

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

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This guide provides a customizable procedure for using Transend Migrator to migrate Microsoft Outlook Personal Folder Files (PST) into one of the supported IBM Lotus Messaging platforms. If this scenario does not meet your requirement refer to the Getting Started Guide or contact technical support.

### **IBM Lotus Messaging Platforms supported:**

- IBM Lotus Notes email client as stand-alone
- IBM Lotus Domino email Server
- IBM Lotus Foundations Start

### **Microsoft Exchange Messaging Platform's supported:**

- Microsoft Exchange 2003
- Microsoft Exchange 2007
- Microsoft Exchange 2010

### **Microsoft Outlook email clients supported**

- Outlook 2003
- Outlook 2007
- Outlook 2010

### **Note**

Earlier versions of Microsoft Outlook or Exchange may work but they are not officially supported.

## Section 2. Basic setup

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This section assumes the batch template (*Microsoft Outlook PST to IBM Lotus Messaging Platform Template.cfg*) included with *Microsoft Outlook PST to IBM Lotus Messaging Platform Guide* meets your requirements and that Transend Migrator is installed and ready to use. Information describing the template concept, product installation and environment setup may be found in the *Getting Started Guide*.

The Transend Migrator batch templates were created to reduce complexity by eliminating much of the migration setup and configuration. The following is the procedure for batch processing using the batch templates supplied with this distribution.

### 2-1 Preparation

This template is designed to use the ID files associated with each Lotus Notes email account. You may choose to use the ID file and password for each user or you may choose to use the ID file and password for the administrator only. This template is designed to find the ID files on the M: drive. You may simply alter the template to change this location or use the default template setting and map a drive. The ID files must be placed at the root of the M: drive.

- Review the Preparing Microsoft Exchange Server for Migration document and set Exchange permissions.
- Review the Preparing IBM Lotus Messaging Platform for Migration document.
- Map an M: drive to the user ID files.
- Set Microsoft Outlook to be the default email client for Windows, and create at least one Outlook profile.
- Place the PST files into the Input Location specified on the Directories Tab of the Batch File Creator.

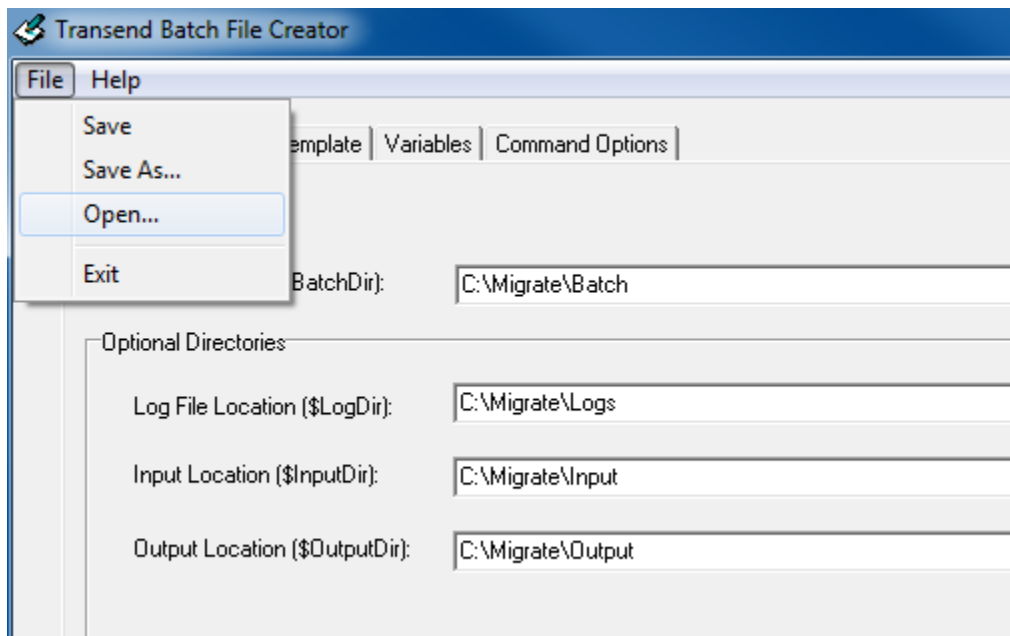
### 2-2 Batch processing using the default template

Batch processing helps you to convert one or more Microsoft Outlook PST files into one of the IBM Lotus messaging platforms using the Batch File Creator utility, which comes with Transend Migrator.

