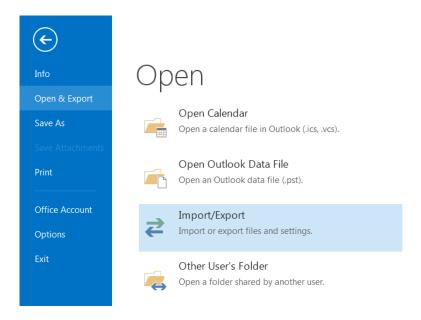
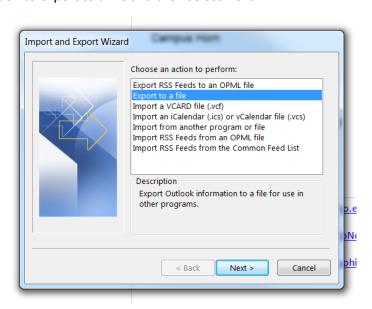
Export mail

1) Using Outlook, sign into the account from which the information is to be exported; select File (upper left); select Open and Export and then Import option

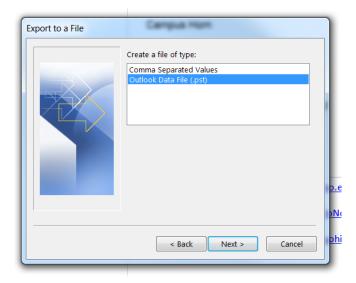


2) Select the option to export to a file and then select Next

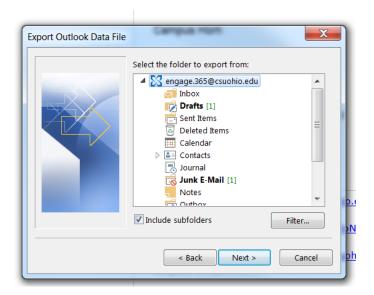


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3) Select the option to export it into a file type of "pst", select Next

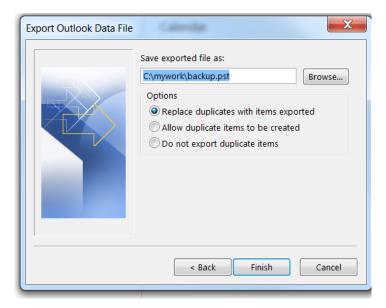


4) If all of the information is to be exported, select the upper level folder (normally your email address), and verify the option to include subfolder is selected. If exporting data in a specific folder, select that particular folder. Select Next, at this point the option to set a password on the file will appear, if one is desired, set the password. If no password is wanted, simply select OK. The export process will start.



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5) Select the location where the file will be saved, if a password is desired, the system will ask for one to be entered before saving. If no password is desired, simply select "OK" on the pop up for the password without entering anything.



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