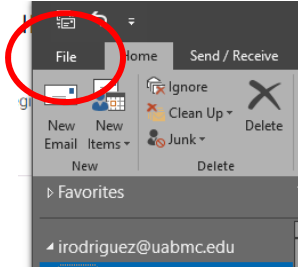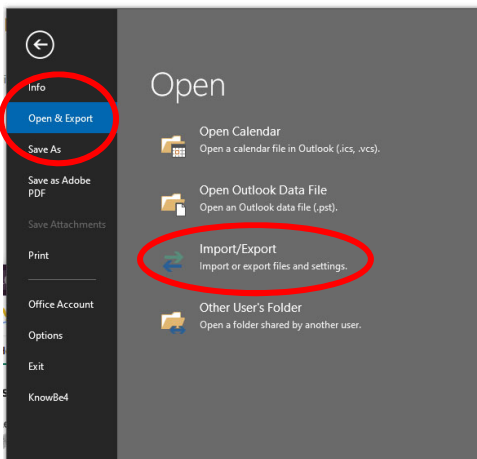# Exporting emails to PST files

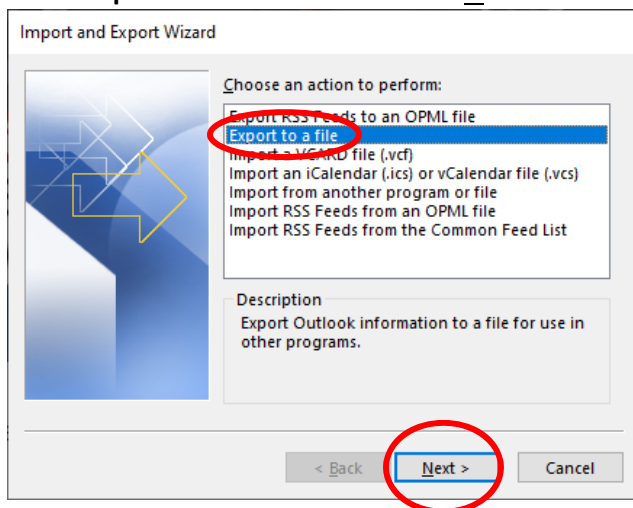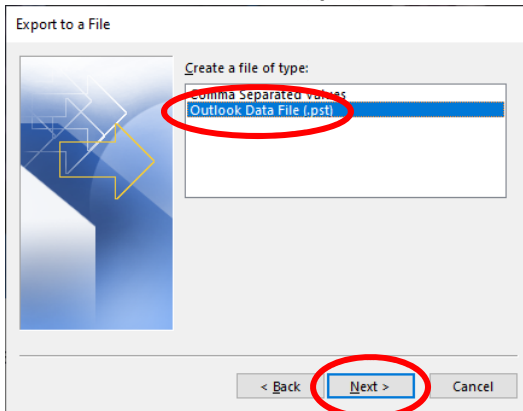1. In Outlook…. go to **Files**

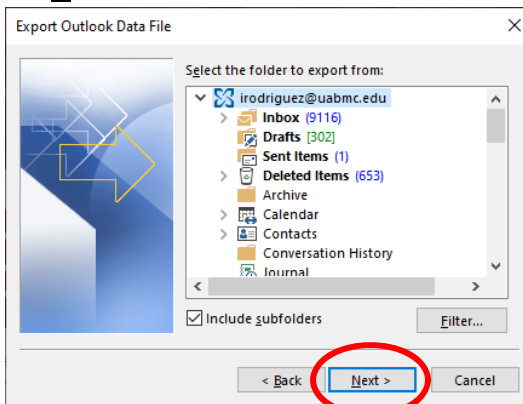2. Select **Open & Export** and then select **Import/Export**

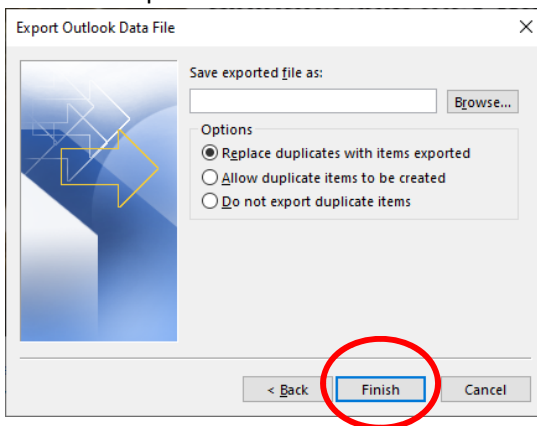3. Select **Export to a file** and click on the **Next** button.

4. Select **Outlook Data File (.pst)** and click on the **Next** button.

5. Select the folder you want to EXPORT or select your email address to select all folders. Click on the **Next** button.

6. Browse to the location on your computer (or flash drive) where you want to place the EXPORTED .pst file. Click on the **Finish** button.

    NOTE: You will notice the COPYING process. It can take a few minutes or a few hours depending on the size of your mailbox's folder or folders. While the EXPORTING/COPYING is happening, you will not be able to use Outlook. While you wait, you can check your email through the web.