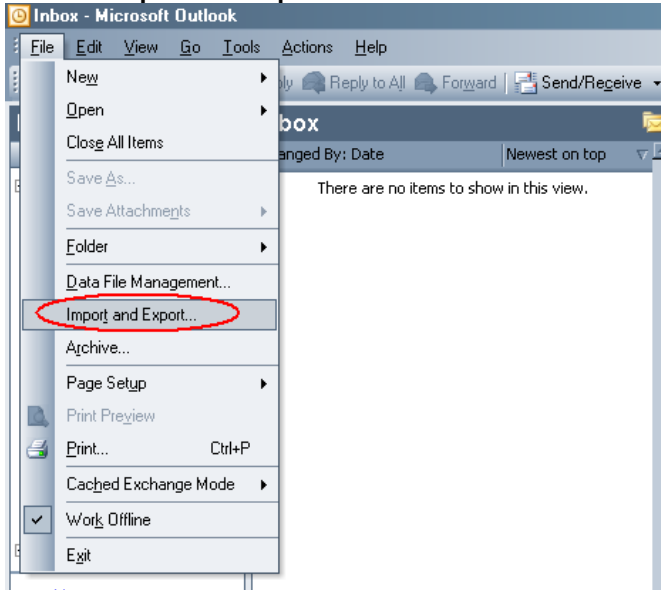


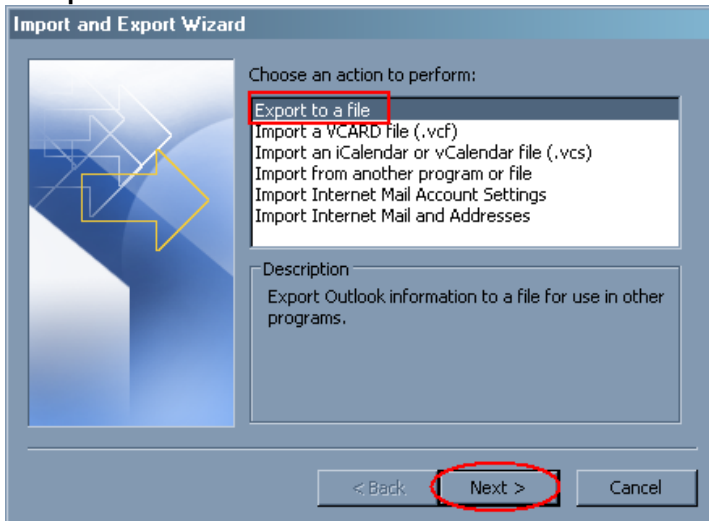
## How to archive email to \*.pst

+ Save email or folder as \*.pst.

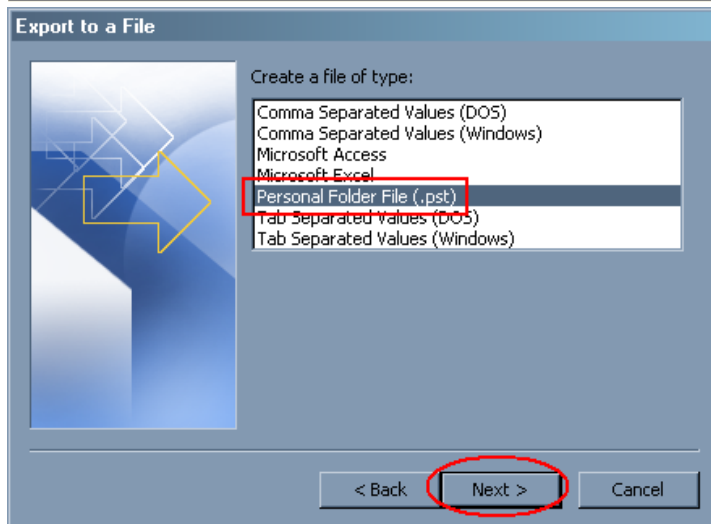
1. Select **Import and Export** in **File** menu.



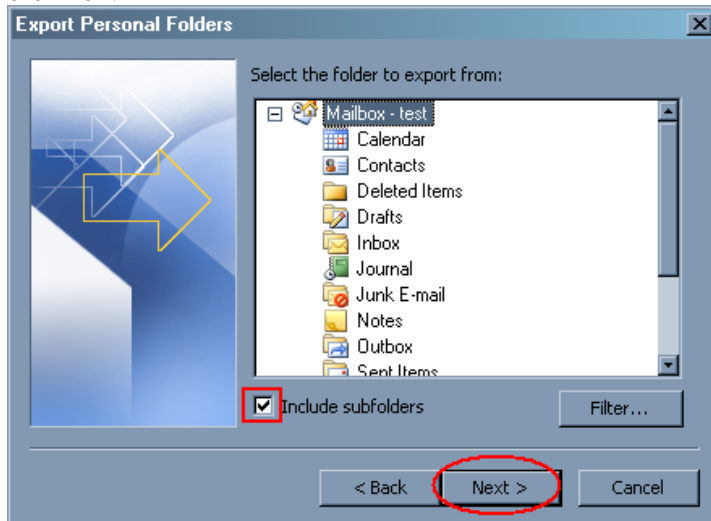
2. **Export to a file** and click **Next**.



