

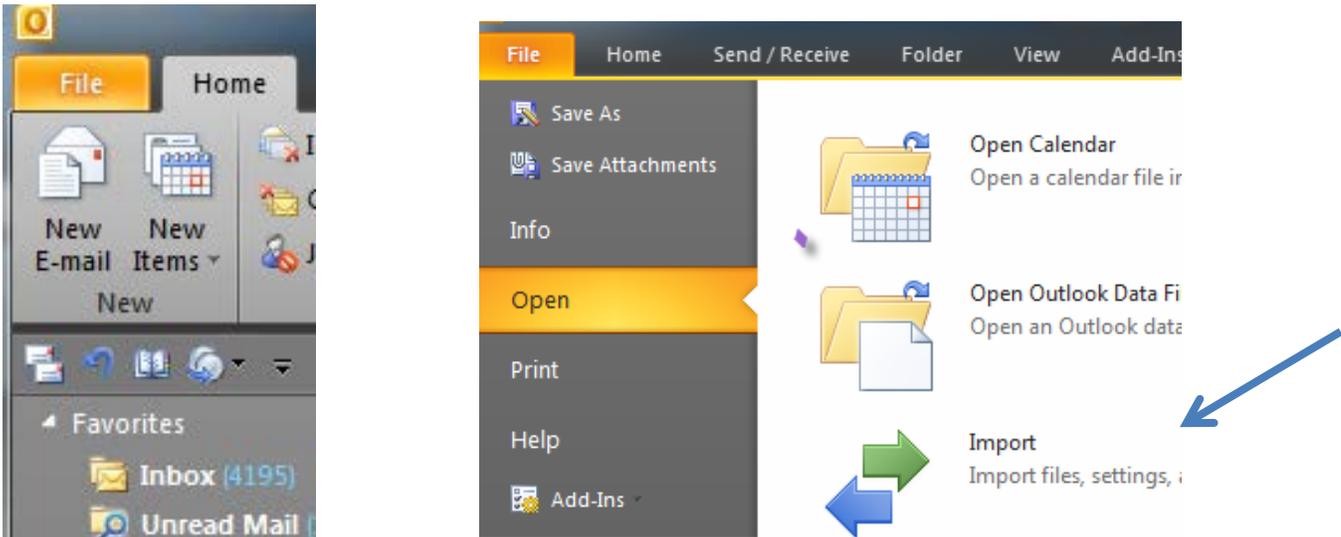
# HOW TO CREATE A BACKUP OF YOUR MAILBOX or Export Items

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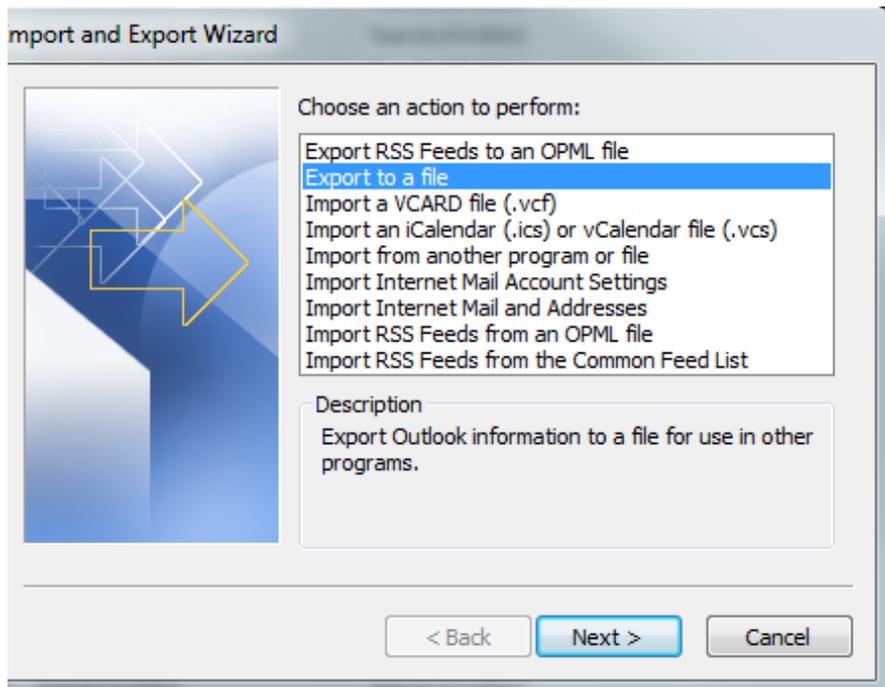
If you need to retain the contents of your Mailbox I would recommend creating a Backup of these folders.

This process can be used to transport your Outlook Data as well, save it to other media, flash, DVD.

