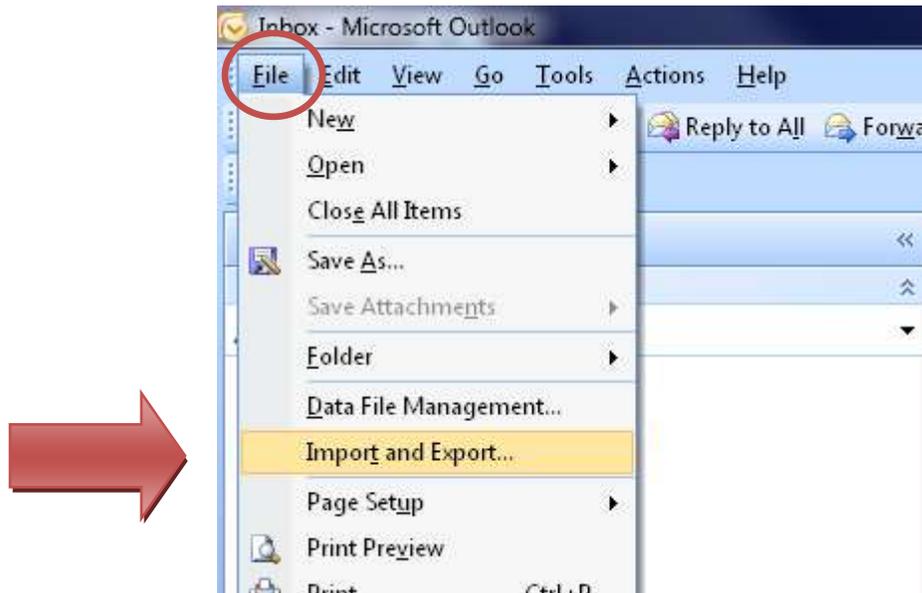
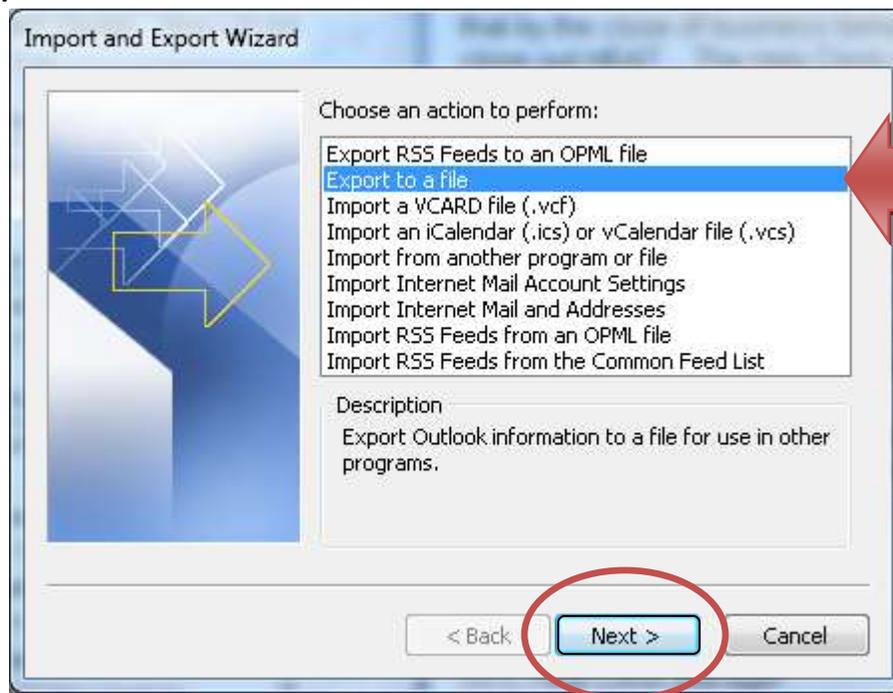


