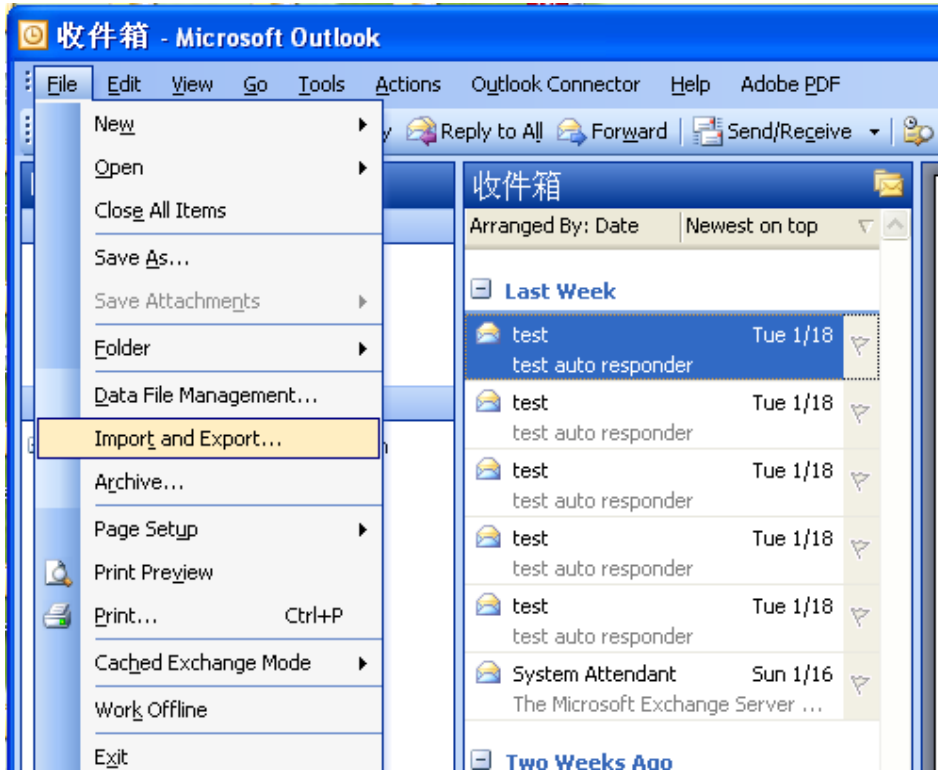
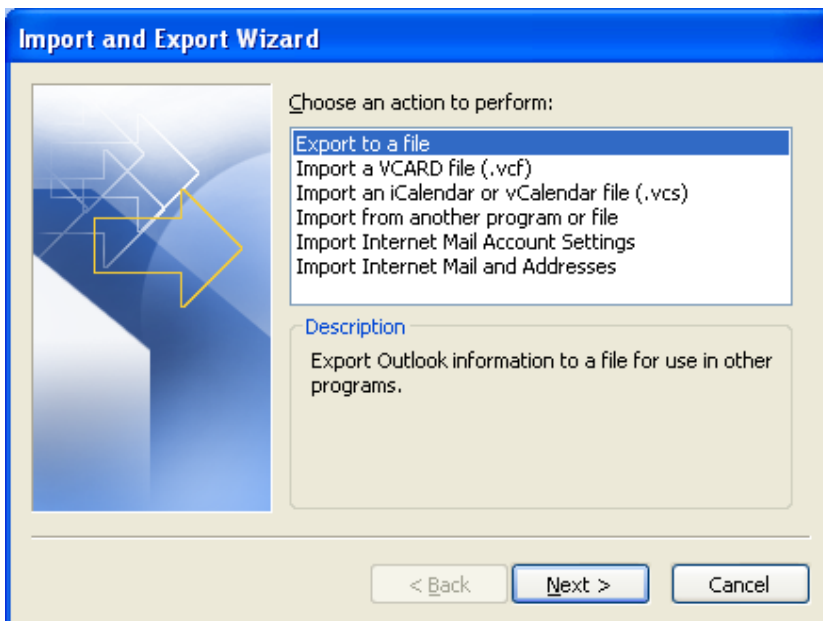


