

Importing PST to Office 365 can be tricky if you're not using the right approach. Though Microsoft offers two different methods to import PST to Office 365.

1. [Network Upload Method](#)
2. [Drive shipping method](#)

Implementing both of them is a bit complicated. Amongst the two methods, the **Network Upload method** is widely used by organizations to import PST data to Office 365.

Here, we will be discussing the Network upload method to import PST to Office 365 mailboxes. But, before proceeding to that, let's highlight some essential points to execute the process.

Things to know before using Network Upload method

- You must be assigned with Mailbox Import/Export role in the Exchange Online to import PST to Office 365
- You must have global administrator privileges of Office 365 for your organization
- Every manual method to import PST to Office 365 requires installation of the Azure AzCopy tool
- You will have to store PST files on a file server or shared folder in your organization
- By default, the maximum size of the message that can be received by Office 365 is 35 MB

Now, let's move to the working process of the Network Upload method to import PST to Office 365 mailboxes.

Using Network Upload Method

The process of using Network Upload method involves multiple steps. Each of these steps performs a separate task that is required to import PST to Office 365. The steps that we will be covering involves:

1. [Copying SAS URL & Installing Azure AzCopy*](#)
2. [Uploading PST file to Office 365](#)
3. [Creating the PST Import mapping file](#)
4. [Creating a PST Import job in Office 365](#)
5. [Filtering data and running the PST import job](#)

Note: *The first step will be performed only once to import PST files to Office 365 mailboxes. After that, you have to perform step 2 to step 6 every time you want to import PST to Office 365 mailboxes.

Step 1: Copying SAS URL & Installing Azure AzCopy

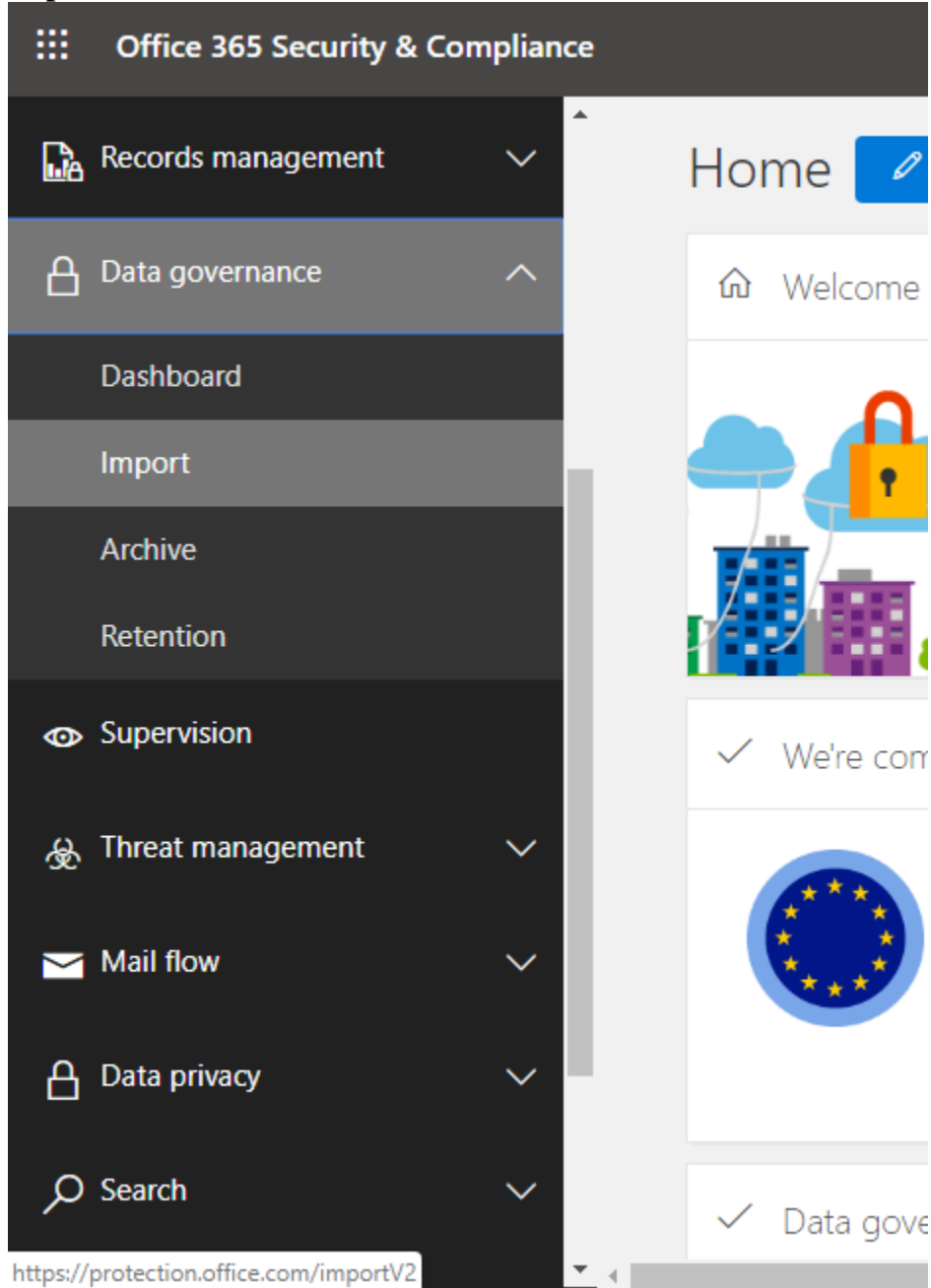
First, you'll have to download and install the Azure AzCopy tool on your system, which will be used in the next step to upload PST. Also, you'll have to copy the SAS URL for your organization.

