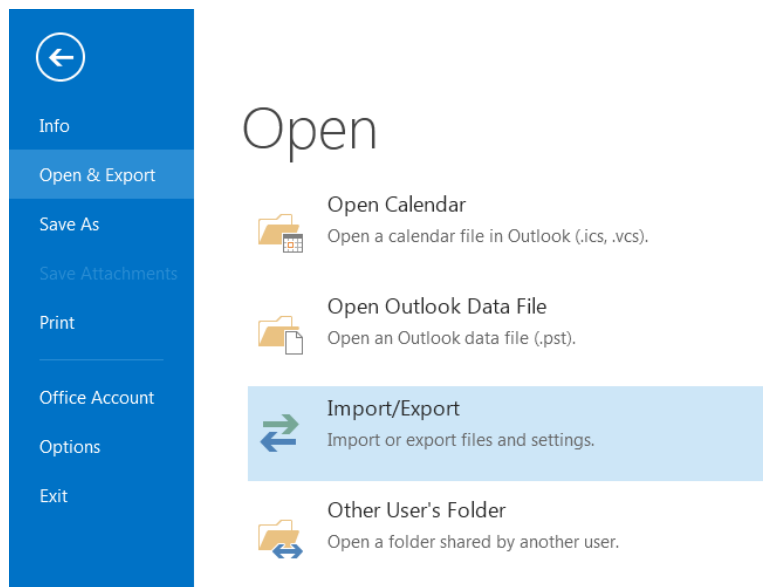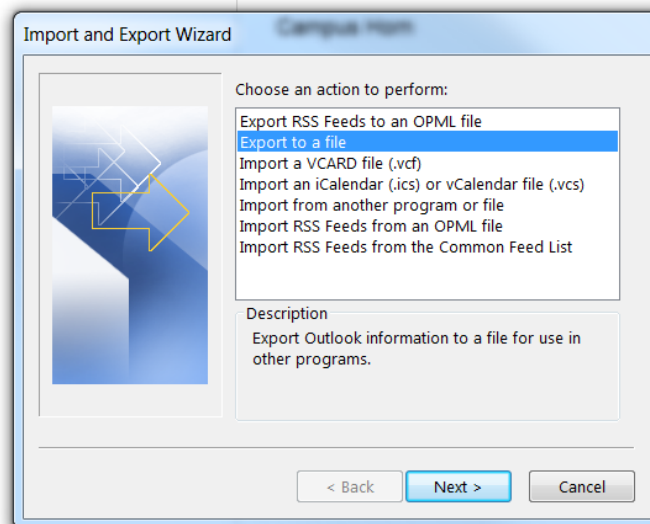## Export mail

1) Using Outlook, sign into the account from which the information is to be exported; select File (upper left); select Open and Export and then Import option
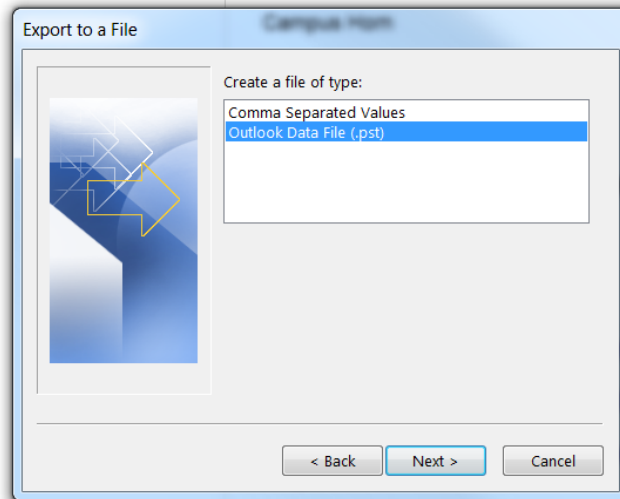
Open

Info

Open & Export

Save As

Save Attachments

Print

Office Account

Options

Exit

Open Calendar
Open a calendar file in Outlook (.ics, .vcs).

Open Outlook Data File
Open an Outlook data file (.pst).

Import/Export
Import or export files and settings.

Other User's Folder
Open a folder shared by another user.

2) Select the option to export to a file and then select Next

Import and Export Wizard

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 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) Select the option to export it into a file type of "pst", select Next

4) If all of the information is to be exported, select the upper level folder (normally your email address), and verify the option to include subfolder is selected. If exporting data in a specific folder, select that particular folder.   Select Next, at this point the option to set a password on the file will appear, if one is desired, set the password. If no password is wanted, simply select OK. The export process will start.
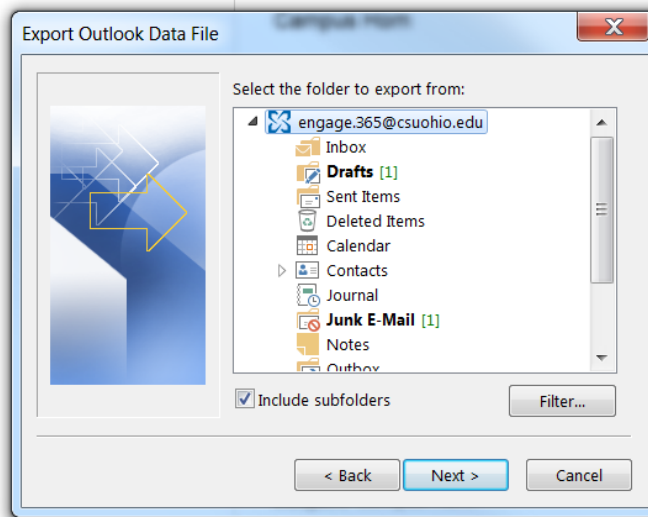
5) Select the location where the file will be saved, if a password is desired, the system will ask for one to be entered before saving. If no password is desired, simply select "OK" on the pop up for the password without entering anything.