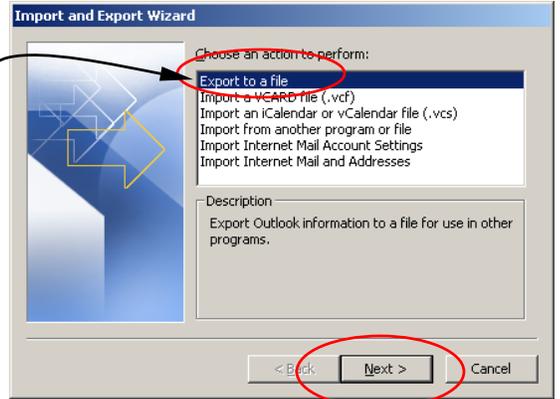


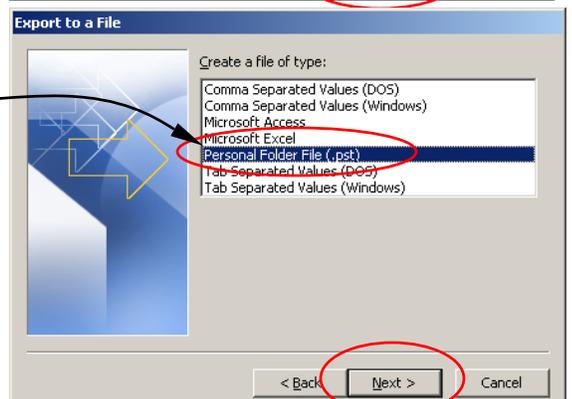
MS Outlook 2003: Backing Up Your Mailbox Data

This how-to will take you through the steps to export the entire contents (as is) to one file called an “Outlook Personal Folder” or “PST file.” This assumes you have Outlook open and are viewing the folder list (Click on the *View* menu item and select *Folder List*).

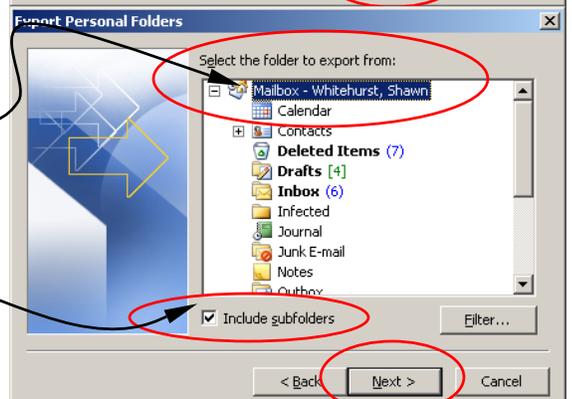
1. Click on the *File* menu item.
2. Select *Import and Export*. You should see a window similar to the one on the right.
3. Select the top choice *Export to a file*.
4. Click the *Next* button.



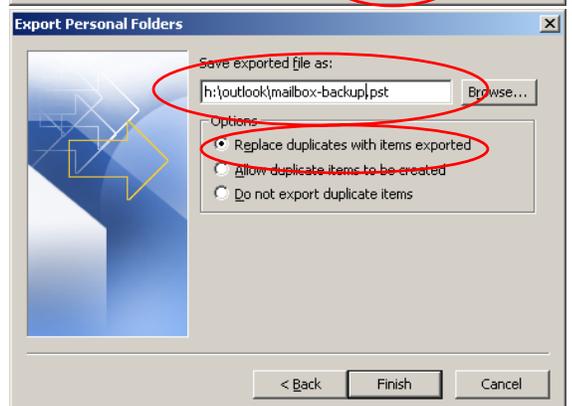
5. You should now see a window prompting you for the type of file to create. Select *Personal Folder File (.pst)*.
6. Click the *Next* button.



7. You should now see a window with all of the areas that you could select to export. Select the top most folder labeled *Mailbox – Lastname, Firstname*.
8. **CRITICAL STEP:** Check the box labeled *Include subfolders*.
9. Click the *Next* button.



10. In the field *Save exported file as:* enter “h:\outlook\mailbox-backup.pst” without the quotes.
11. In the *Options* box, it’s okay to leave the default setting of *Replace duplicates with items exported*.



12. This window is requesting that you enter information *about* the *pst* file you are creating. Enter the following information:

- a. A name in the Name field. This will be what appears on your Outlook if you should add it to your Outlook desktop. It is not the file name, so it does not have the same restrictions. For clarity's sake, I suggest naming it *Mailbox Backup*.
- b. **Encryption Setting**. Change it to *No Encryption*.
- c. **Password**: ***DON'T SET A PASSWORD!***

13. Click the **OK** button.

14. You have just saved the entire contents of your mailbox into a file on your H:\drive. The next step is to copy the entire contents of your H:\drive to a CD.



The image shows a Windows dialog box titled "Create Microsoft Personal Folders". The dialog has a blue title bar with a close button (X) in the top right corner. The main area contains several input fields and options:

- File:** A text box containing the path "h:\outlook\mailbox-backup.pst".
- Name:** A text box containing "Mailbox Backup".
- Format:** A dropdown menu showing "Personal Folders File".
- Encryption Setting:** A group box containing three radio button options:
 - No Encryption
 - Compressible Encryption
 - High Encryption
- Password:** A group box containing two text boxes:
 - Password:** An empty text box.
 - Verify Password:** An empty text box.
- Below the password fields is a checkbox labeled "Save this password in your password list", which is currently unchecked.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".