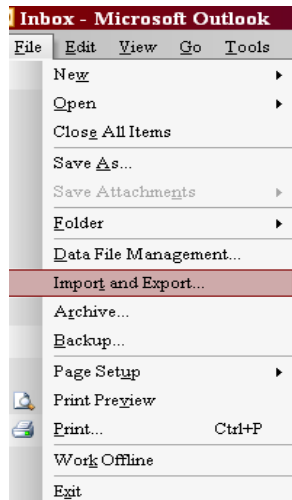


How to create a .pst file in Microsoft Outlook

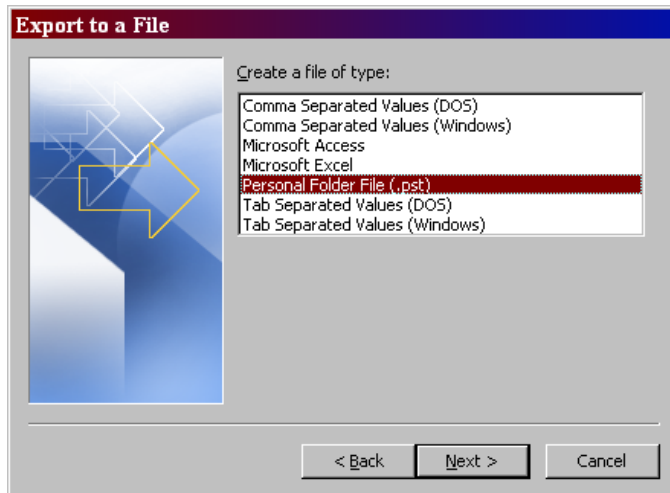
1. Double-click on the Outlook icon.
2. Click on the **File** menu, and select **Import and Export**.



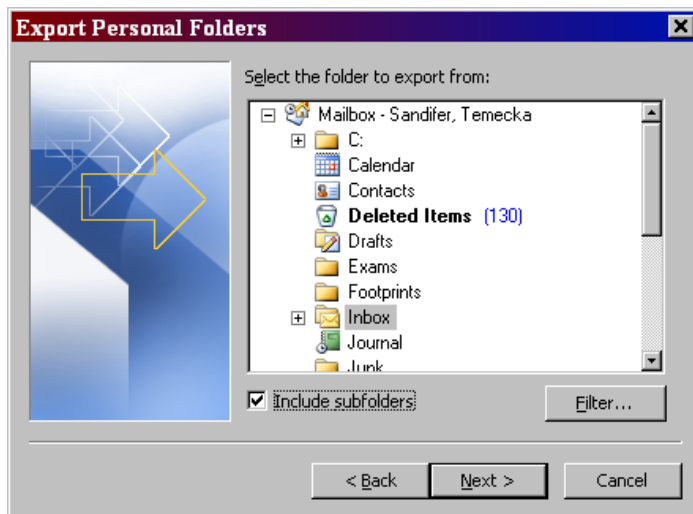
3. Click on **Export to a file** and click **Next**.



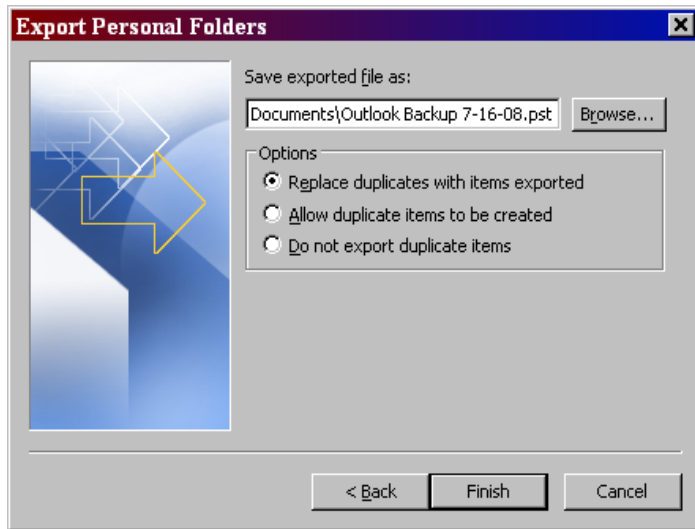
4. Click on **Personal Folder File (.pst)** and click **Next**.



5. Select the folders you wish to backup. If you want to back up everything you have in Outlook, select your **Inbox** as in the example below and check the **Include subfolders** box. When you're done, click **Next**.



