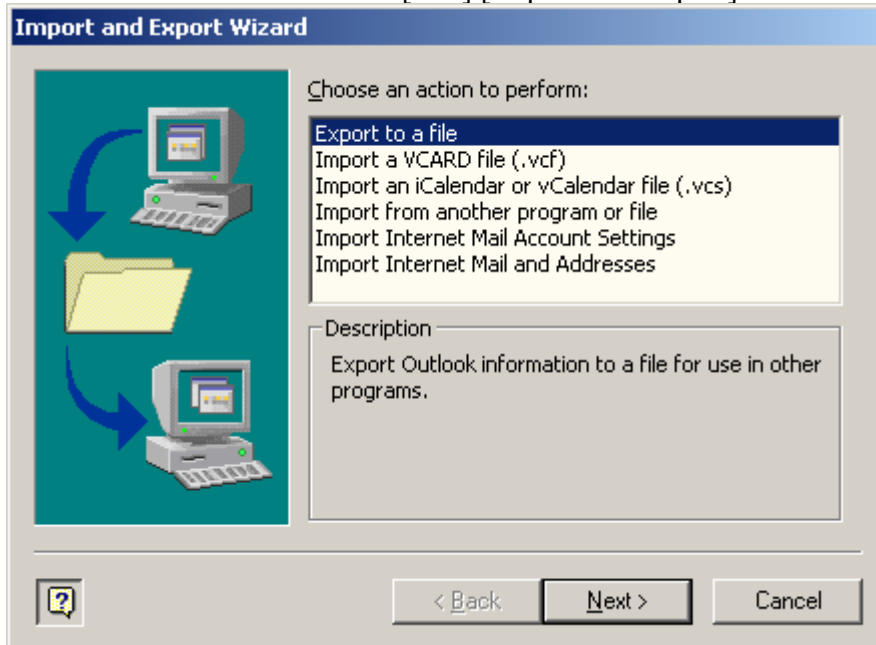


## How to backup any Microsoft Outlook Mailbox

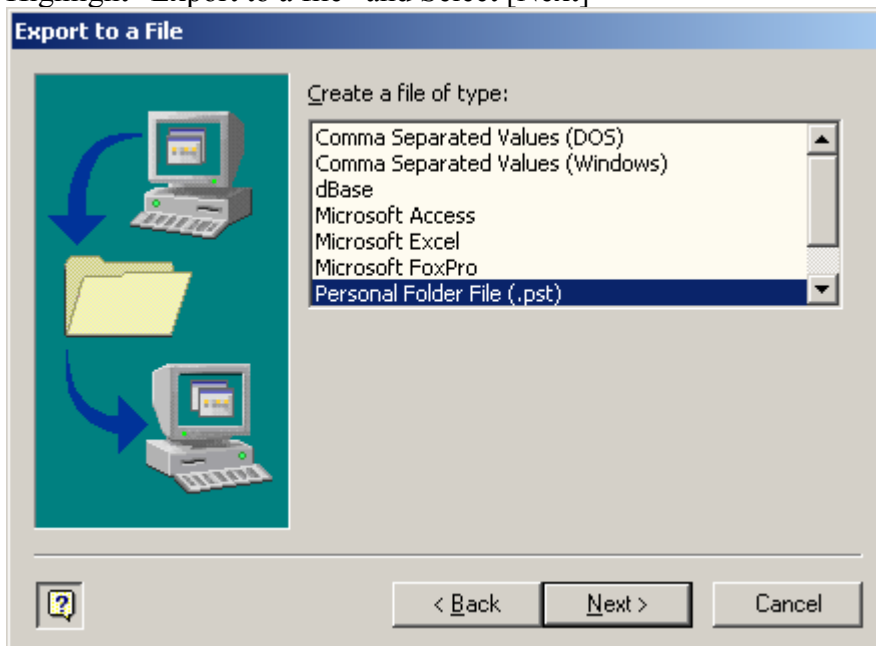
---

### Open Microsoft Outlook

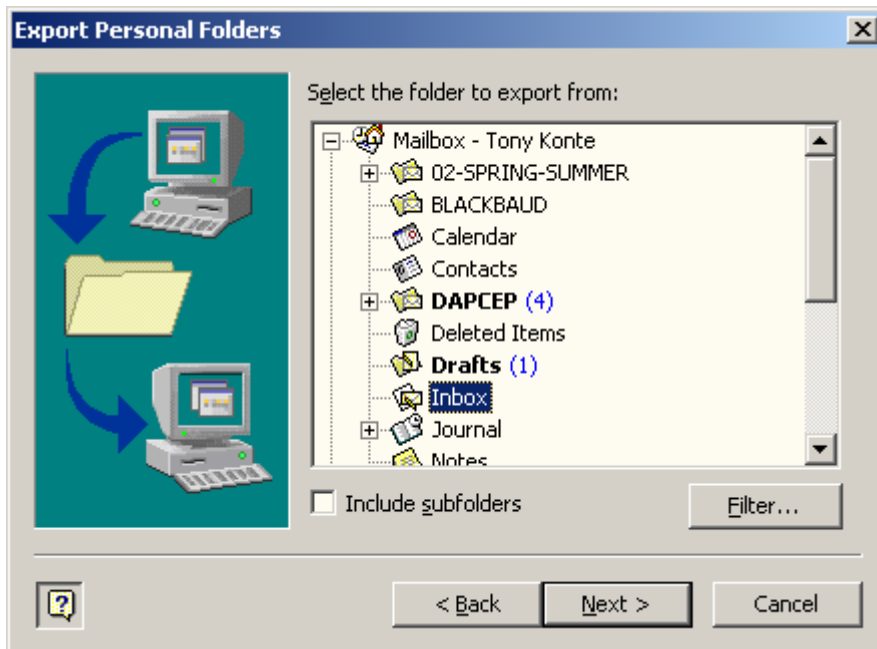
Select from the Outlook menu [File] [Import and Export]



