If you need to retain the contents of your Mailbox I would recommend creating a Backup of these folders. This process can be used to transport your Outlook Data as well, save it to other media, flash, DVD. Click on File > Click on OPEN > IMPORT



Select Export to a File > Click Next



Select Outlook Data File (.pst) > Click Next

Eri 11/2/2012	Tue 11/27/2012
Export to a File	
	Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
< Back Next > Cancel	

To copy or export the entire Mailbox highlight the top level, and click the check box.

If you prefer to export only one section select the appropriate folder, e.g. Calendar

"Include subfolders" > Click Next



Or if you prefer select a specific Folder, e.g. SENT, DRAFTS, CONTACTS



To save your Exported file click Browse and save under C:\Documents\Outlook Files\Name the file example Kyles Group.pst (example)

Export Outlook Data File	
Save exported file as: C:\Users\spryor\Documents\Outlook File Browse Options @ Replace duplicates with items exported @ Allow duplicate items to be created @ Do not export duplicate items	Create Outlook Data File Add optional password Password: Verify Password: Save this password in your password list
< Back Finish Cancel	OK Cancel

Consider this option carefully. Under Options select Replace or Allow duplicates with items exported depending upon your needs > click Finish.

I do not recommend using a password, click OK and the export will begin. It is best to do this right before you leave, it can take a very long time depending on the size of your Mailbox.