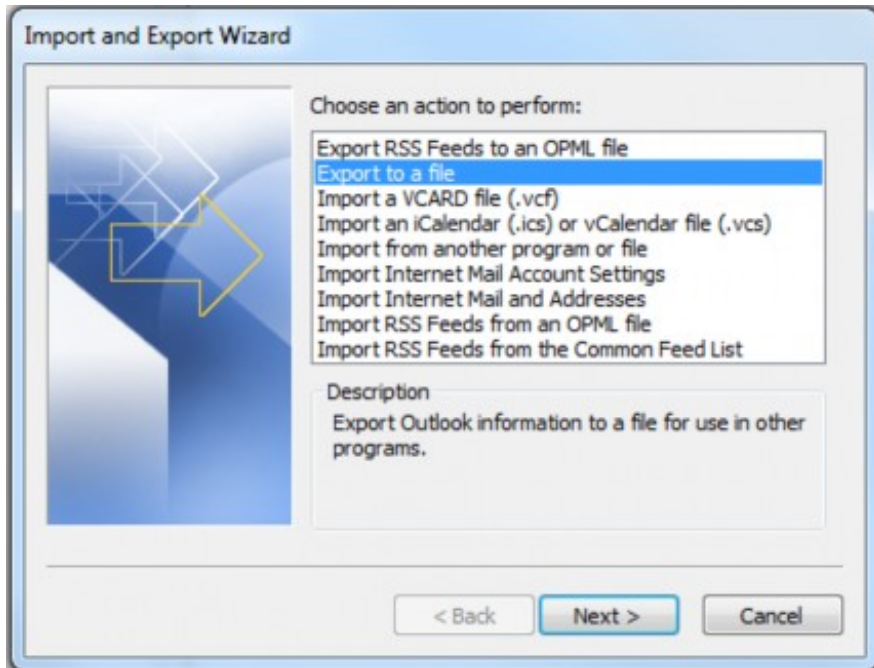


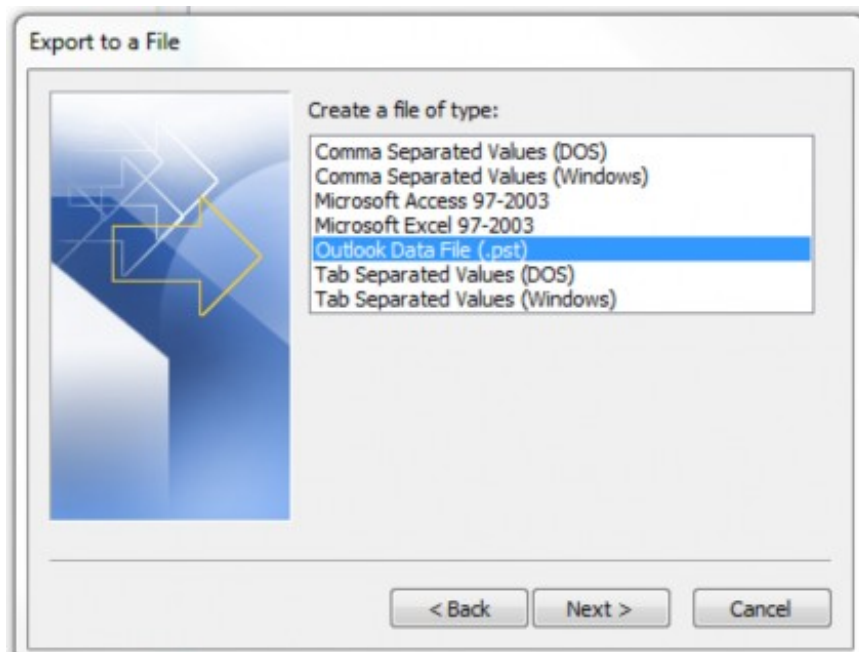
# Exporting PST files

Last Modified on 17/09/2018 9:38 am BST

1. Open Outlook and go to File > Open > Import.
2. Select Export to a File.

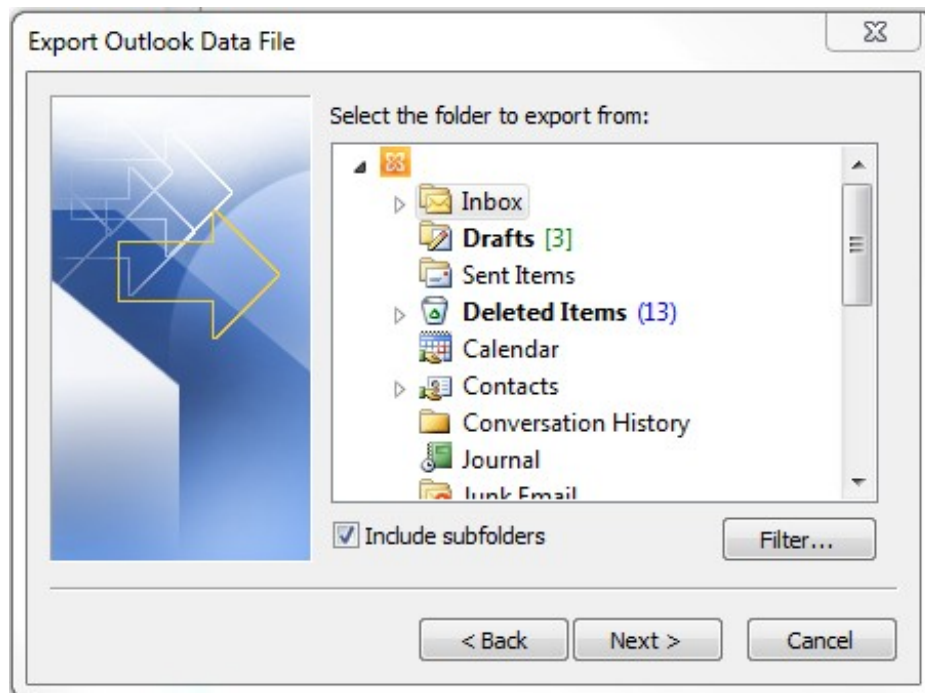


3. Go to Next, select Outlook Data File (.PST) and go to Next.

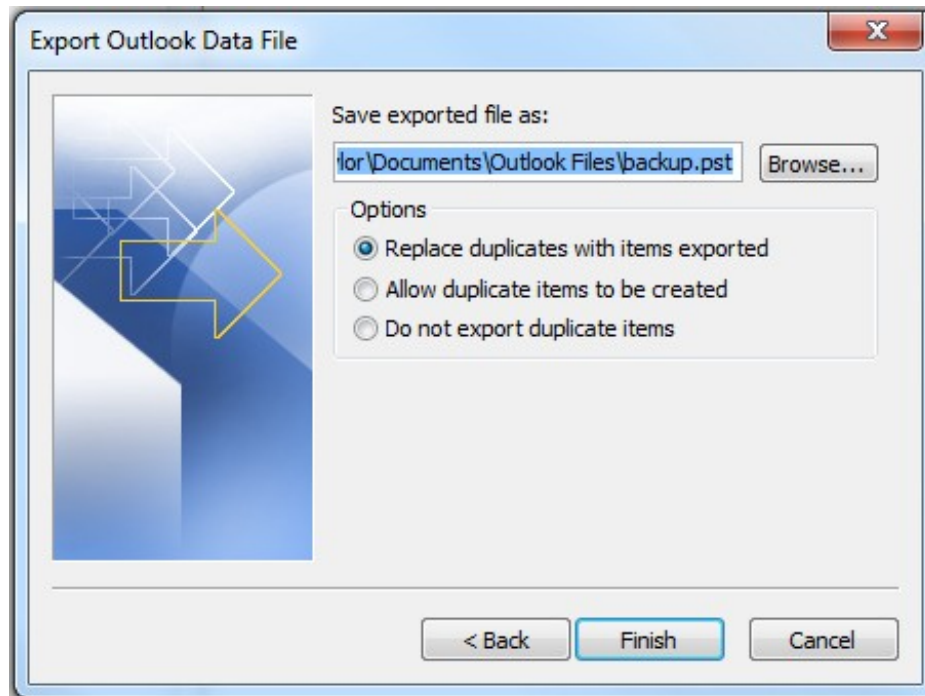


4. Select which part of the mailbox you would like to export, if you would like to

export the entire mailbox select your email address from the top of the list.



5. Go to **Next** and then go to **Browse** and select the location you would like to export.



6. Go to **Finish** where you will be given the option to set a password to secure the PST, enter a password if you wish to do so and click **OK**, there will then be a short delay while the data is exported.

Create Outlook Data File ✕

Add optional password

Password:

Verify Password:

Save this password in your password list