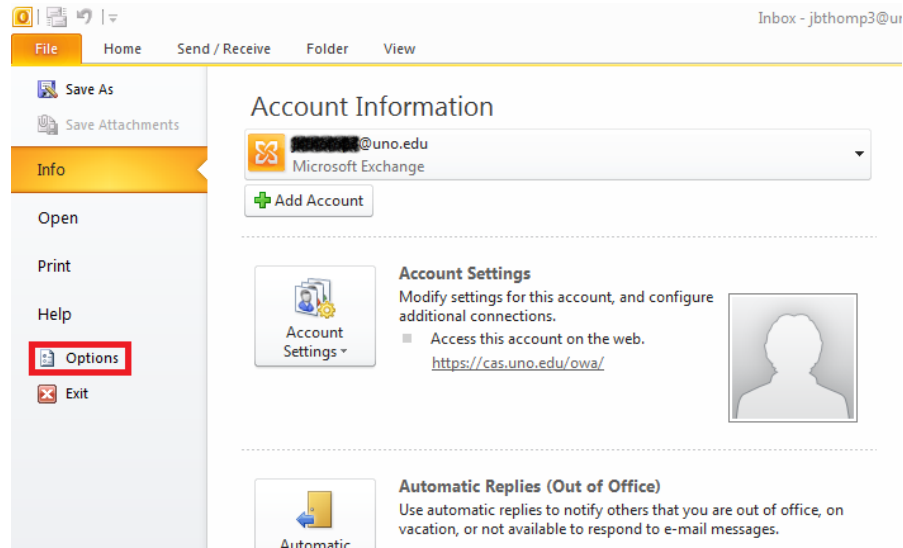
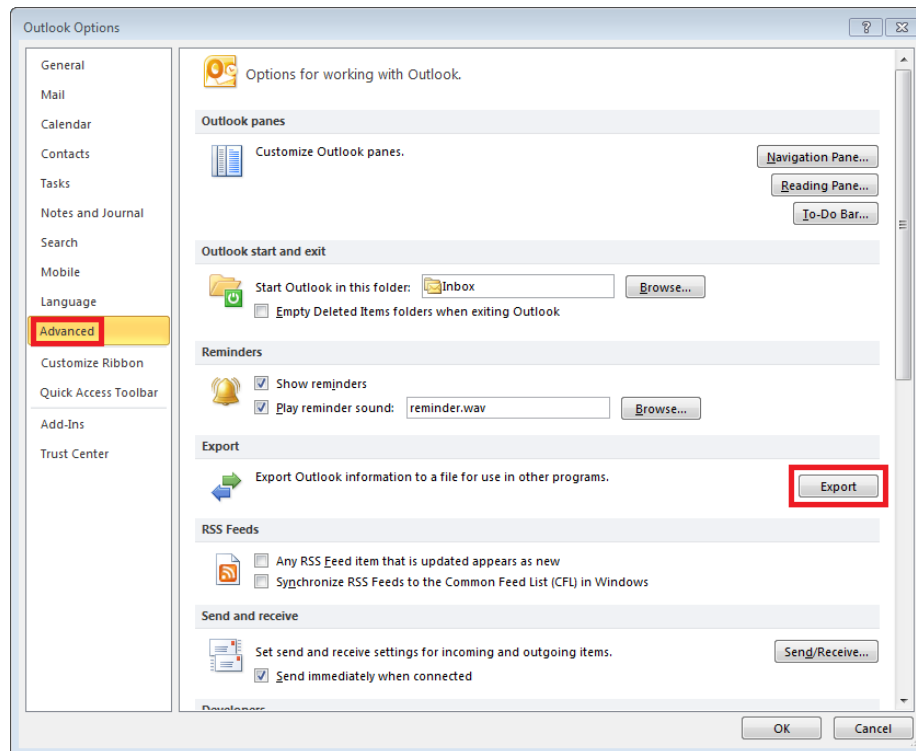


Exporting to a .pst file (Outlook 2010)

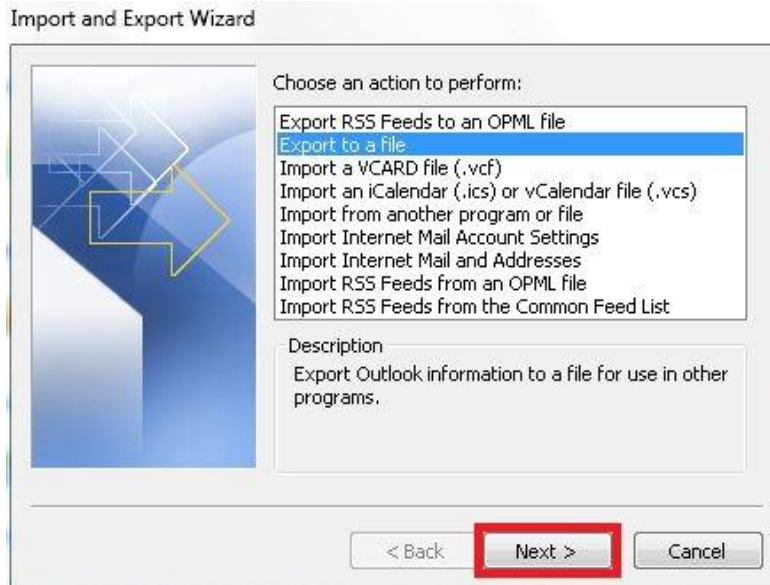
1. Go to the File tab and click Options.