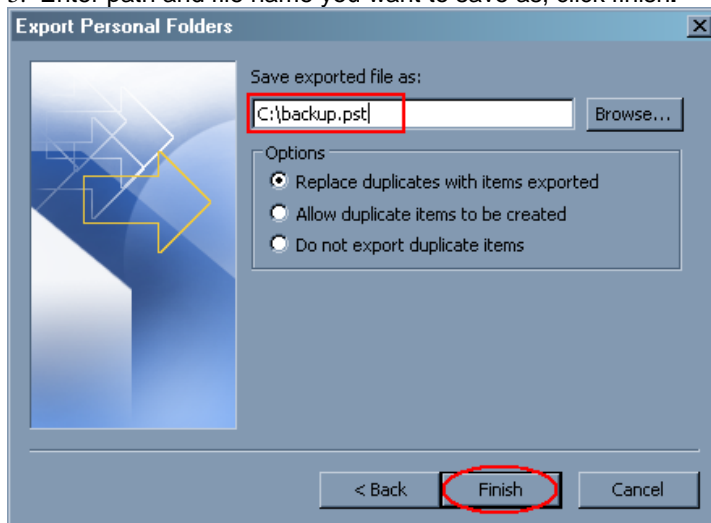
3. Create as **Personal Folder File (\*.pst)** . Click **Next**.



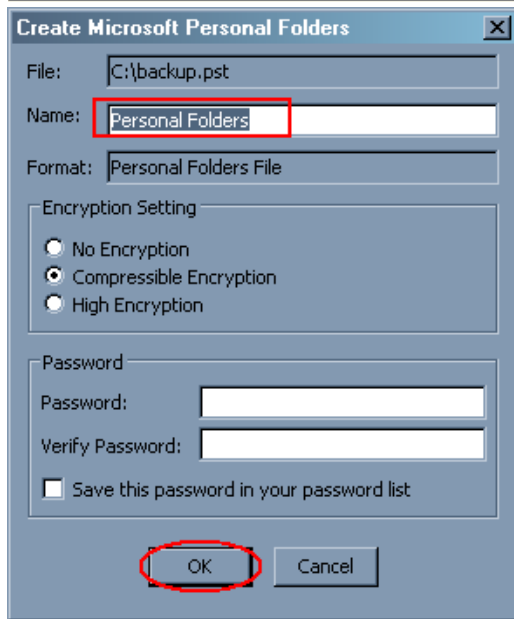
4. Select folder you want to archive, also can **Filter** to find more exact option. Check Include subfolders, then click **Next**.