Note: SAS URL is the combination of network URL for the Azure storage location and a Shared Access Signature key that provides the permissions to import PST files to Azure storage location.

For downloading and installing the Azure AzCopy tool and copy the SAS URL, follow the below steps:

1. Visit <https://protection.office.com/> and sign in to Office 365 administrator account for your organization.


2. Look for Security and Compliance Center in the left pane and click **Data governance** >> **Import**.



3. As the Import page appears on the screen, click **Import PST files**, and then select **+New import job**.

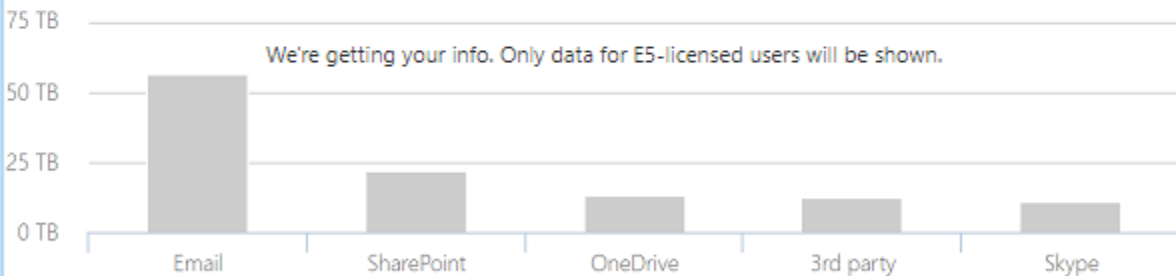
[Home](#) > [Import](#)

Use the Import service to move email (PST files) from your organization's servers to Office 365. You can also import data from other sources over the network. [Learn more about importing data to Office 365](#)

 Your content at a glance

Here's a breakdown of how much data is currently in your organization.

We're getting your info. Only data for E5-licensed users will be shown.



| Source | Approximate Data (TB) |
|------------|-----------------------|
| Email | 55 |
| SharePoint | 20 |
| OneDrive | 10 |
| 3rd party | 10 |
| Skype | 5 |

[+ New import job](#)

[Refresh](#)

4. Now, type a **name for the PST import job** and click **Next**. Make sure you use **lowercase letters, hyphens, numbers, and underscores** because using uppercase letters.

Name your job

Name *



Next Cancel

5. From the Choose **import job** type page, select Upload your data and then click **Next**.

Do you want to upload or ship your data?

Let us know how you want to import your data so we can show you the correct steps.

☒ Upload your data ☐ Ship hard drives to one of our physical locations

 Or 

Back Next Cancel

6. The Import Data page will appear on the screen, do the following things – **copy the secure storage key**, and download the Azure AzCopy tool; a pop-up window will appear on the screen, click **RUN** to install **AzCopy**.