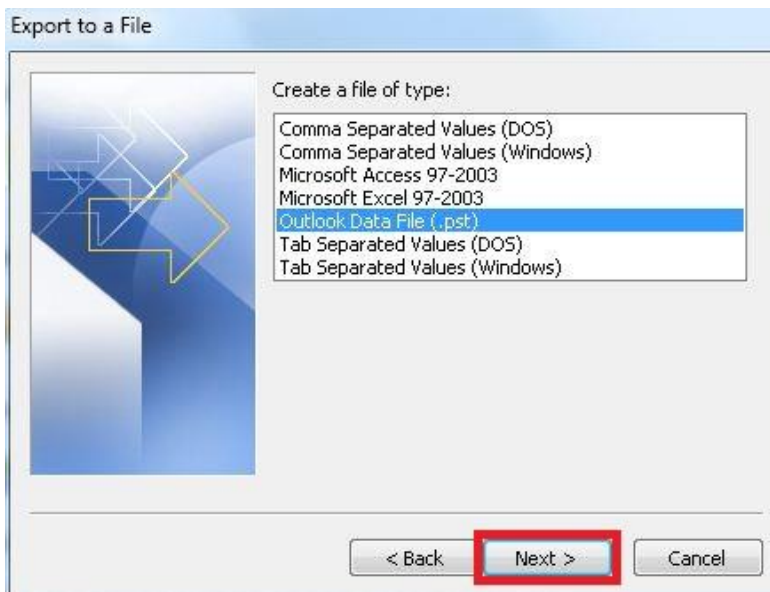
2. A new window will appear. On the left hand side, select Advanced. Then, click the Export button.



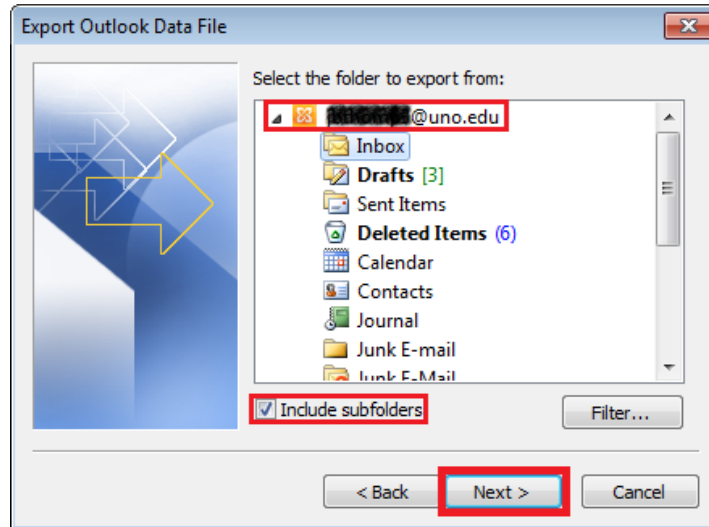
3. Yet another window will appear. Select **Export to a file** from the list and click **Next**.



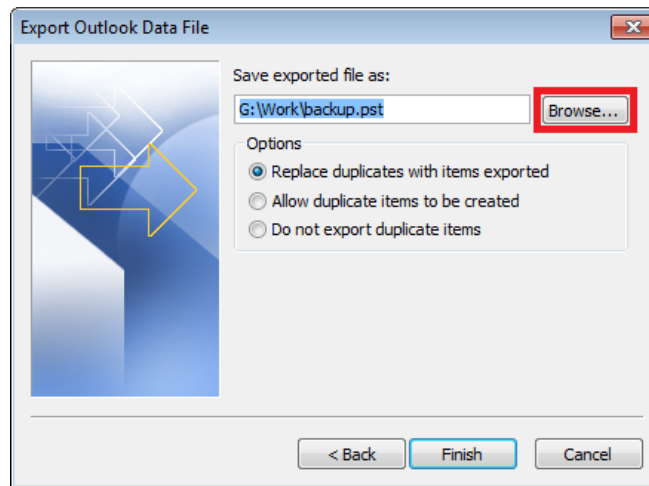
4. Select **Outlook Data File (.pst)** from the list and click **Next**.



5. Select the account you wish to export. Be sure to check the Include subfolders check box. Then, click Next.

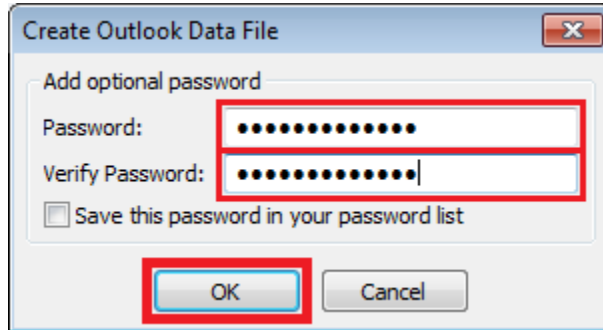


6. Click the Browse button and select the location you wish to save the Outlook Data File (.pst). Click OK.



7. Click Finish.

8. If you wish, you can create a password for the file. 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.