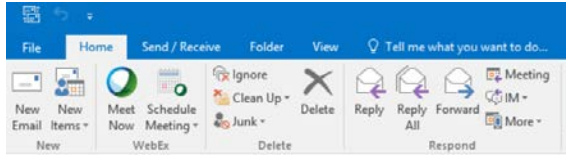
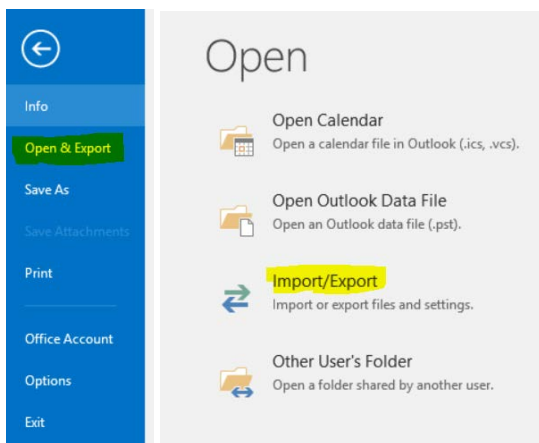


Instructions for creating a backup .PST data file to back up your e-mails

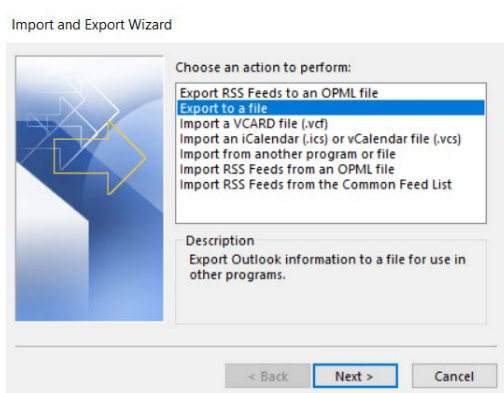
1. While in Outlook, select File from the menu.



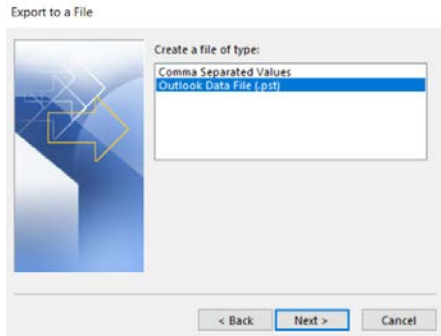
2. Then select "Open & Export" from the left menu, then select "Import/Export".



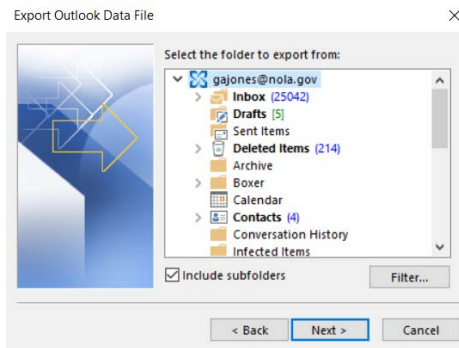
3. Select "Export to a file" then Next button.



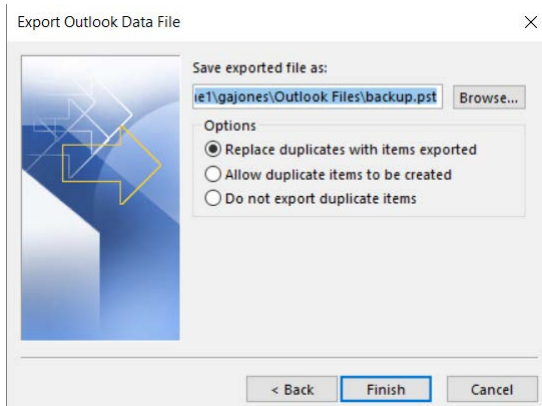
4. Select Outlook Data File (.pst) then Next button.



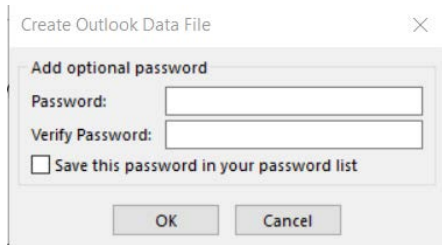
5. Select the folder you desire to create a data file backup. Select the account name to backup all emails, contacts, calendar, etc. This process requires you have enough free space at your backup drive location.



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.



The image shows a dialog box titled "Create Outlook Data File" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Add optional password" which contains two text input fields: "Password:" and "Verify Password:". Below these fields is a checkbox labeled "Save this password in your password list". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".