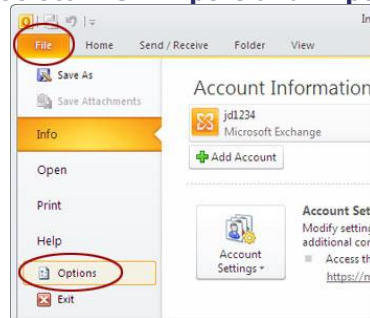


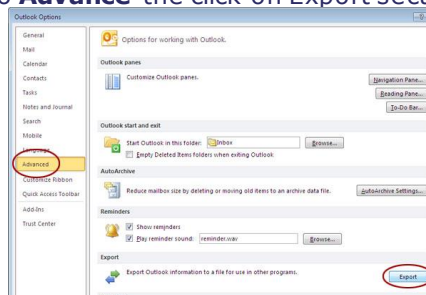
Exporting Mailbox content to a .pst file

1. Open Outlook and go File tab then Options.

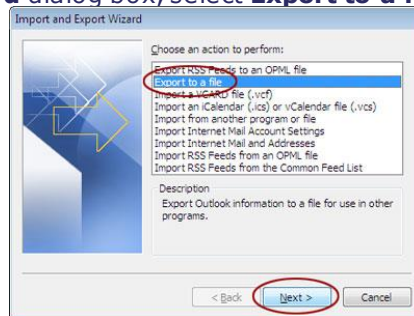
If you are using Outlook 2007, select **File - Import and Export**, and skip to step 3 below.



2. In the Outlook Options go to Advance the click on Export section click on Export button.



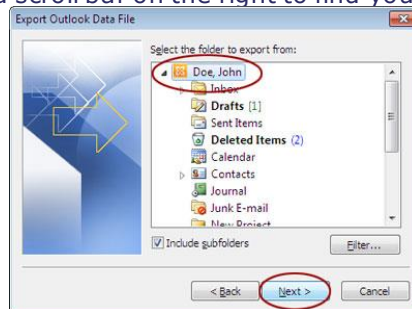
3. In Import and Export Wizard dialog box, select Export to a file, then select Next.



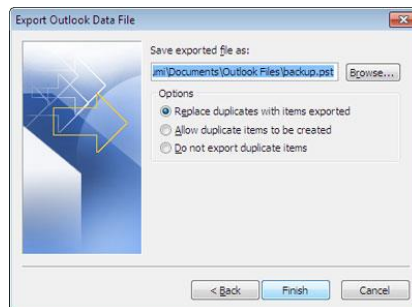
4. In the Export to a File dialog box, select Outlook Data File (.pst), then Next.



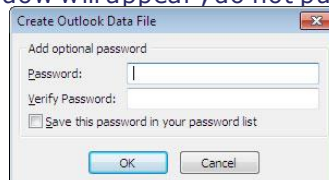
5. In the **Export Outlook Data File** box, select the desired heading (usually your full name) then select **Include sub folders** to include all folders for the account. Select the **Next** button. NOTE: you may have to use a scroll bar on the right to find your main Mailbox.



6. At the top of the **Export Outlook Data File** window, in the **Save exported file as** field, click on Browse and select your computer Desktop Name file "backup (your name and today's Date .pst)". Select **Finish** to accept these default settings.



7. A **Create Outlook Data File** window will appear, do not put a password leave blank!

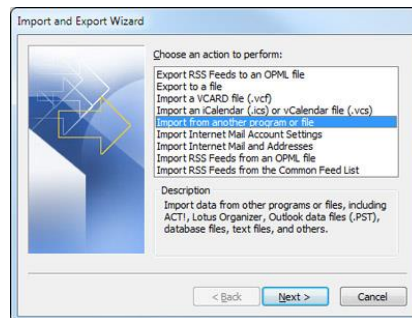


8. Your computer will pause as the .pst file is created; if you have a lot of items to back up you may see a window that shows the status of each item as it is backed up. **No notice will appear to indicate that the backup is done.** Check your desktop make sure .pst is created.

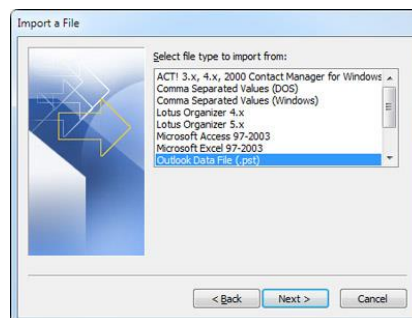
Import Outlook items from an Outlook Data File (.pst)

When you want to migrate Outlook messages, contacts, calendar items, tasks, and notes from one computer to another or restore a backup of your Outlook data, the **Import and Export Wizard** is the easiest way to complete the task.

1. Click the **File** tab.
2. Click **Open**.
3. Click **Import**.
4. In the **Import and Export Wizard**, click **Import from another program or file**, and then click **next**.

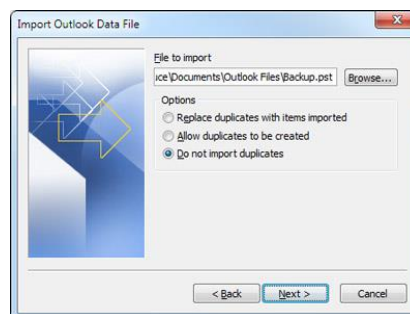


5. Click **Outlook Data File (.pst)**, and then click **Next**.

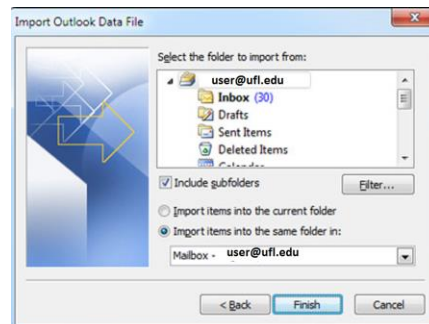


6. Click **Browse**, and then choose the file to import.

Notes Under **Options**, it is recommended that you click **Do not import duplicates** unless you want the imported information to replace or duplicate items already in Outlook.



7. Click **Next**.
8. Set the options for importing items. The default settings usually don't need to be changed.



- The top folder — usually **Personal Folders, Outlook Data File**, or your email address — is selected automatically.
- **Include subfolders** is selected by default. All folders under the folder selected will be imported.
- The default selection of **Import items into the same folder in** matches the folders from the imported file to the folders in Outlook. If a folder doesn't exist in Outlook, it will be created.
- Click **Finish**.

Tip If you want to import or restore only a few items from an Outlook Data File (.pst), an easier way is to open the Outlook Data File, and then in the Navigation Pane click and drag the items from Outlook Data File folders to your existing Outlook folders. For more information on opening an Outlook Data File,