Export Email to PST file

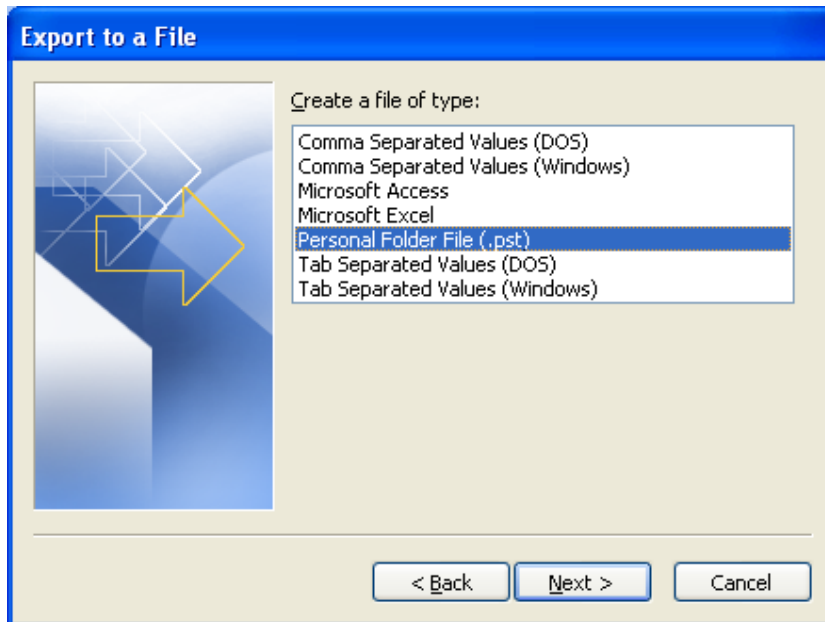
1. Go to **File – Import and Export**



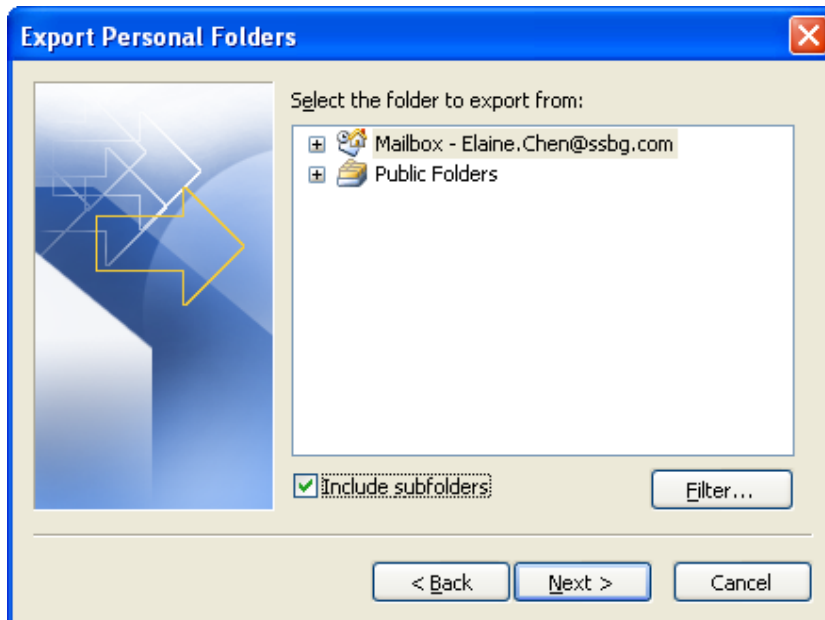
2. Select **Export to a file** -- click Next



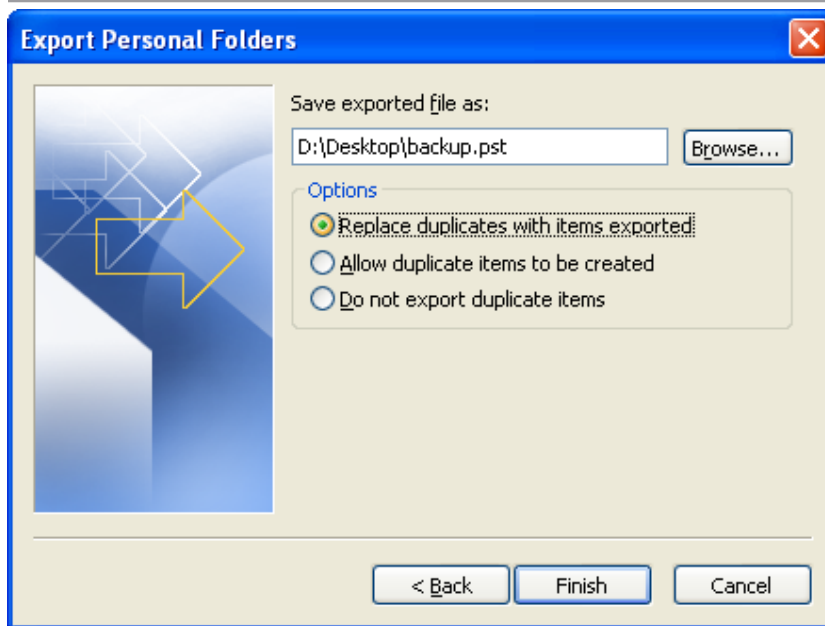
3. Select export to **Personal Folder File (.pst)** file, click Next



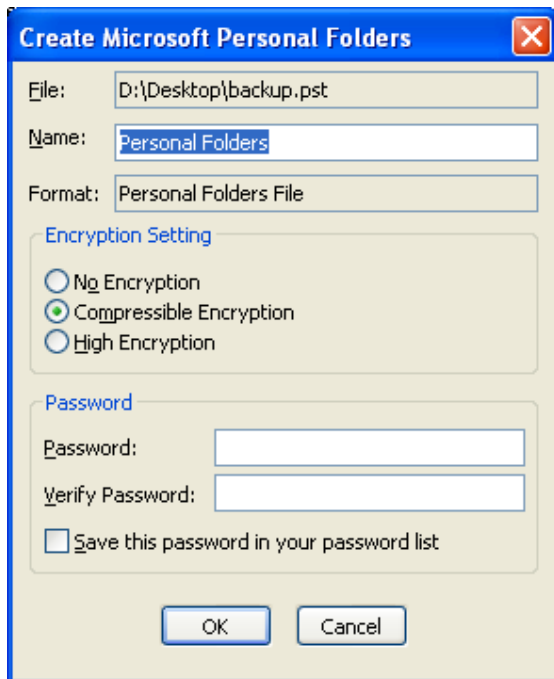
4. Select **Exchange mail box**, also check the **Include subfolders** option.
(Please also backup **Public Folders** if you have repeating all these steps after this mail box is done)



5. Select **backup location**, and click Finish



6. There will appear a dialog box, you enter the **Name** you like and click OK



7. You go to the location you saved it and you will find the pst file with all the emails in that exchange account.
8. Please repeat the steps if you have **Public Folders**.