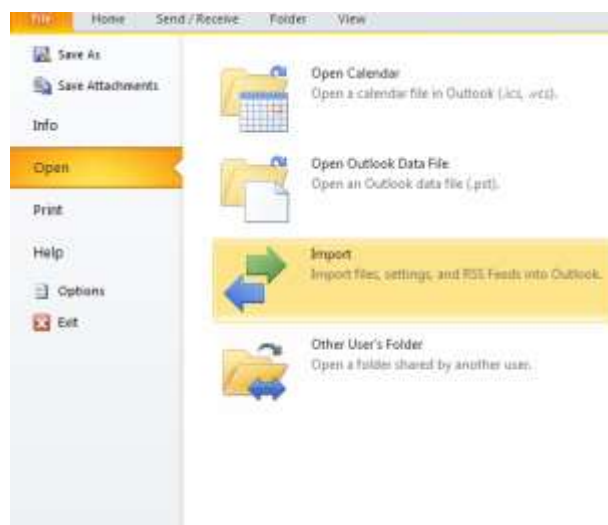
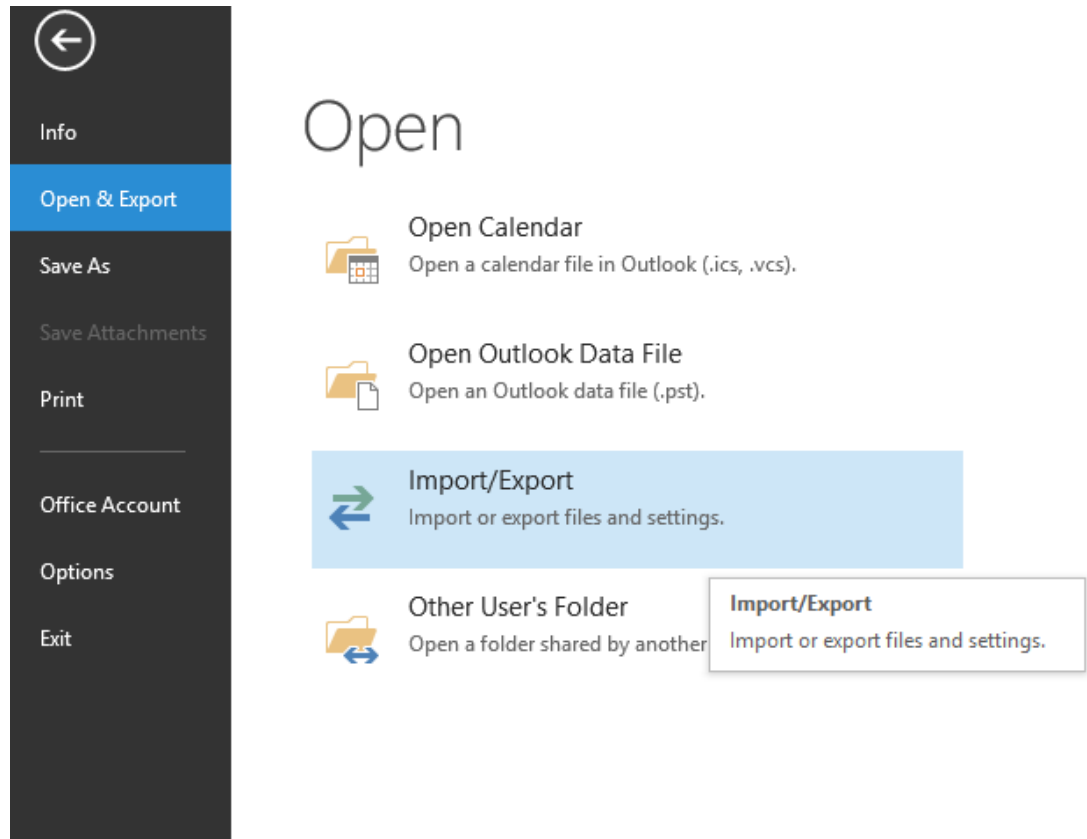


Export Mailbox to PST File

1. Open Outlook into your mailbox
2. Once your email is up to date (this only applies if you are in Outlook Cached Mode)
3. Open the following depending on Outlook version:
 - Outlook 2010
 - File – Open -- Import