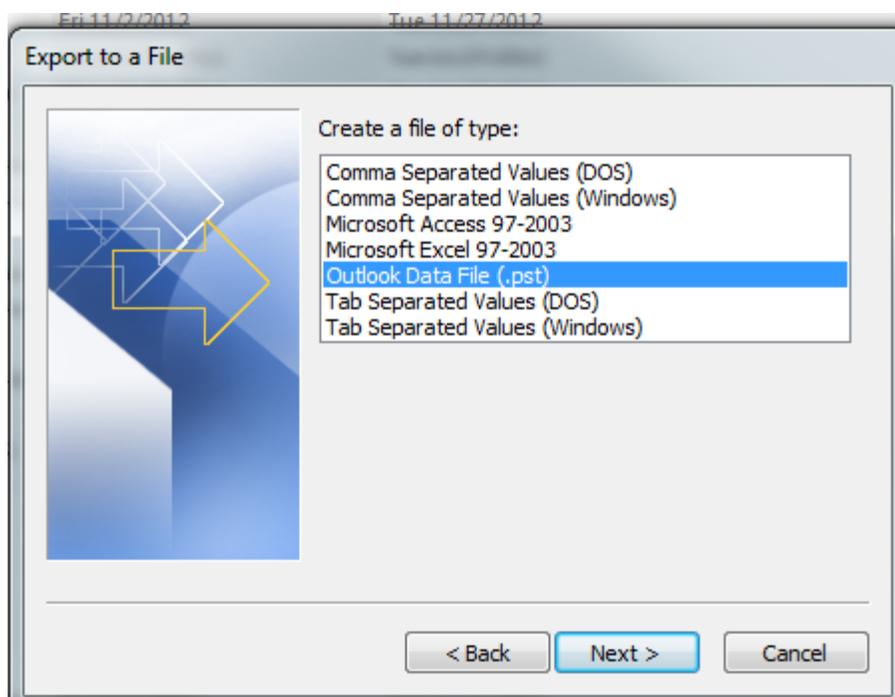
Click on File > Click on OPEN > IMPORT



Select Export to a File > Click Next



Select Outlook Data File (.pst) > Click Next

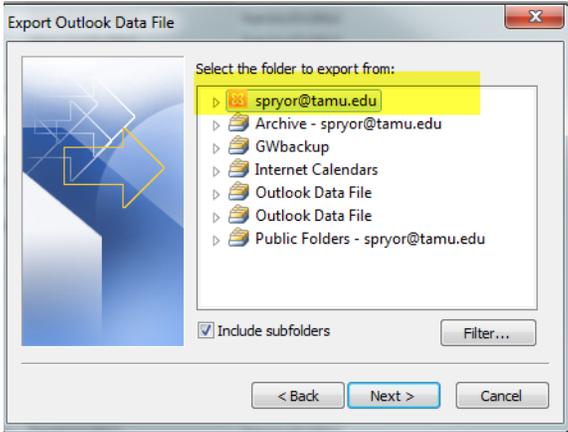


To copy or export the entire Mailbox highlight the top level, and click the check box.

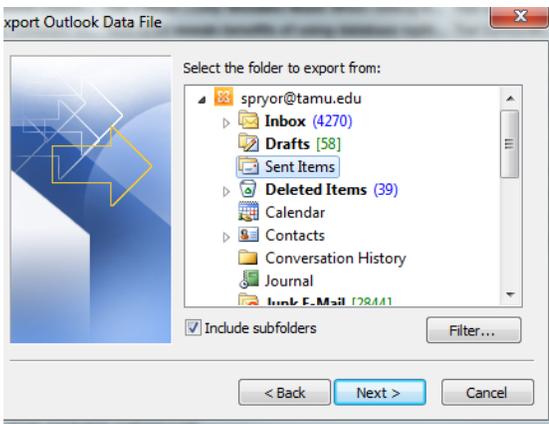
If you prefer to export only one section select the appropriate folder, e.g. Calendar

“Include subfolders” > Click Next

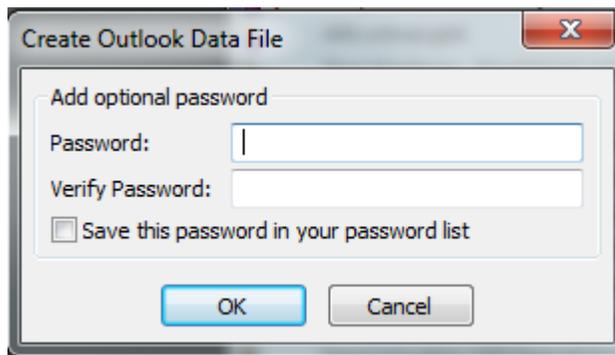
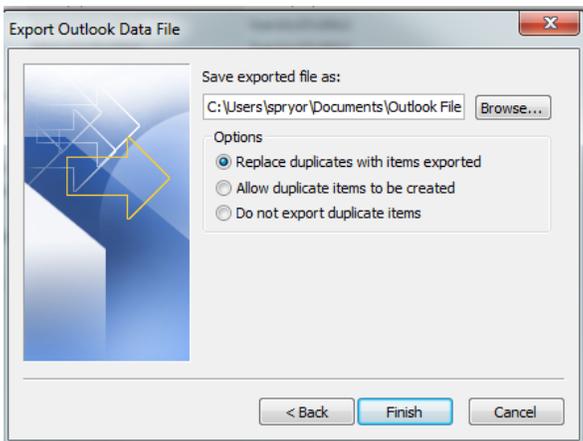
**\*\* (Note empty Deleted and Junk Email Folders before creating a full Mailbox backup.) \*\***



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)



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.