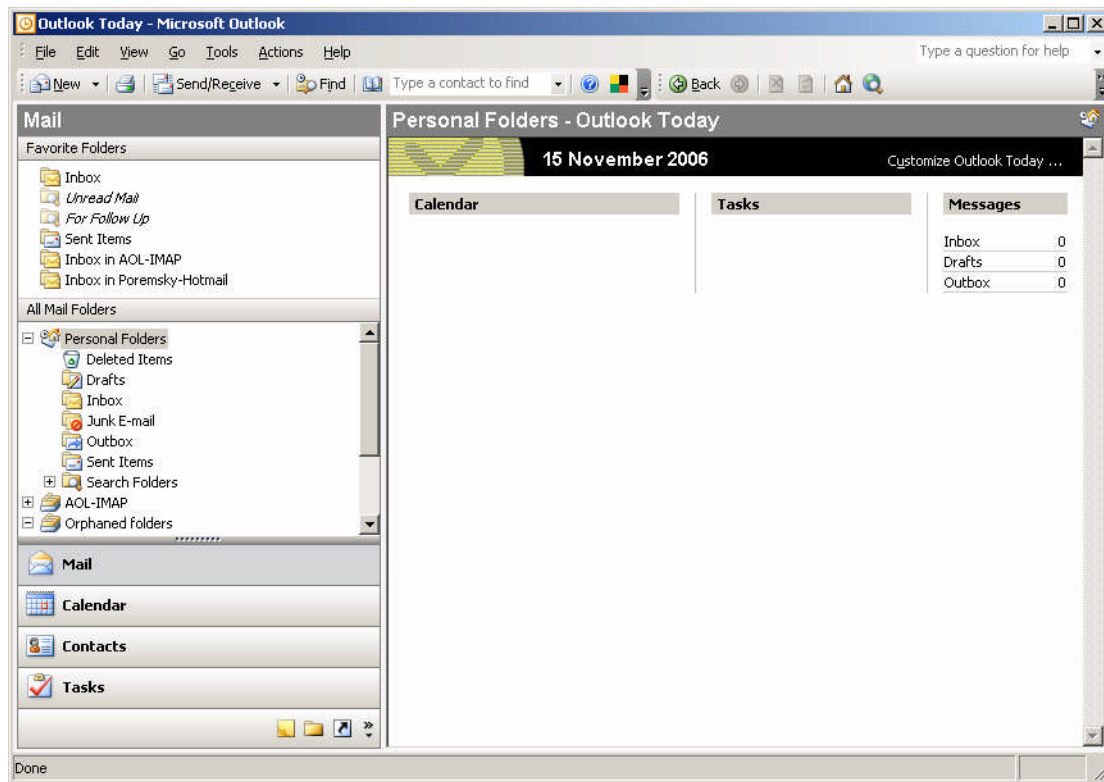
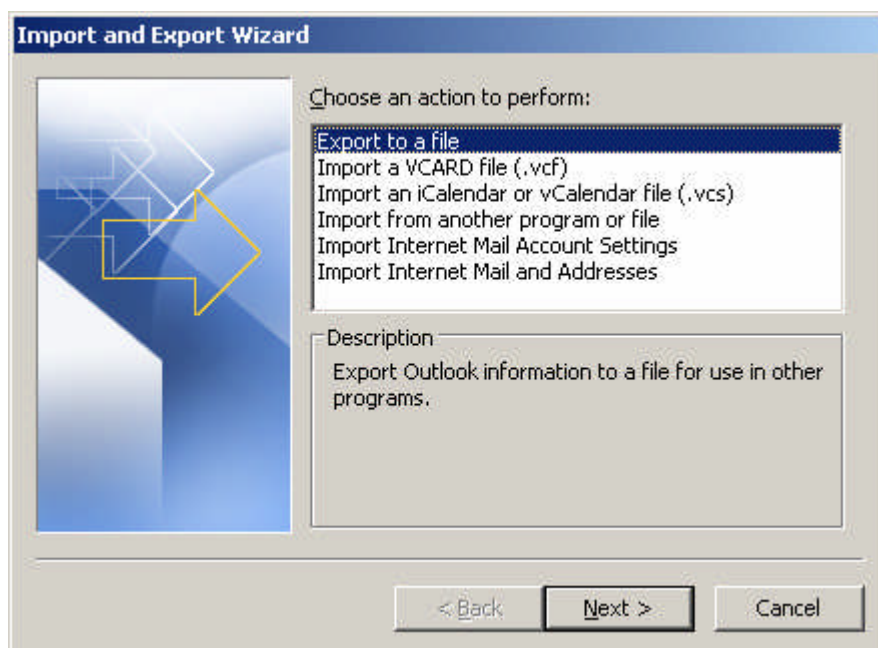


