

HOW TO CREATE A BACKUP OF YOUR MAILBOX

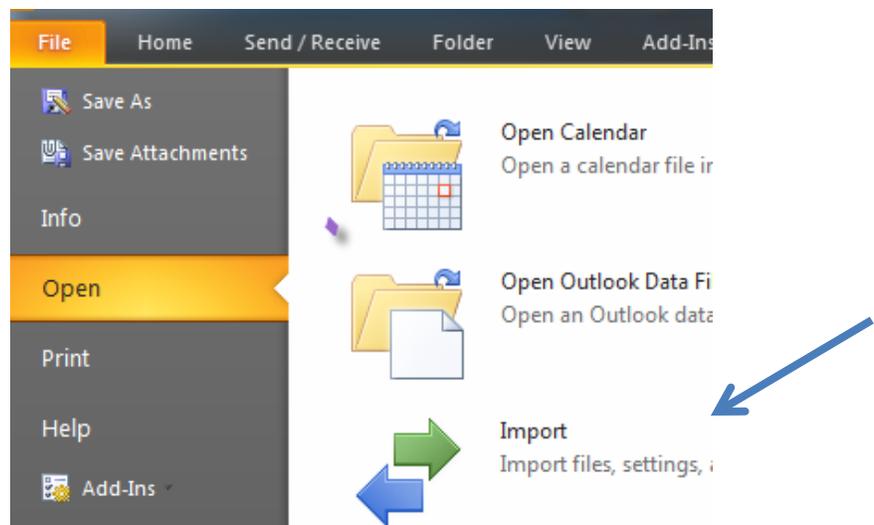
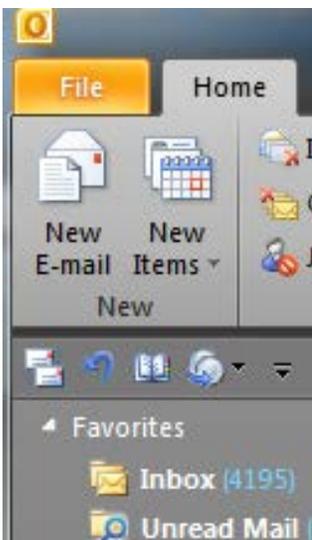
If you need to retain the contents of your **Sent** and **Drafts** for longer than 180 days; I would recommend creating a Backup of these folders.

- DELETED ITEMS: 30 Days Retention
- JUNK E-MAIL: 30 Days Retention
- SYNC ISSUES: 30 Days Retention
- SENT ITEMS 180 Days Retention
- DRAFTS: 180 Days Retention
- CONVERSATION HISTORY: 180 Days Retention
- RSS FEEDS: 180 Days Retention

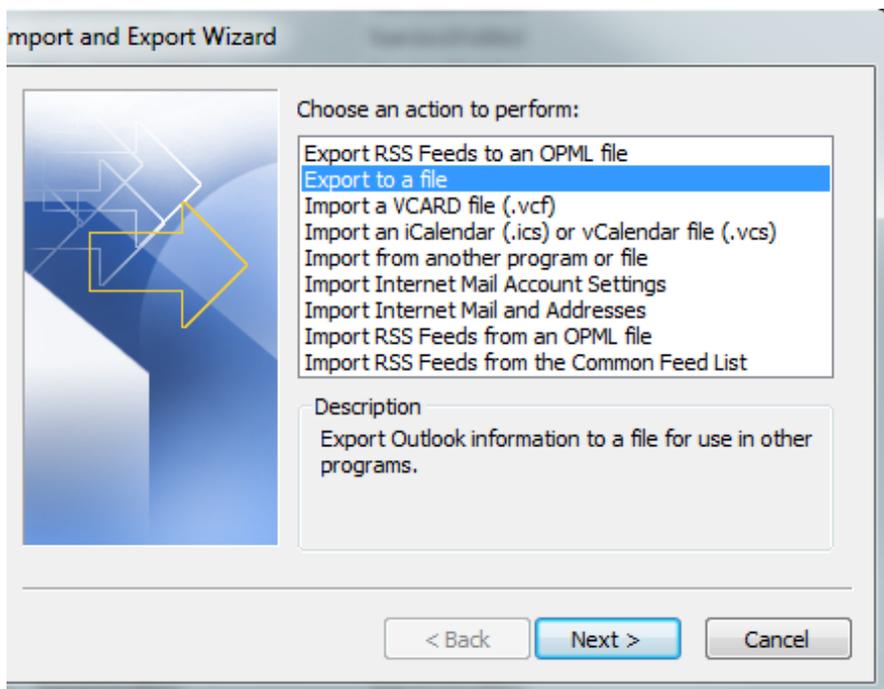
There is no retention policy applied to the Inbox or any other folders.

