



Exporting Mail in Outlook 2007

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

Imp	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.	
—	< Back Next > Cancel	

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

Import and Export	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file	
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	Description Export Outlook information to a file for use in other programs.	
	< Back Next > Cancel	_

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

Export Personal Folder	rs 🔀
Export Personal Folder	Select the folder to export from: Select the folder to export from: Calendar Calendar Contacts Deleted Items (412) Drafts [2] Inbox (192) Journal Junk E-mail [228] Notes Old inbox Alison Outbox V Include subfolders Filter
	< Back Next > Cancel

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

Export Personal Folder	rs	
	Select the folder to export from: Personal Folders Calendar Contacts Deleted Items (412) Drafts [2] Inbox (192) Journal Junk E-mail [228] Notes Cold inbox Alison Cold inbox Alison Cold inbox Alison Cold inbox Alison	
	✓ Include subfolders	Filter
	< Back Next >	Cancel

6. Click OK for creating the personal folders.

Create Microsoft Personal Folders 🛛 🔀					
Fil	H:\outlookbackup2.pst				
Name:	Personal Folders				
Format: Personal Folders File					
Password					
Password:					
Verify Password:					
Save this password in your password list					
OK Cancel					

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