Backing Up Your Email - Personal Folders

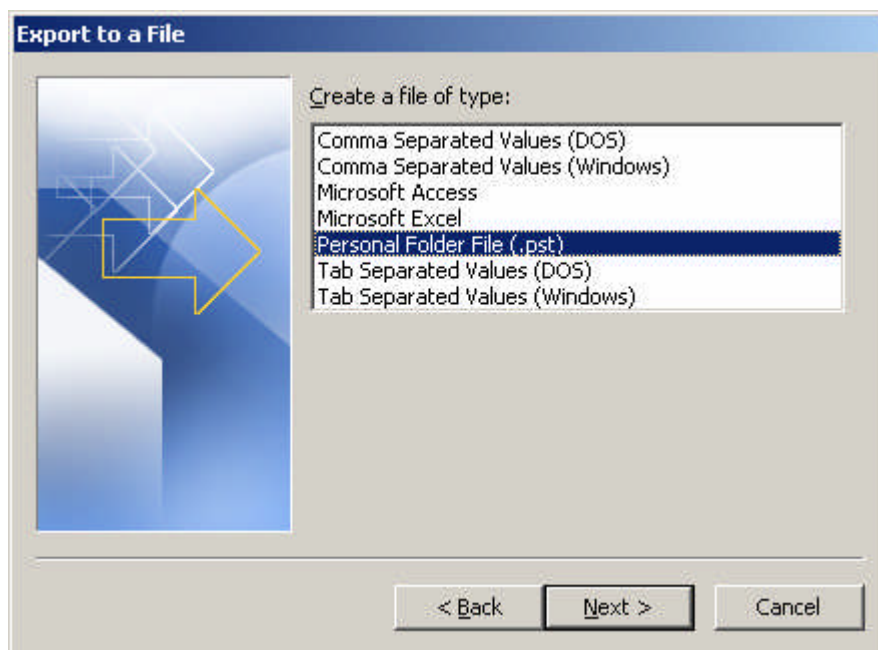
Start Microsoft Outlook to access the Inbox



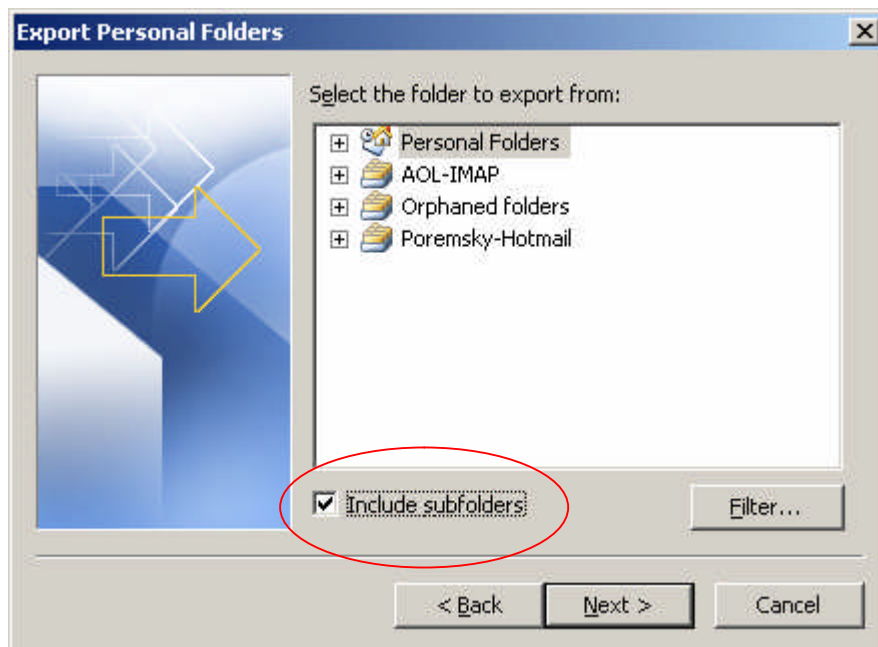
Go to **File, Import and Export** and click to generate the **Import and Export Wizard** as shown below. Select the **Export to a file** option and click on **Next**



When the **Export to a File** dialog window opens, select the **Personal Folder File (.pst)** option to save your personal folder as a pst file(as shown below) and click on Next