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

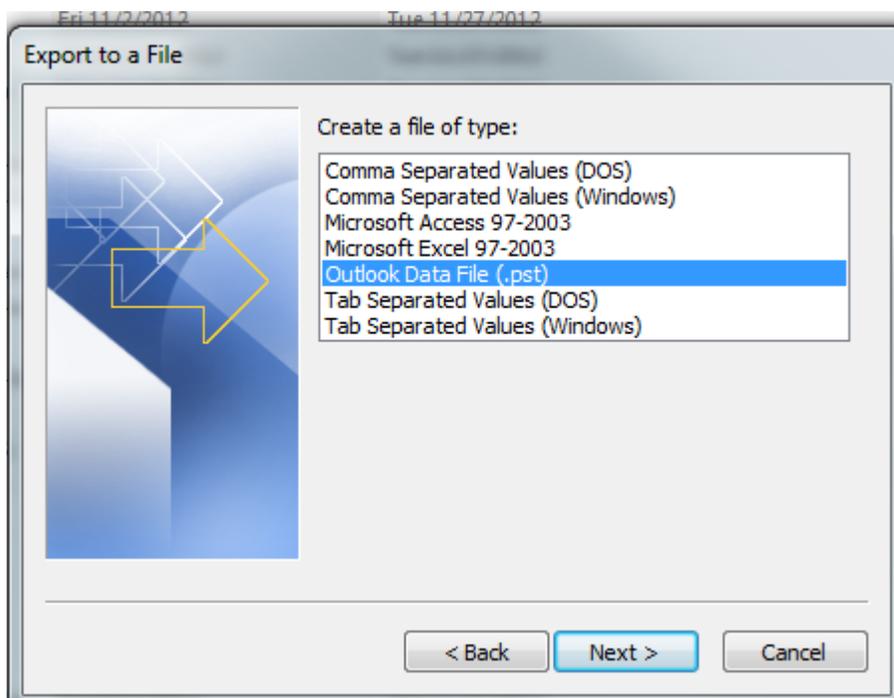
Click on File > Click on OPEN > IMPORT



Select Export to a File > Click Next



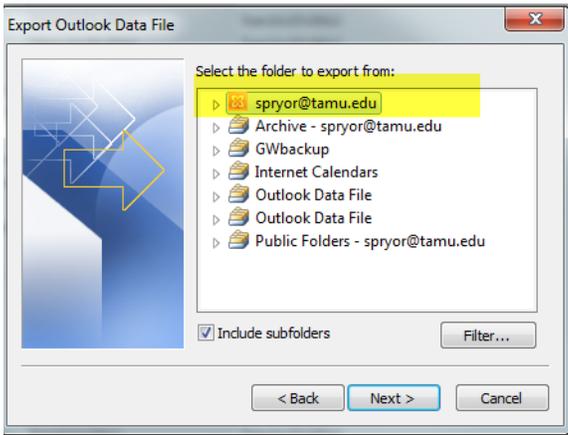
Select Outlook Data File (.pst) > Click Next



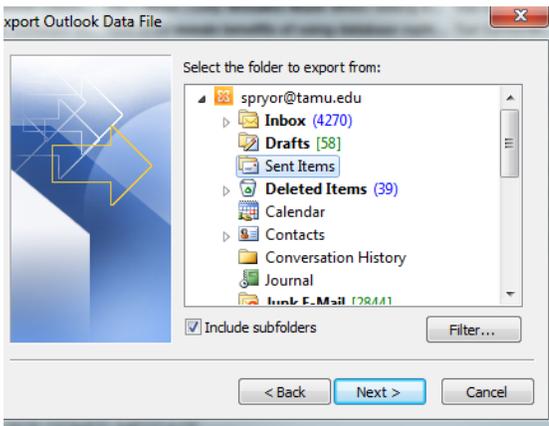
To copy the entire Mailbox highlight the top level, and click the check box

“Include subfolders” > Click Next

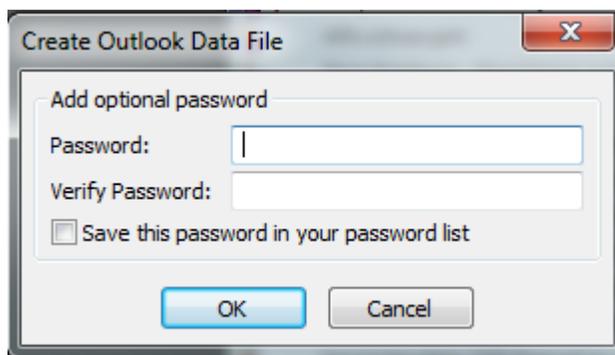
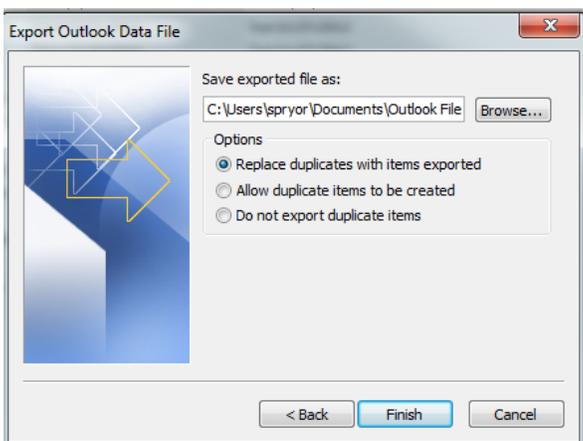
**** (Note empty Deleted and Junk Email Folders before creating a full Mailbox backup.) ****



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 spryor2012 (example)



Under Options select Replace duplicates with items exported > 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.