Review the *Getting Started Guide* prior to batch processing. Collect user information as required for the Lotus platform you are migrating into. Once these steps are completed, follow these steps at the Transend Migration Workstation in your environment.

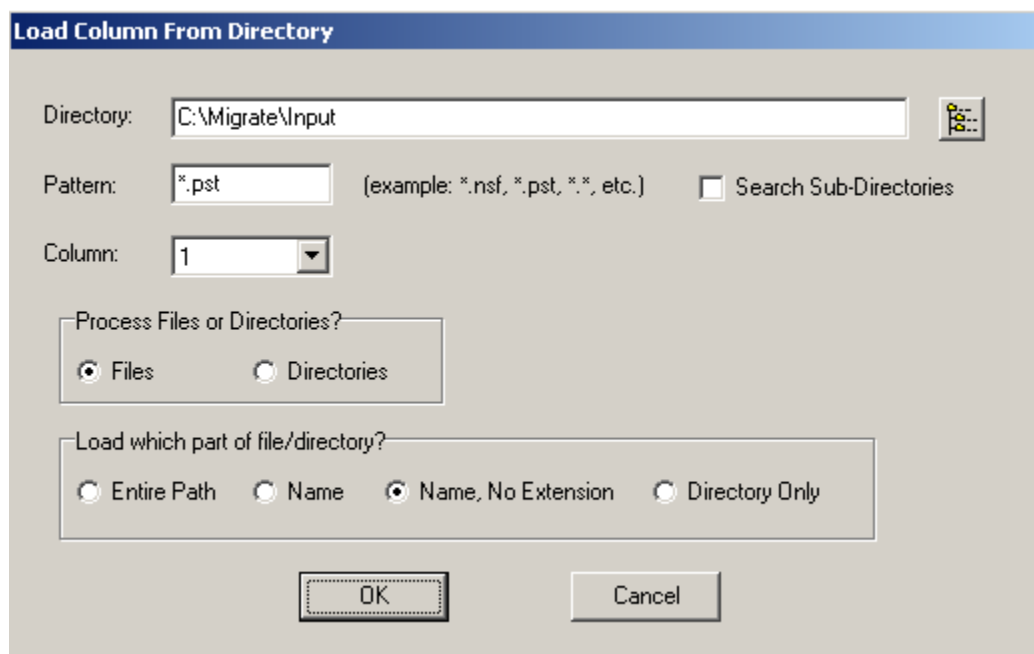
## Scenario Guide: *Microsoft Outlook PST Files to IBM Lotus Messaging Platform*

1. Download the *Microsoft Outlook PST to IBM Lotus Messaging Platform.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 *Microsoft Outlook PST to IBM Lotus Messaging Platform.cfg* template for your project.
3. Start the Batch File Creator.