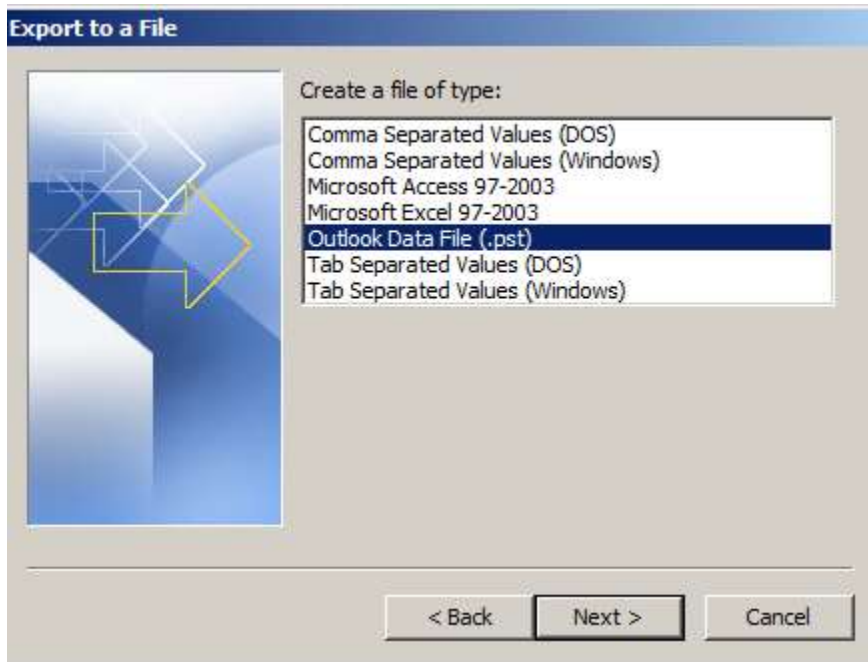
- Outlook 2013
 - File – Open & Export – Import/Export



4. Select **Export to File** and click Next

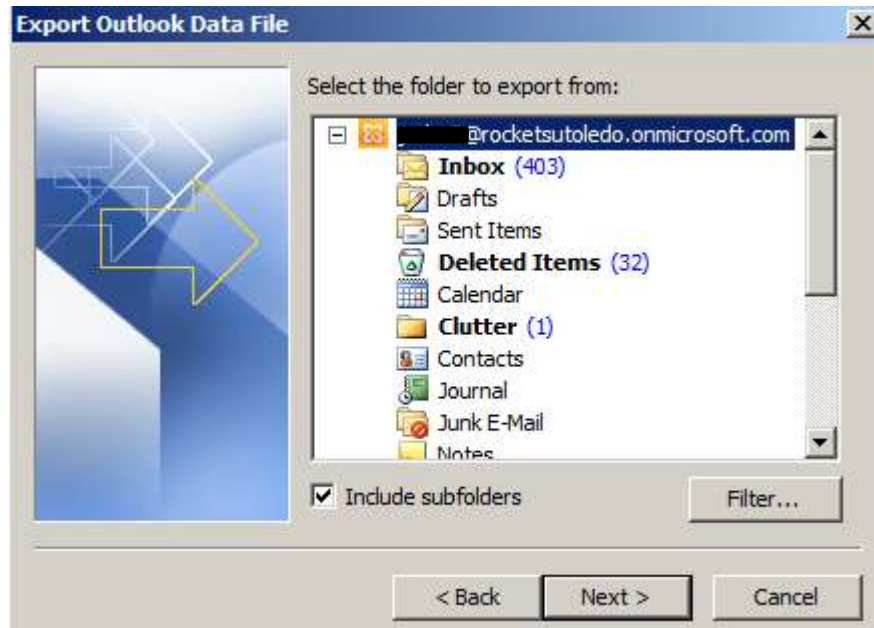


5. Select **Outlook Data File (.pst)** and click Next

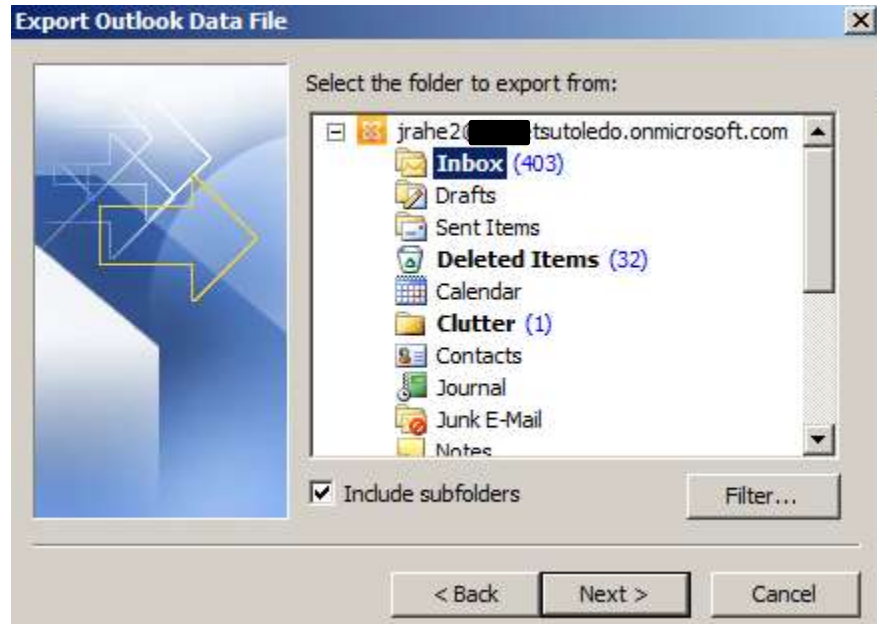


6. Select what you want exported and click Next

- If you want to export all messages, select the **top selection** (typically it is your email address) and make sure that **Include subfolders** is checked.



- If you want to only export a certain folder, **select the specified folder**. It is up to you whether you want to include subfolders or not.



7. Select the location where you would like the PST file to be saved to and click Finish



8. This will export the selected contents out to a PST file.