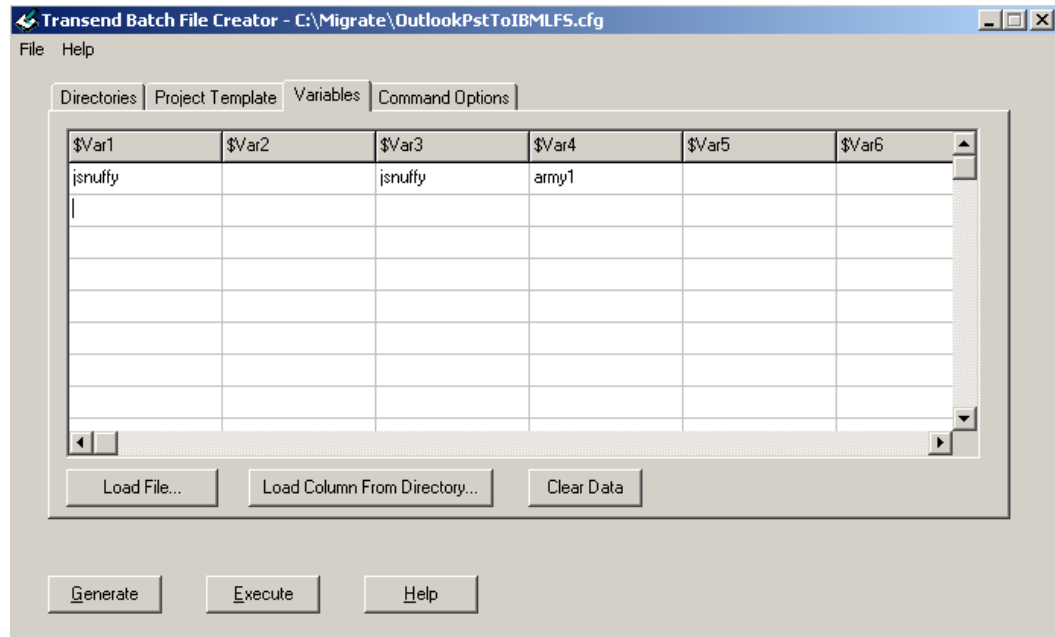
Entire Path Name Name, No Extension Directory Only

OK Cancel

8. Click **OK**.
9. Enter the values into the **Variable** tab manually or by using the Load File control to import the values. The default variable values are defined as:
 - a. \$Var1 = the name of the PST file you are migrating from.
 - b. \$Var2 = this column is intentionally left blank
 - c. \$Var3 = the user name for the same person located on the IBM Lotus Foundations Start e-mail server.

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- d. \$Var4 = the password for the same person located on the IBM Lotus Foundations Start e-mail server.



Continue to fill in the rows and add user information for the other accounts to be migrated. If you have a CSV file with the user information, then press the **Load File** button to load the CSV file (The CSV file is a text file. Each variable value is separated by a comma).

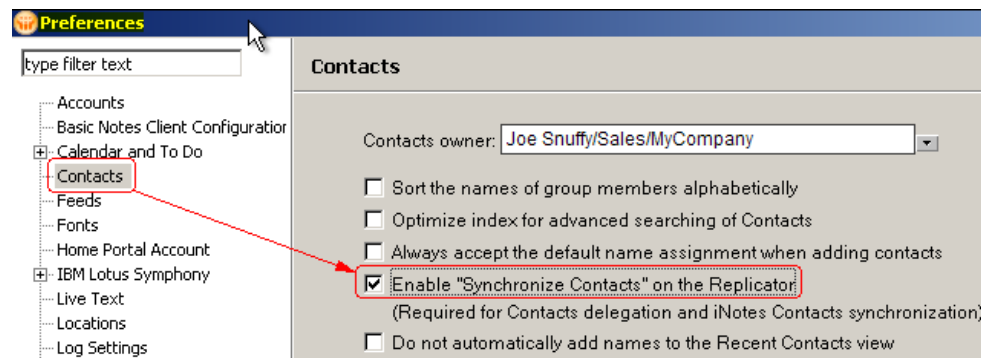
10. Press the **Generate** button to create the batch processing script and its DAT files.
11. Press the **Execute** button to begin processing, which starts in a command window.

Section 3. Synchronizing contact lists generated by Transend Migrator

During the migration, Transend Migrator for IBM Lotus Foundations generates a user's contacts for them automatically from data collected from the source system. These contacts are placed in the Lotus iNotes Contacts listing located in the Lotus Foundations server based replica of the user's Lotus Notes email database.