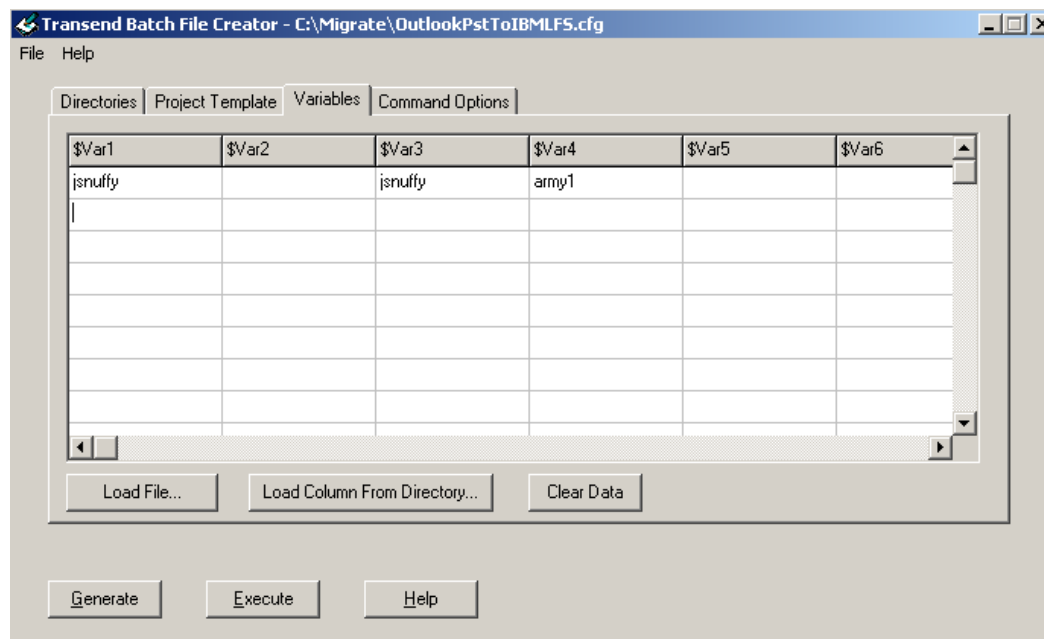
4. Select **File -> Open** from the menu. You can press **No** to the prompt asking you to save the data if you have not made changes.
5. Browse to the location to where you extracted your CFG file (default template) and open it.
6. Select the **Variables** tab.
7. On the **Variables** tab, select the **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 (This must be a directory located on a drive and not a UNC path).
  - b. Enter `*.pst` in the **Pattern** field to and change the **Column** field to number **1**.
  - c. Select the option for **Name, No Extension**.

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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. It is assumed that the ID file will be named the same as \$var3.
  - d. \$Var4 = the password for the same person located on the IBM Lotus Messaging e-mail server.

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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.

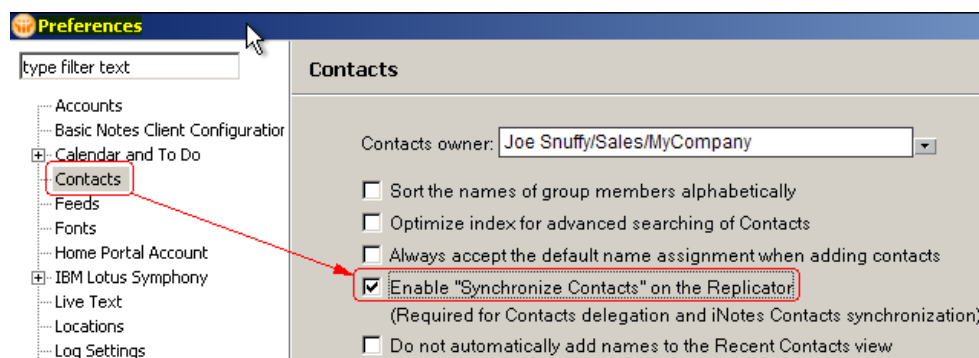
## Section 3. Synchronizing contact lists generated by Transend Migrator

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During the migration, Transend Migrator migrates the user's contacts into the server mail database. These contacts are placed inside the Lotus iNotes Contacts listing located in the server-based replica of the user's Lotus Notes e-mail database.