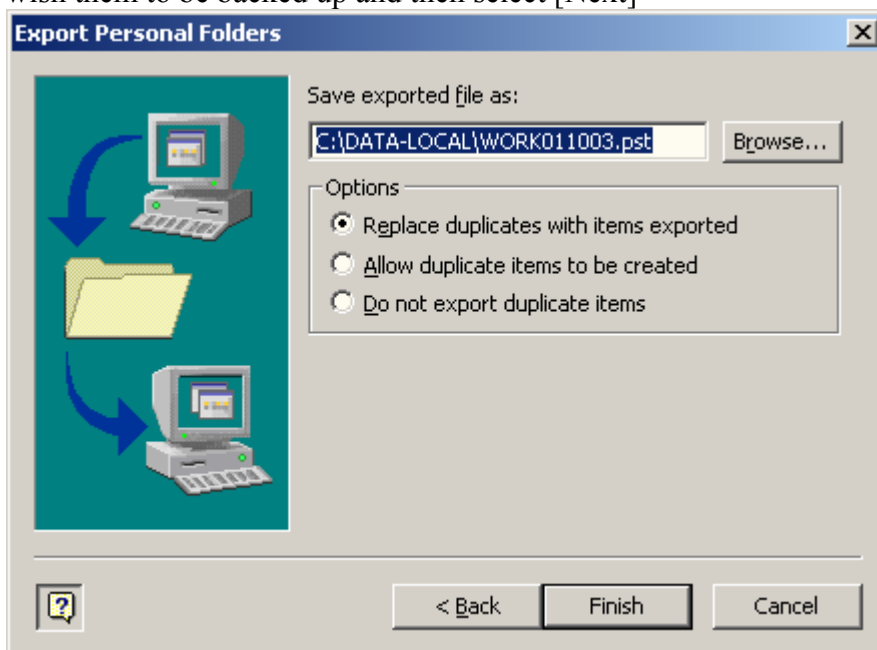
Highlight “Export to a file” and Select [Next]



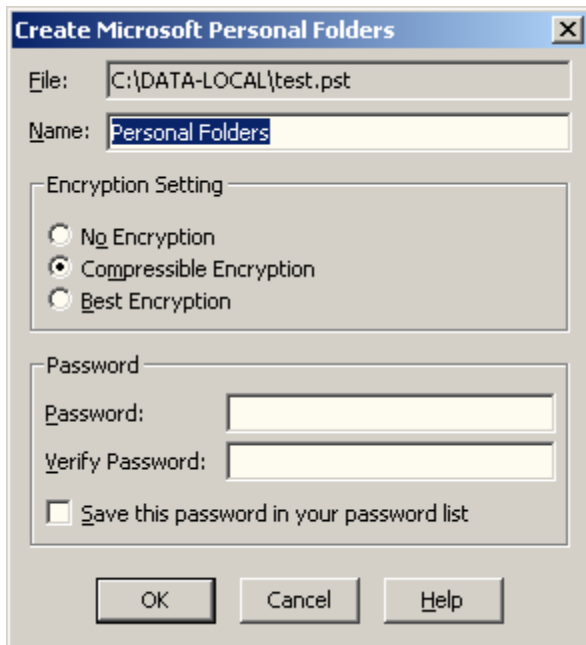
Highlight “Personal Folder File (.pst)” and select [Next]



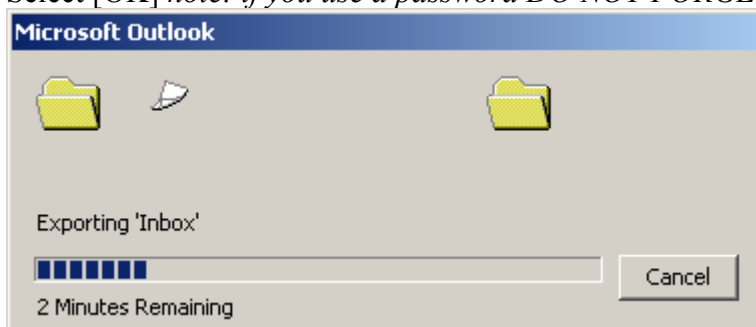
Highlight the mailbox you wish to backup // select the top level if you wish everything including contacts and calendar backed // be sure to check “Include subfolders” if you wish them to be backed up and then select [Next]



Select and Name and location you will remember // use the browse button if you wish // Leave the Options checked as they are and select [Finish]



Select [OK] *note: if you use a password DO NOT FORGET IT*



It will now create the file and it might take several minutes

You can now take this newly created file with the .pst extension (email it, copy to a floppy or burn on a CD) and import it into another Outlook mailbox of either a different users mail box or a different computer.