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

mport and Export Wizard		
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)	
	Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List	
	Description Export Outlook information to a file for use in other programs.	
	< Back Next > Cancel	

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

"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 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.