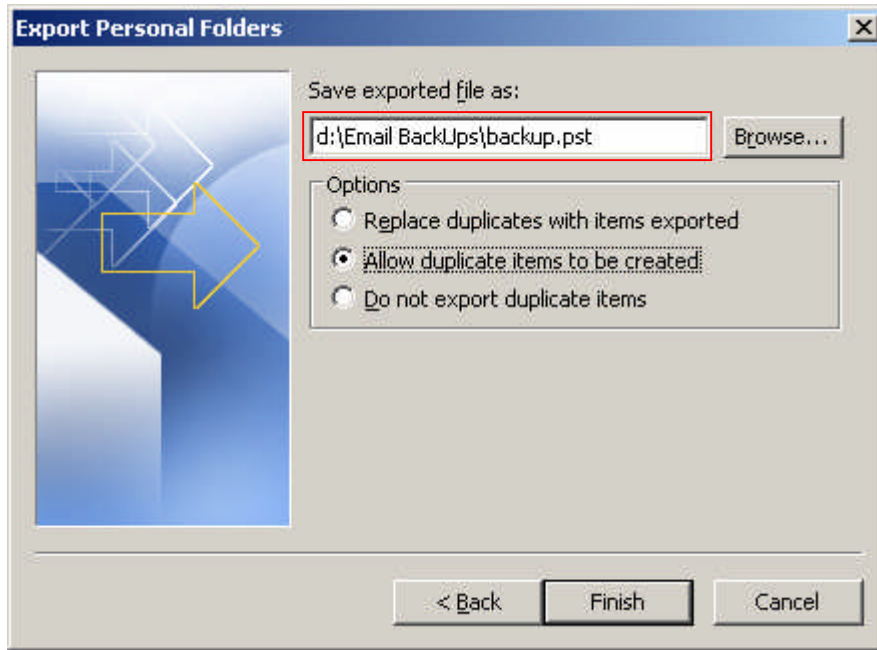


You are now asked to select the folder you wish to export from. Make sure the Personal Folders option is selected as shown below. Note: you may wish to include all subfolders of this folder so make sure the Include subfolders checkbox is ticked!

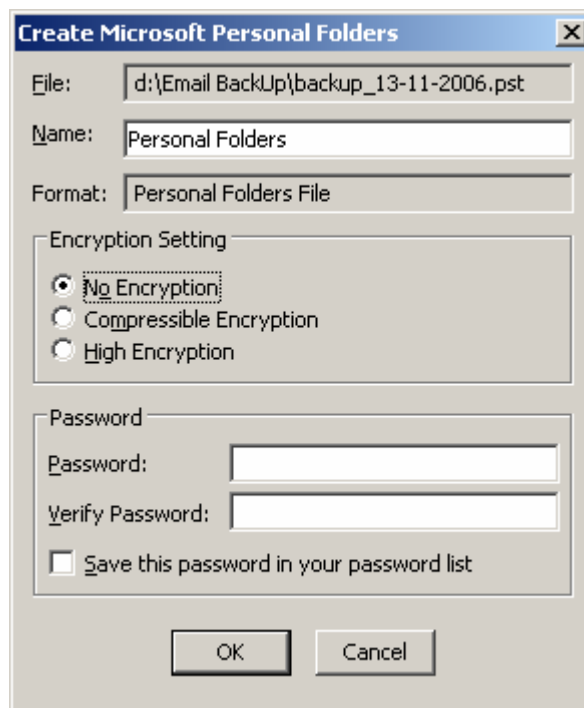


You will now be prompted to save the file to a safe location. Choose the folder you created earlier called *Email BackUp* and then click on the Next button. This will save your personal folders as an exported file in a pst format to the location specified.

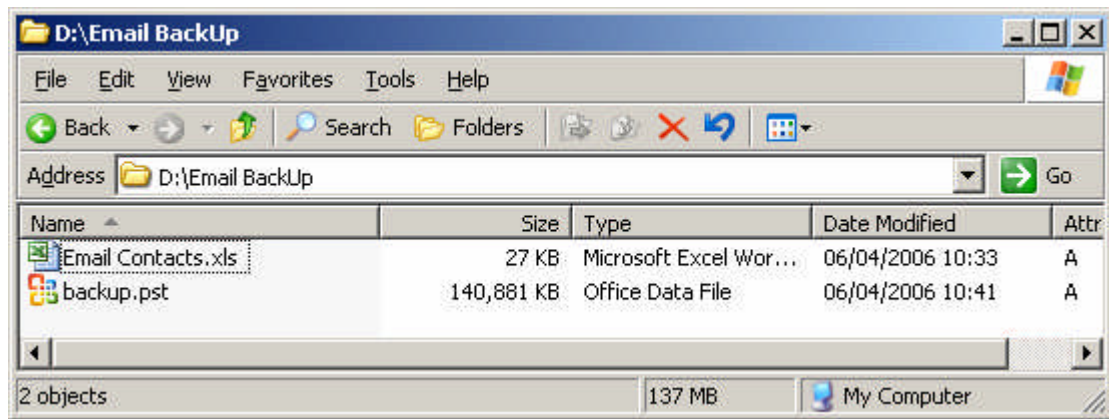
Note: You will have to decide where best to save the file to!



The following dialog window appears to allow you to verify the action you are undertaking, include encryption or not and choose whether to use a password to protect your personal folders backup file. Just click on OK to complete the action.



When the back-up is completed you will be returned to Microsoft Outlook. You will still see the original personal folders list as before. If you wish to verify that the back-up was successful simply navigate to the back-up location and check that the file was saved there:



As you can see the file was successfully backed-up to the named folder.