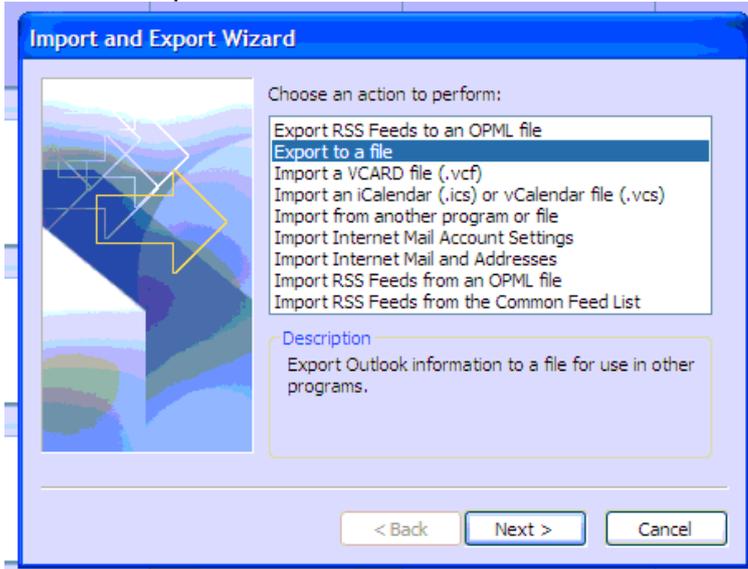


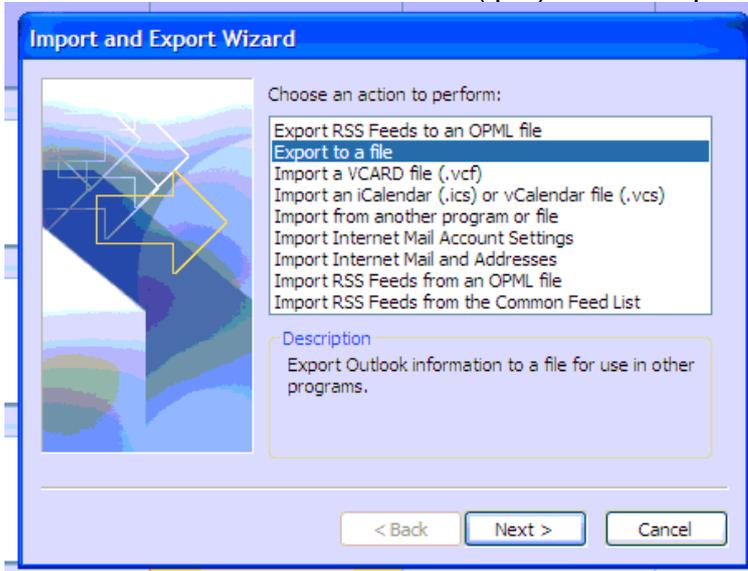


Exporting Mail in Outlook 2007

1. Open Outlook and click on File → 'Import and Export'
2. Click on 'Export to a file' and then 'Next'.

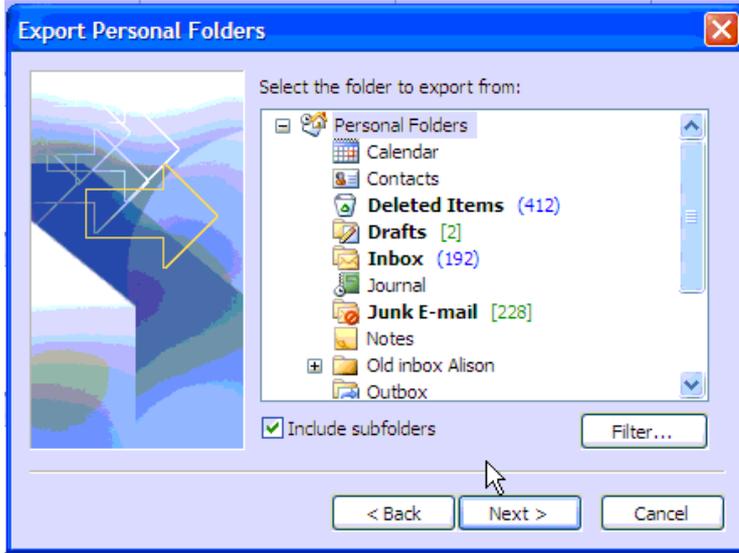


3. Now select 'Personal Folder File (.pst)' under Export to a file

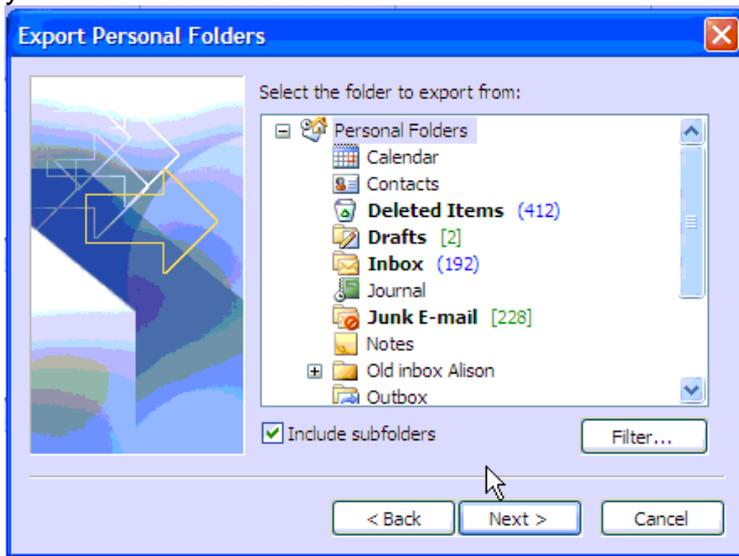




- When it asks what folder to export from, make sure you select 'Personal Folders' and tick 'Include Subfolders' down the bottom. Click Next.



- You want to save the exported file to the server so click on Browse and find your H:\ drive. Click finish.



- Click OK for creating the personal folders.

