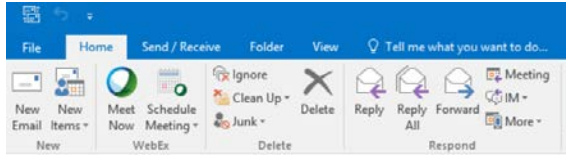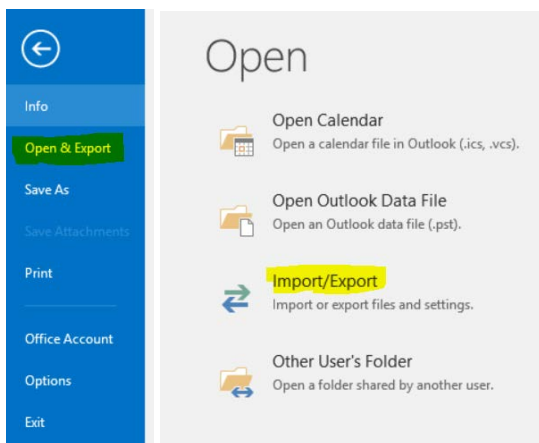**Instructions for creating a backup .PST data file to back up your e-mails**
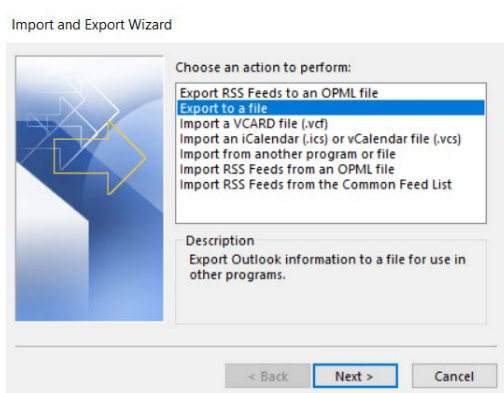
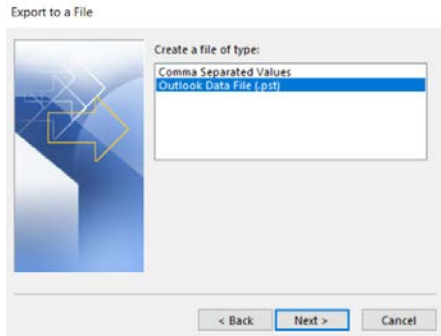1. While in Outlook, select File from the menu.

2. Then select "Open & Export" from the left menu, then select "Import/Export".
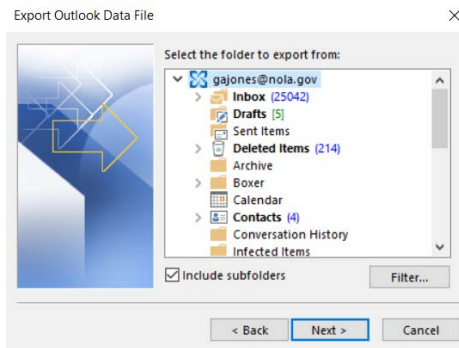


3. Select "Export to a file" then Next button.

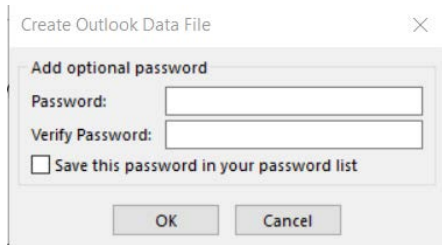4. Select Outlook Data File (.pst) then Next button.

5. Select the folder you desire to create a data file backup. Select the account name to backup all emails, contacts, calendar, etc. This process requires you have enough free space at your backup drive location.

6. Browse to the location of your external Flash Drive or Hard Drive and give the backup a name that ends in .pst. Example: Backup.pst. Select an option of how to handle any duplicates found.
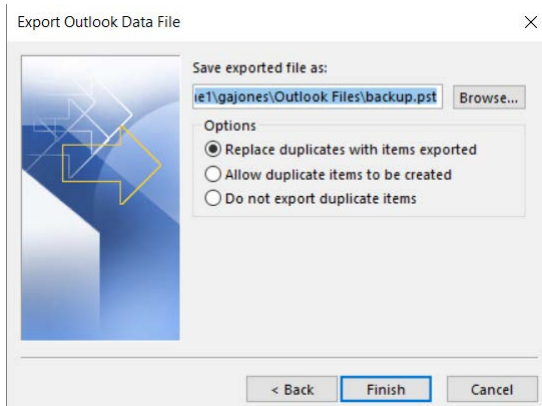
7. On the popup window, if you wish, create an optional security password required to access the .pst file and/or select the "OK" button.

Create Outlook Data File

Add optional password

Password:

Verify Password:

☐ Save this password in your password list

OK   Cancel