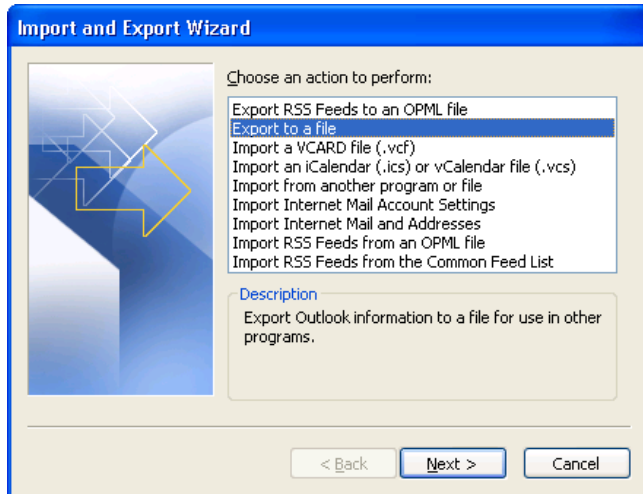
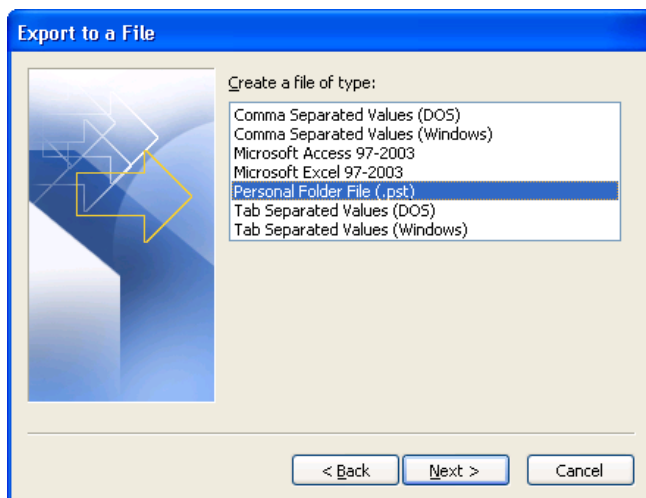


HOW TO BACKUP OUTLOOK MAILBOX

1. Open Outlook and click on **File** and then **Import and Export** (Make sure you have downloaded all your email so far!)
2. Select **Export to a file** and then click **Next**

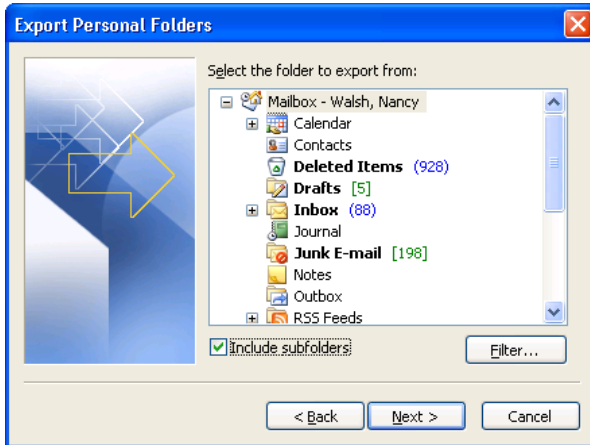


3. Select **Personal Folder File (.pst)** and click Next

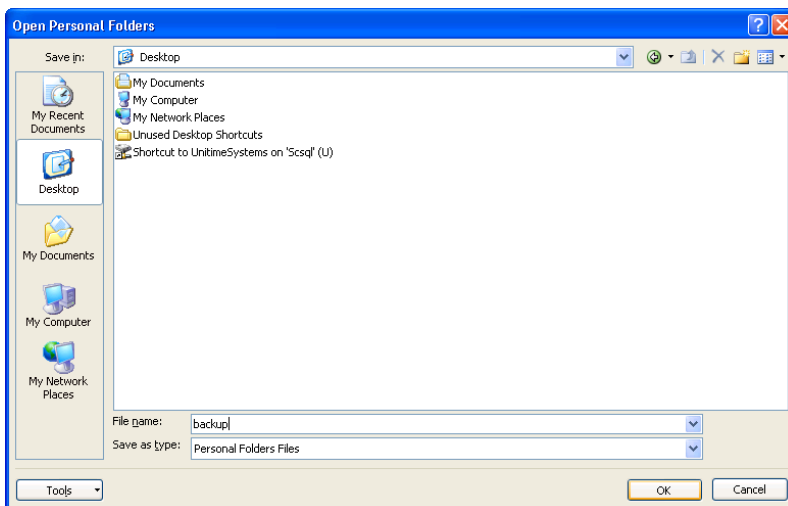


HOW TO BACKUP OUTLOOK MAILBOX

4. Click the top most item in the list such as Personal Folders or Mailbox - Username and click on **Include subfolders**. Click **Next**

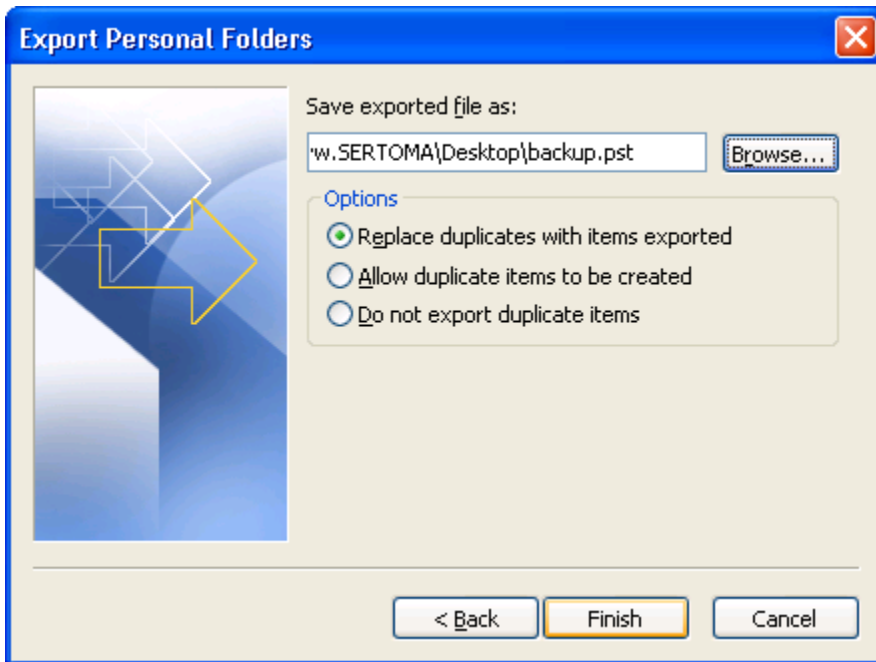


5. You want to click **Browse** and save the backup to your desktop or somewhere you will remember where the file is. Click **OK**.



HOW TO BACKUP OUTLOOK MAILBOX

6. Click on **FINISH** and the backup will run



7. You should now see the backup file on your desktop (or wherever you chose to save it).