Import data

1. Review the companion guide for uploading email (PST) data. The instructions in this guide will help you complete the steps in this wizard.
[Open the companion guide for uploading email \(PST\) data.](#)
2. Copy the SAS URL for network upload. You'll use this in the Dest parameter of the Azure AzCopy tool.
[Show network upload SAS URL](#) **A**
3. Use the Azure AzCopy tool to upload your files.
[Download Azure AzCopy](#) **B**
4. Prepare the mapping file.
☐ I'm done uploading my files *
☐ I have access to the mapping file *

[Back](#) [Next](#) [Cancel](#)

Step 2: Uploading PST file to Office 365

Now, you need to upload PST files to Azure storage location in Microsoft cloud with the help of Azure AzCopy tool. To do this, follow the below steps:

1. Open the **command prompt** on your system.
2. Go to the directory where Azure AzCopy tool is installed.
3. Run the below **command** to upload the PST files to Office 365:

```
AzCopy.exe /Source:<Location of PST files> /Dest:<SAS URL> /V:<Log file location> /Y
```

Here, we have used the parameters to describe the command like Source specifies the source directory where PST file is stored, Dest specifies the SAS URL that you obtained in **Step 1**, etc.

4. Running the command will display the status message of uploading PST file in progress. A final status message will display the **total number of files uploaded to Azure** storage location.

If you want to check the list of the PST files uploaded to the Azure blob, then you can use the open-source Microsoft Azure Storage Explorer tool.

Step 3: Creating the PST Import mapping file

After uploading the PST file to Azure storage location, you need to create a CSV file to specify the user mailboxes where PST files will be imported. This CSV file will be submitted after creating a PST import job. To create a PST import mapping file, follow the below steps:

1. Download a sample of [the PST Import mapping file](#).
2. Save the **CSV file** on your system and use Microsoft Excel to edit this file according to your requirements.

Note: A CSV file must include the following parameters:

Workload,FilePath,Name,Mailbox,IsArchive,TargetRootFolder,ContentCodePage,SPFileContainer,SPManifestContainer,SPSiteUrl

Step 4: Creating a PST Import job in Office 365

After creating a mapping file, you need to create a PST Import job in Office 365. Follow the same steps, as mentioned in **Step 1** to create a PST Import job. And when the Import Data page

appears on the screen, perform the steps as mentioned in the below pictures and click **Next**.

Import data

1. Review the companion guide for uploading email (PST) data. The instructions in this guide will help you complete the steps in this wizard.
[Open the companion guide for uploading email \(PST\) data.](#)
2. Copy the SAS URL for network upload. You'll use this in the Dest parameter of the Azure AzCopy tool.
[Show network upload SAS URL](#)
3. Use the Azure AzCopy tool to upload your files.
[Download Azure AzCopy](#)
4. Prepare the mapping file.

