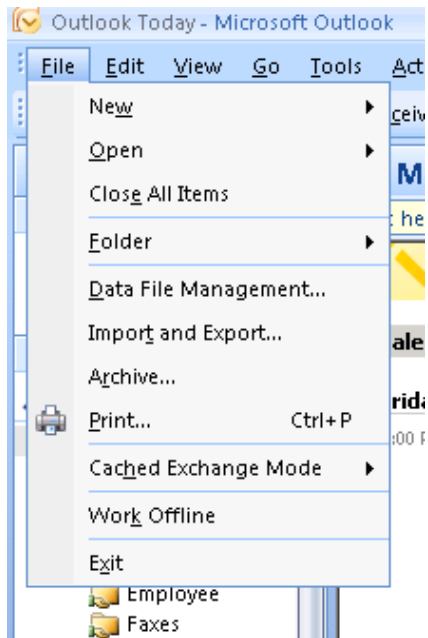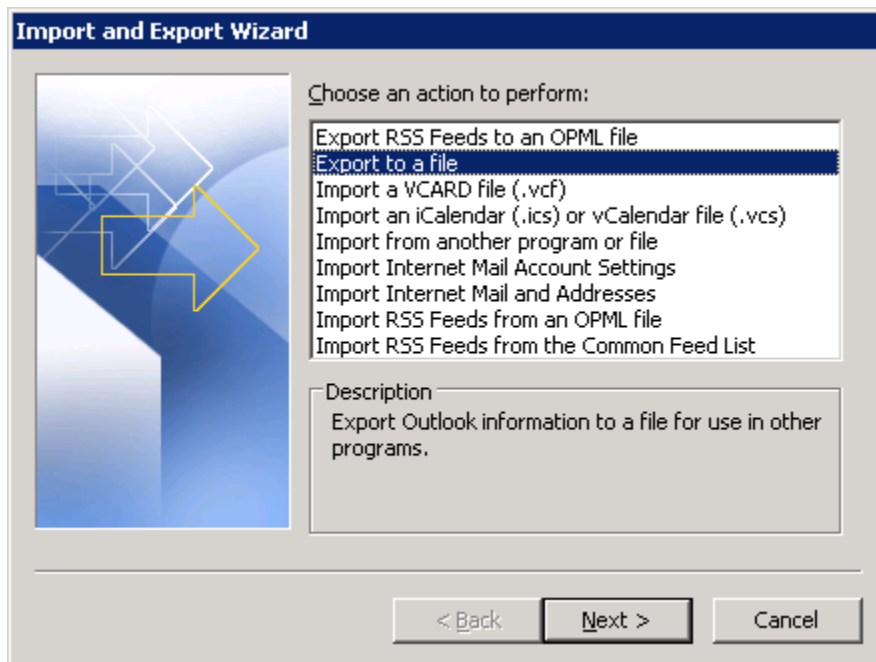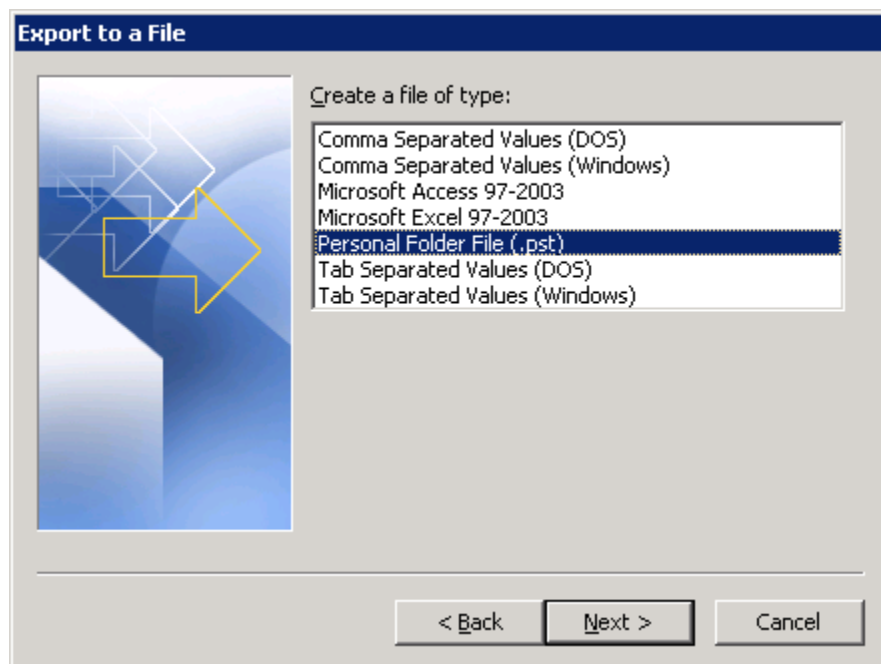# Exporting PST