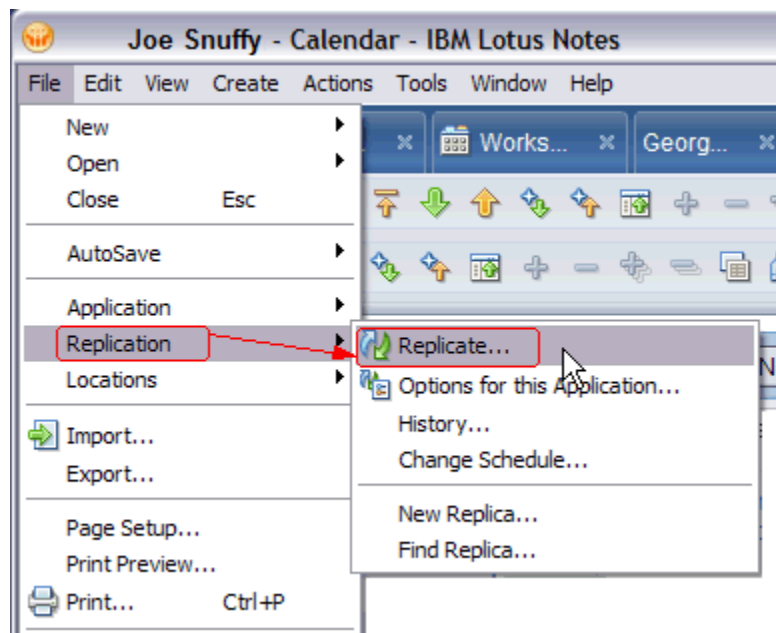
These contacts may be needed when using Lotus Notes applications (other than email). To ensure that these contacts are synchronized with the user's local contact database (names.nsf) and made generally available for other purposes. Follow the procedure below at the user's workstation.

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**.

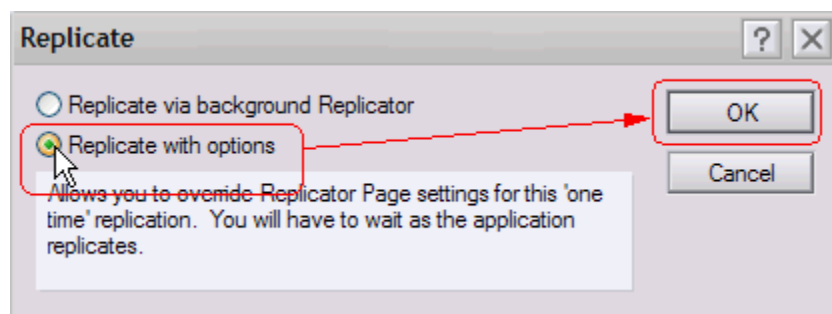


3. Replicate (synchronize) the server based and local replica copies of the user's Lotus Notes e-mail database. To do this, open the user's e-mail database and then select, **File -> Replication -> Replicate**.

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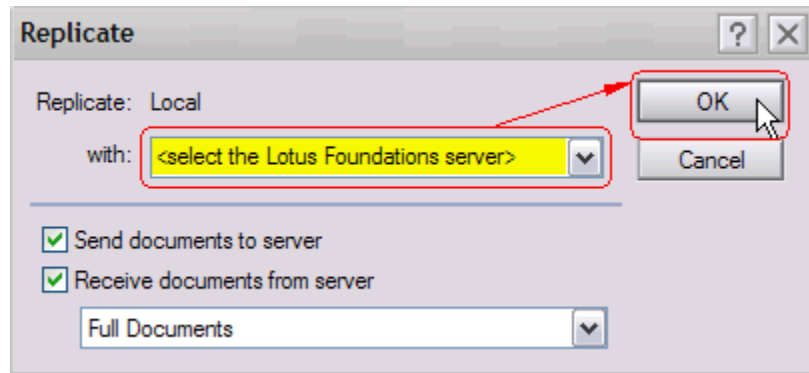


4. To limit the replication (synchronize) to just the user's e-mail database, select **Replicate with options** and then click **OK**.



5. Select the server (the Lotus messaging 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).