☒ I'm done uploading my files *

☒ I have access to the mapping file *

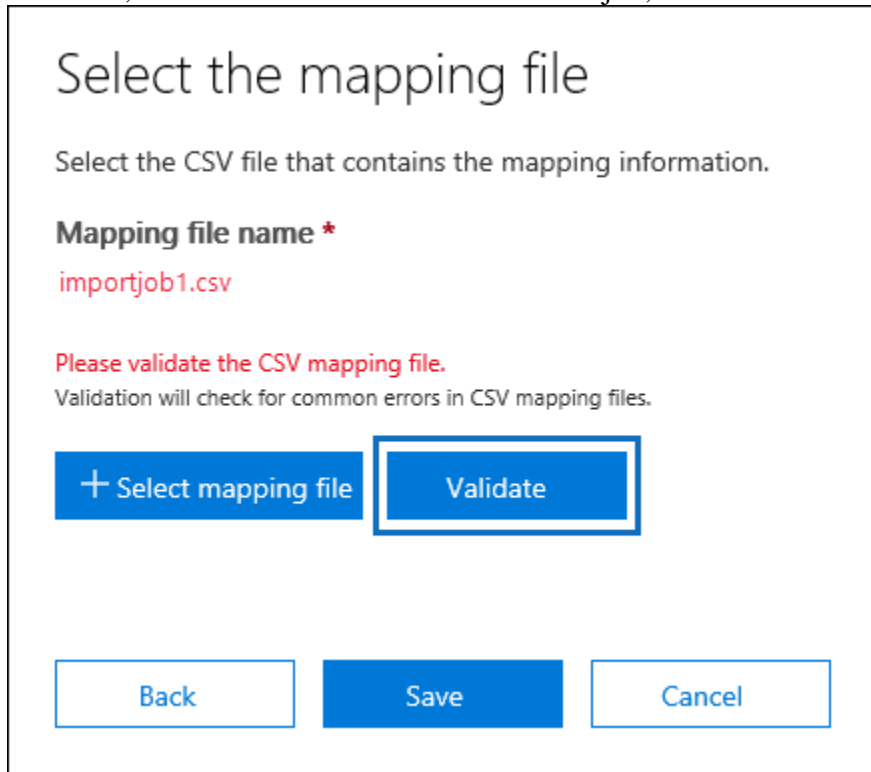
Back

Next

Cancel

- In the new wizard, **upload** the **CSV mapping file** that you created in **Step 3**. After uploading the CSV file, click **Validate** to verify the file for any error. Once it is

validated, click the **Save button** to submit the job, and then click **Close**.



Select the mapping file

Select the CSV file that contains the mapping information.

Mapping file name *

importjob1.csv

Please validate the CSV mapping file.
Validation will check for common errors in CSV mapping files.

+ Select mapping file Validate

Back Save Cancel

- The status page will appear on the screen displaying Analysis in Progress, and the New Import job will display in the Import page list. To refresh the status of the Import Job, you can click the Refresh button. Once the analysis is complete, the status will change to Analysis Completed.

Step 5: Filtering data and running the PST import job

When the data is ready to import, you can select whether you want to import the entire data or apply specific filters to trim the data. To do so, follow the below steps:

1. Go to the Import Page where the import job is displayed and click **Ready to import to Office 365**.

| <div><div>+ New import job</div><div>Refresh</div></div> | | | | |
|--|------------------|-------------|--------------------|---------------------|
| <input type="checkbox"/> | Created date | Job | Status | Progress |
| <input type="checkbox"/> | 9/14/17 9:20 AM | importjob1 | Analysis completed | <div>Ready to</div> |
| <input type="checkbox"/> | 9/12/17 1:30 PM | testimport2 | Completed | <div></div> |
| <input type="checkbox"/> | 9/12/17 10:30 AM | testimport1 | Completed | <div></div> |

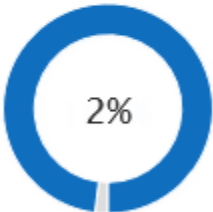
2. A flyout page will appear on the screen with the information about PST files, click **Import to Office 365** on that page.
3. The Filter your data wizard will pop-up on the screen, here select whether you want to Import the entire data or Filter it before importing. If you wish to filter the data, then

check [how to filter data when importing PST files](#). Make your selection and click Next.

Filter your data

Decide if you want to filter your data before importing it

Want to make sure you're importing only the data that matters most to your organization? Before you kick off the import, filter your data based on things like its **age**, **type**, or **owner**.



2% (9.51 MB) of your data is **over 1 year old**. You can filter out this data if you don't need it in Office 365.

Do you want to filter your data?

☐ Yes, I want to filter it before importing

A

☐ No, I want to import everything

B

4. If you choose to import the entire data, click **Import** Data to start the import job. Click **Refresh** to update the status of the import job. When the import job is finished, the job status will change to Complete.

All your PST files will be imported to Office 365 mailboxes; you check the files by opening Office 365 account.

Conclusion

Network Upload is one of the most useful techniques to import PST to Office 365 mailboxes. But, as you might have observed that it is very complex, especially for beginners. So, you can use **Kernel** [Import PST to Office 365 tool](#), which is a better alternative to it for importing PST files to Office 365. This software comes with advanced filters and functionalities that allow you to import PST to Office 365 based on your requirements.



Video Presentation About How Network Upload Method Works

Leave a Reply

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[illegible]

The advertisement features a background image of a person wearing glasses looking at a laptop screen displaying a colorful pie chart. An orange rectangular box is overlaid on the left side of the image, containing the text 'Kernel Import PST to Office 365' and 'The best solution to move PST to cloud'. Below this, on a green background, are four bullet points with checkmarks. At the bottom, there is a white button with a red download icon and the text 'FREE DOWNLOAD', and the 'Microsoft Partner' logo.

Kernel
Import PST to Office 365
The best solution to move PST to cloud

- ✓ Saves PST file items to Office 365
- ✓ Moves PST data to hosted and on-premises Exchange
- ✓ Offers bulk and automatic migration with CSV file
- ✓ Exports PST items to public folder and archive mailboxes

 **FREE DOWNLOAD**

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