In Outlook on the **File** menu, select **Import and Export**. Be prepared to be without your email for awhile.
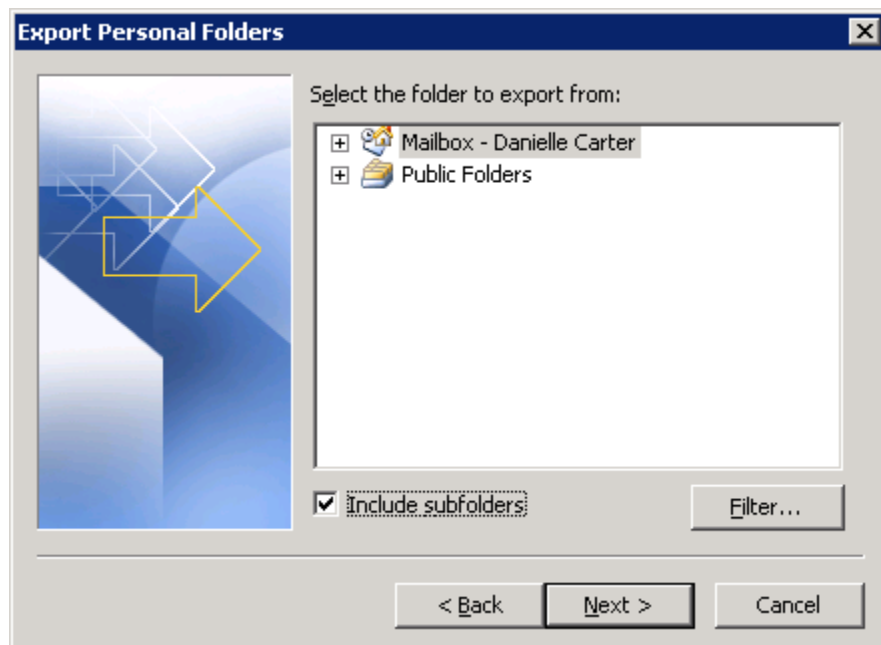

In the first pane of the Import and Export Wizard, select **Export to a file** and click **Next**.

In the *Export to a File* dialogue, select **Personal Folder File (.pst)** and click **Next**.

Now select your Mailbox (in my case it says Mailbox – Danielle Carter) and make sure you select **Include Subfolders** by clicking on the box beside it before clicking Next.

Using the **Browse** button, navigate to a good place to which to export your .pst file and give it a meaningful name. This is the name for the file that will be created and the name will help you figure out what sort of emails and such are within the file. You will have to name what will appear when you import it into Outlook later. The desktop is not a good place to which to save it, so save it elsewhere. I like to select **Allow duplicate items to be created** since I'm not sure what standards Microsoft will use to determine whether something is a duplicate. Click **Next**.
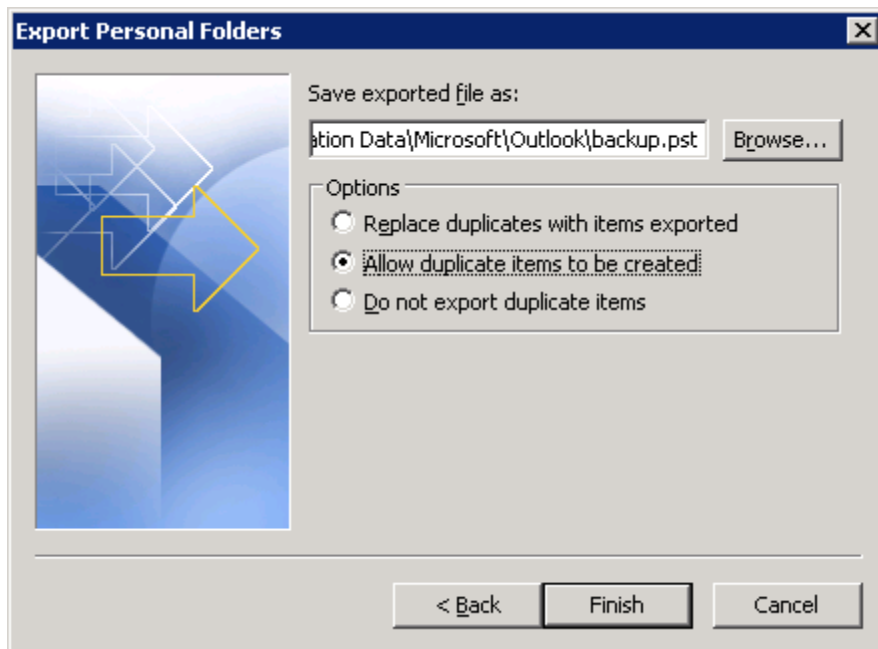
You will be presented with the Create Microsoft Personal Folders applet. Select a name that will be meaningful when imported into Outlook. You can choose to set as password as well, but I discourage that, since we often forget passwords years down the road but still may need the contents of the file.

Click OK and let it do its thing.