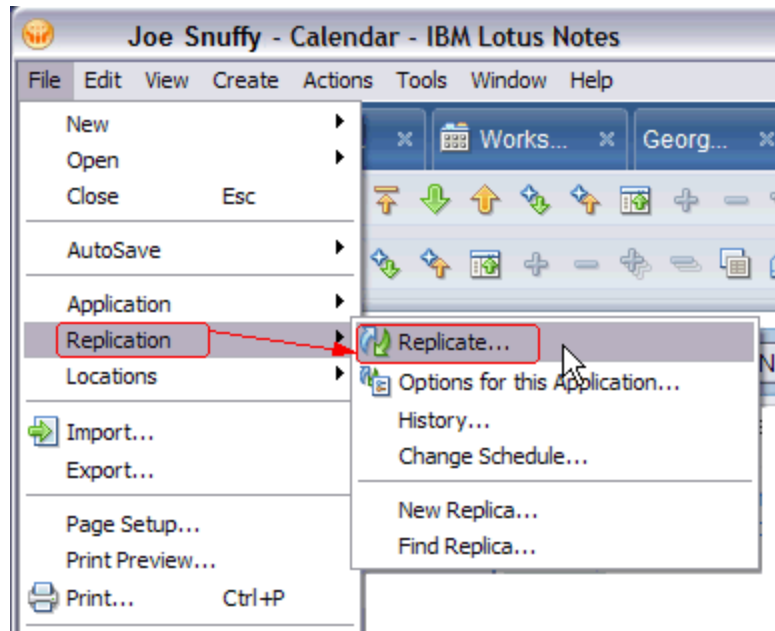
These contacts may be needed when using Lotus Notes applications (other than email). To ensure that these contacts are synchronized with the user's local contact database (names.nsf) and made generally available for other purposes. Follow the procedure below at the user's workstation.

1. From the user's Lotus Notes Client located on their personal workstation select, **File -> Preferences**.
2. In **Preferences -> Contacts** dialog, select **Enable "Synchronize Contacts" on the Replicator**.

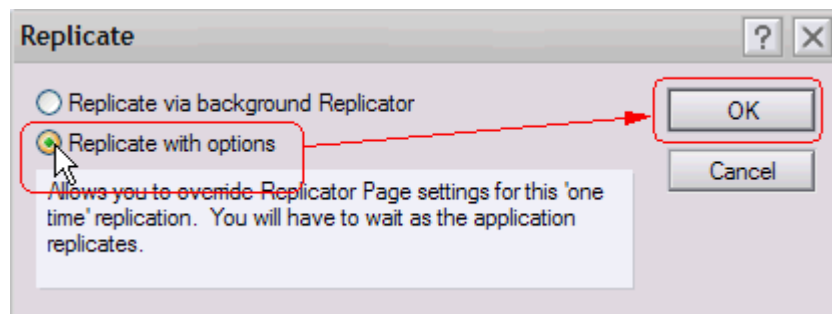


3. Replicate (synchronize) the server based and local replica copies of the user's Lotus Notes e-mail database. To do this, open the user's e-mail database and then select, **File -> Replication -> Replicate**.

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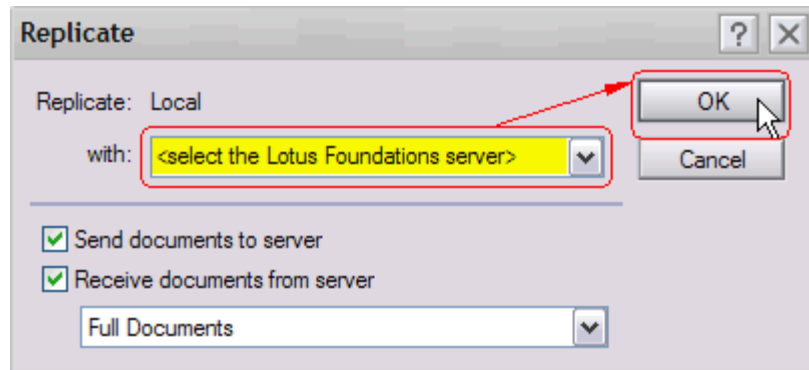


4. To limit the replication (synchronize) to just the user's e-mail database, select **Replicate with options** and then click **OK**.



5. Select the server (the Lotus Foundations server) on which the server based replica of the user's e-mail database resides. Set the replication (synchronize) options as indicated (in the picture below) and click **OK**. Replication begins.

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6. After the replication (synchronize) is allowed to complete the user's (local) Contacts database (`names.nsf`) should be updated with the contact information generated for them from source information in the old e-mail system and be available for use in the Lotus Notes applications environment (for more on using Lotus Notes Contacts, refer to the Lotus Notes Client Help).