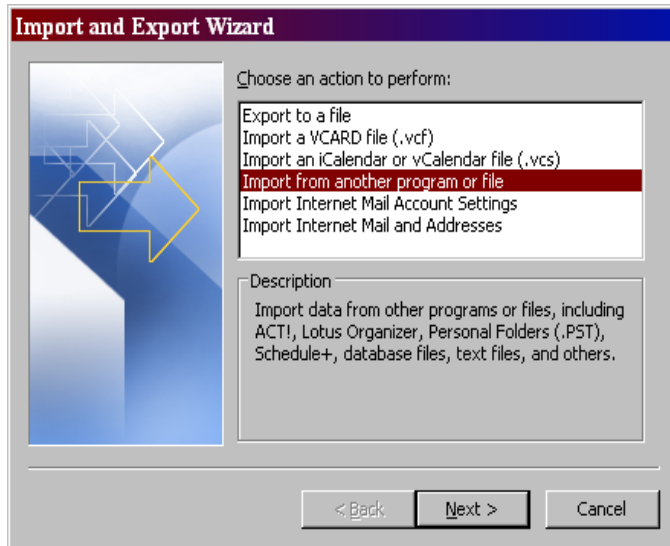
6. Click the **Browse** button, and select a location to save your file. Do not change **Options**. Click **Finish**.



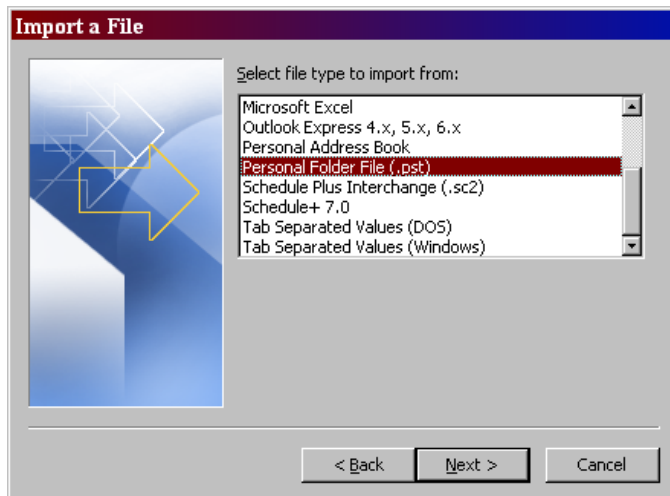
7. You have created a backup of your Outlook email. You can now save the file on a recordable CD or USB flash drive.

How to open .pst file in Microsoft Outlook

1. Double-click on the Outlook icon.
2. Click on the **File** menu, and select **Import and Export**.
3. Select **Import from another program or file** and click **Next**.

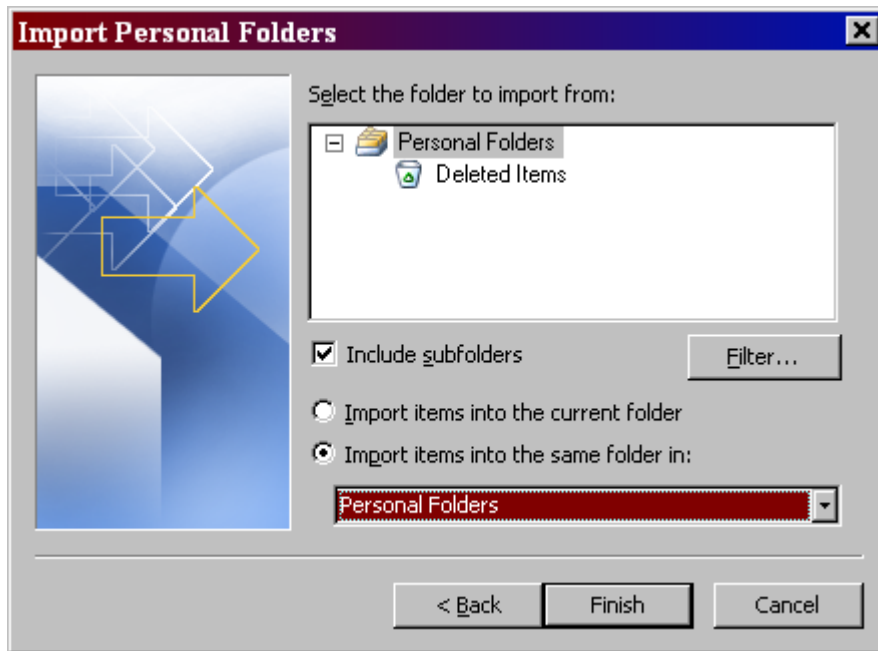


4. Select **Personal Folder File (.pst)** and click **Next**.



5. Click **Browse** to backup file that you previously saved. Once file is located click **Next**.

6. Select the folder name to import from, check box **Include subfolders**, select option **Import items into the same folder in:** and change to **Personal Folders**, and click **Finish**.



7. The data is now visible in Outlook.