5. Enter path and file name you want to save as, click finish.

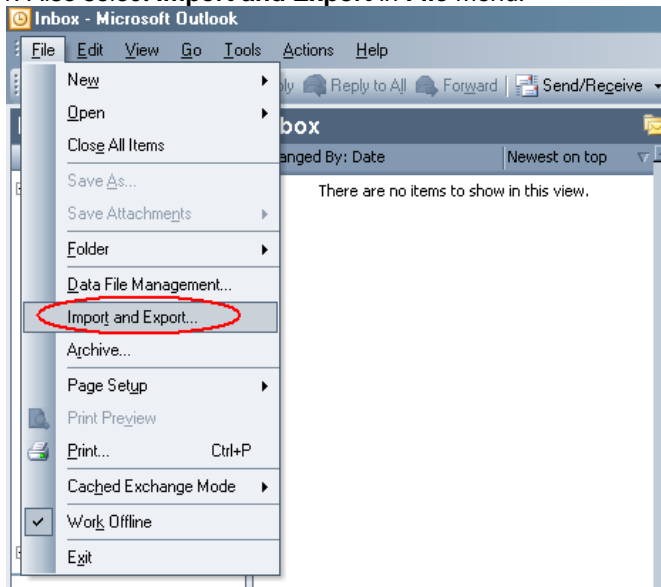


6. Press **OK** to close the wizard.

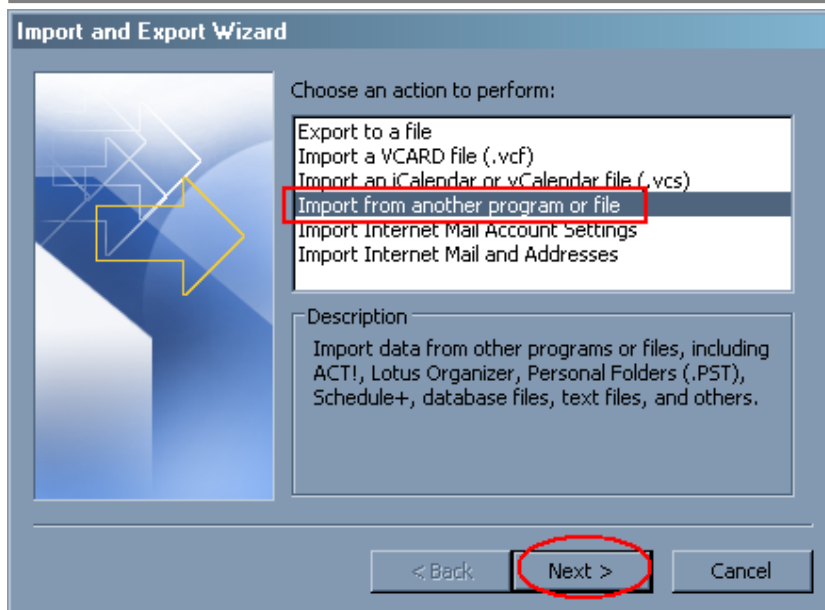


**Import from \*.pst.**

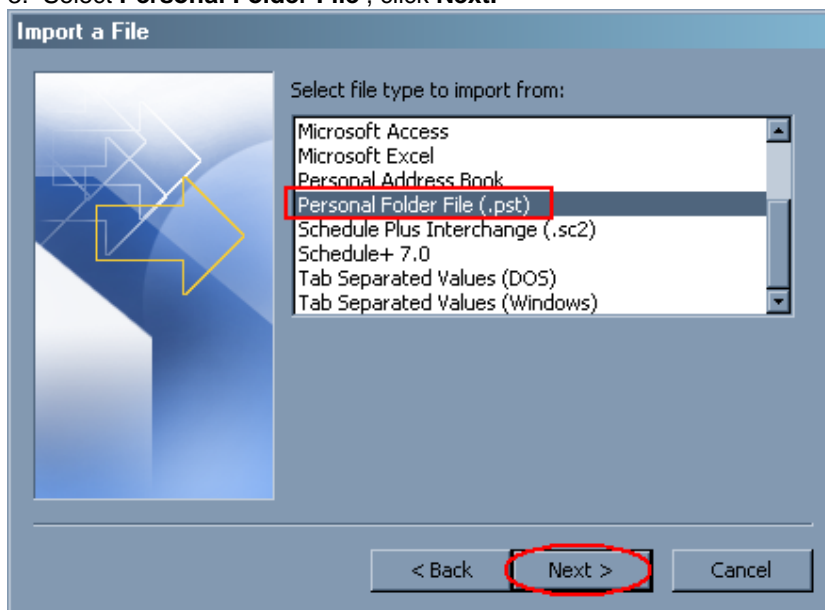
1. Also select **Import and Export** in **File** menu.



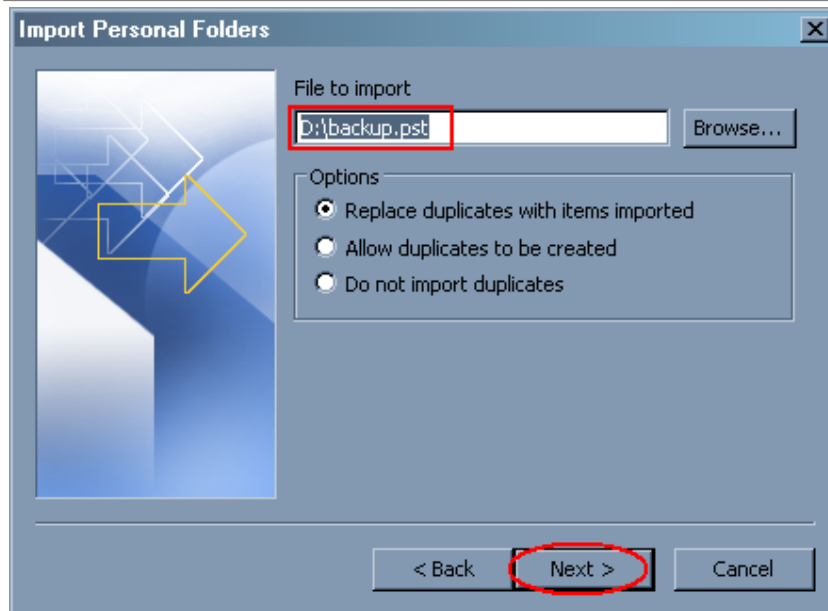
2. Select **Import from another program of file**, click **Next**



3. Select **Personal Folder File** , click **Next**.



4. Enter path and file name you have save to and click **Next**.



5. Select import folder from and select import folder to, then click **Finish** to close.

