## **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**.

Import 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.
	< <u>B</u> ack <u>N</u> ext > Cancel

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

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 Personal Folder File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
	< <u>B</u> ack <u>N</u> ext > Cancel

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.

Export Personal Folders		×
	Select the folder to export from:	
	Include subfolders Eilter	
	< <u>B</u> ack <u>N</u> ext > Cancel	

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**.

Export Personal Folders	×
	Save exported file as: ation Data\Microsoft\Outlook\backup.pst Browse Options C Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items
	< <u>B</u> ack Finish Cancel

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.

Create Microsoft Personal Folders		
<u>F</u> ile:	C:\Documents and Settings\carterdanielle\My D	
<u>N</u> ame:		
Format:	Personal Folders File	
Passwo	rd	
Passwo	rd:	
Verify P	assword:	
Save this password in your password list		
OK Cancel		

Click OK and let it do its thing.