Exporting a .pst File using Outlook 2007

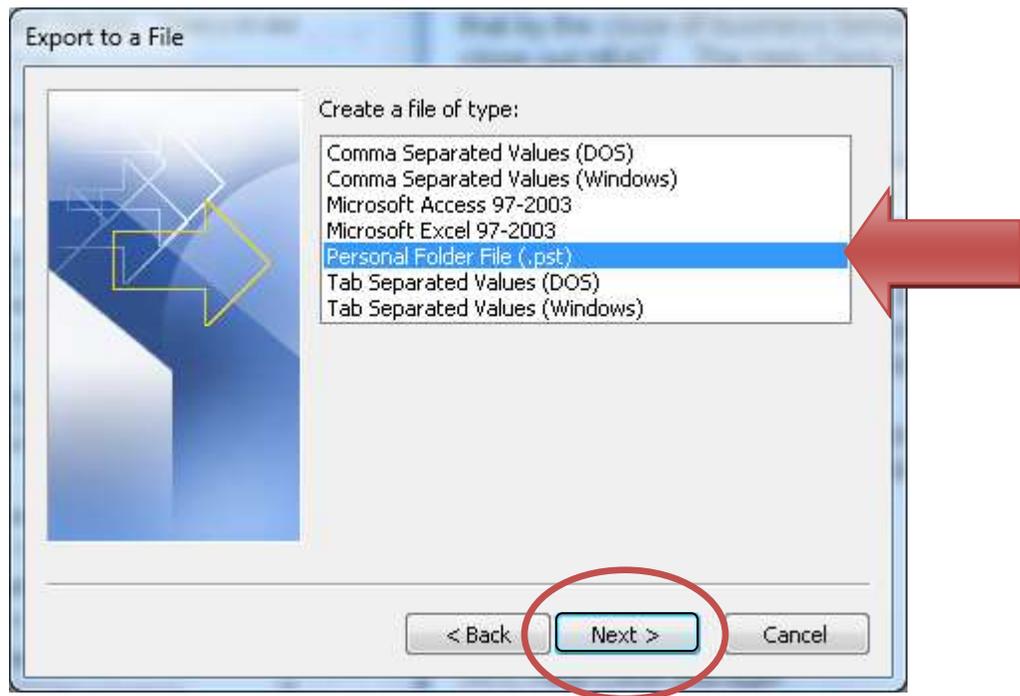
1. Open Outlook and click **File**. Then, click **Import and Export**.



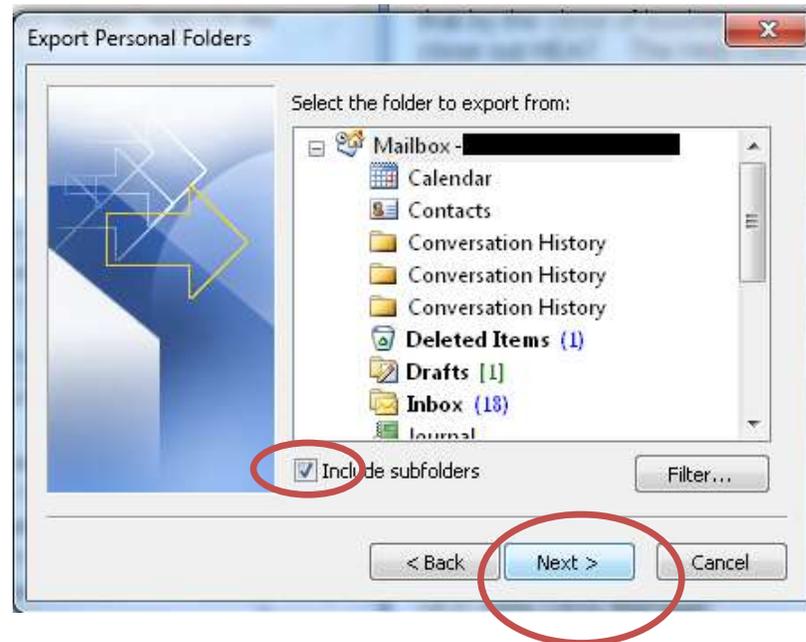
2. Select **Export to a file** and click **Next**.



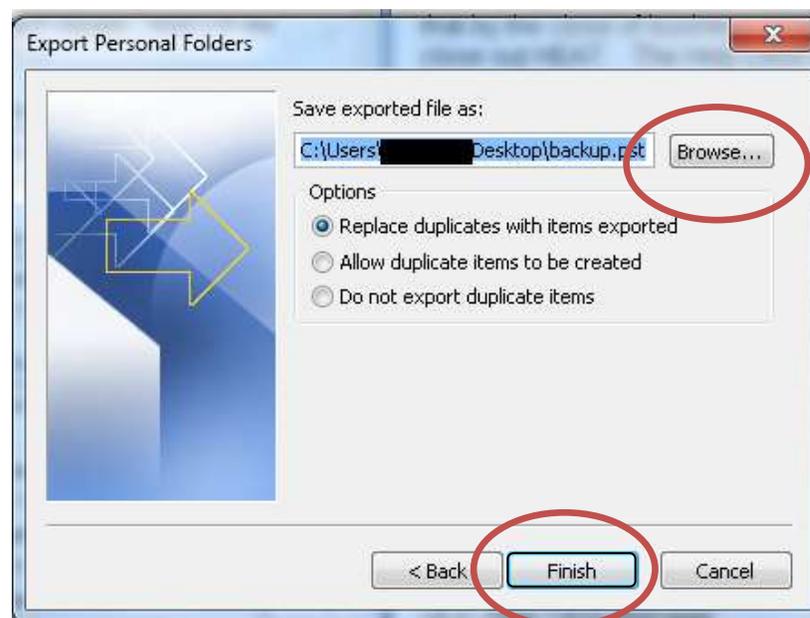
3. Select **Personal Folder File (.pst)** and click **Next**.



4. Select the mailbox or folder that you want to export. Then, check the **Include subfolders** box and click **Next**.



5. Click **Browse** and select where you want to save the **Personal Folder File (.pst)**. Click **Finish**.



6. If you'd like, you can then create a password for the file. When you are done, click **OK**.



If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.