

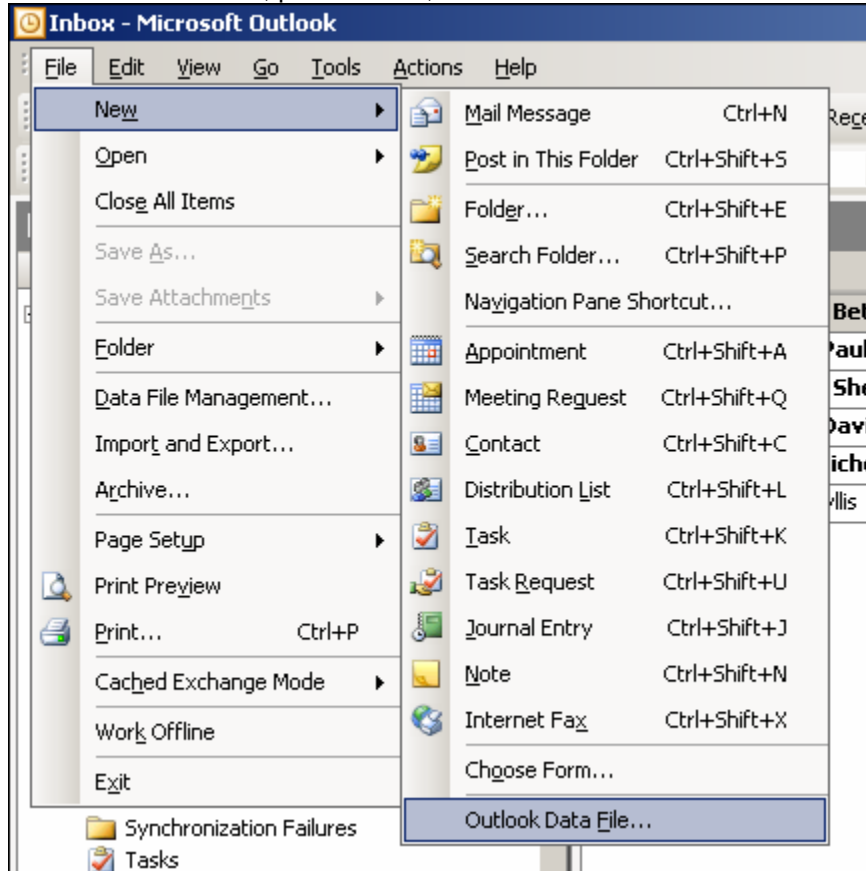
How do I backup my Outlook mail?

Saving Outlook items to a Personal Folders File

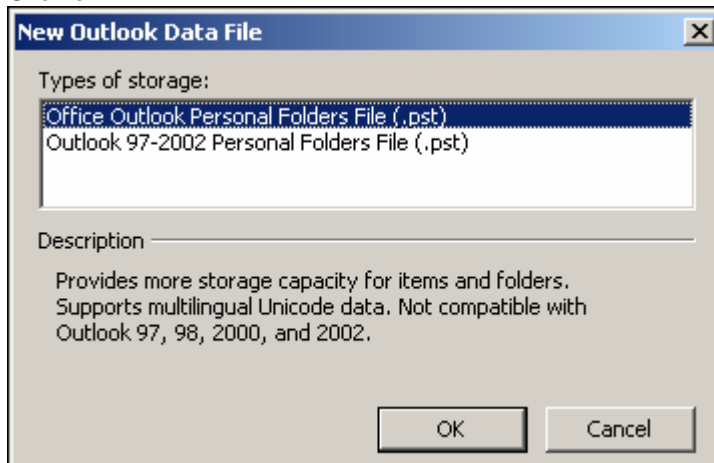
To copy individual messages from a folder in Outlook to a .pst file (Personal Folder).

A. Create a personal folder

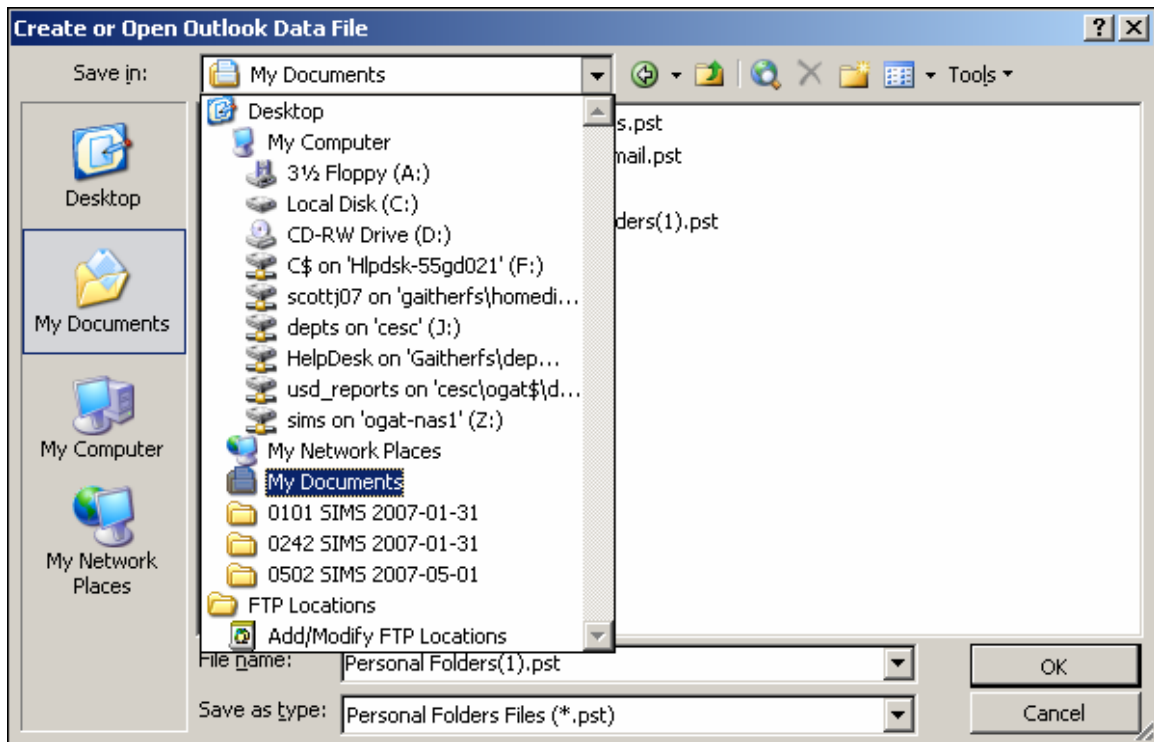
1. On the **File** menu, point to New, and then click Outlook Data File.



2. Click ok

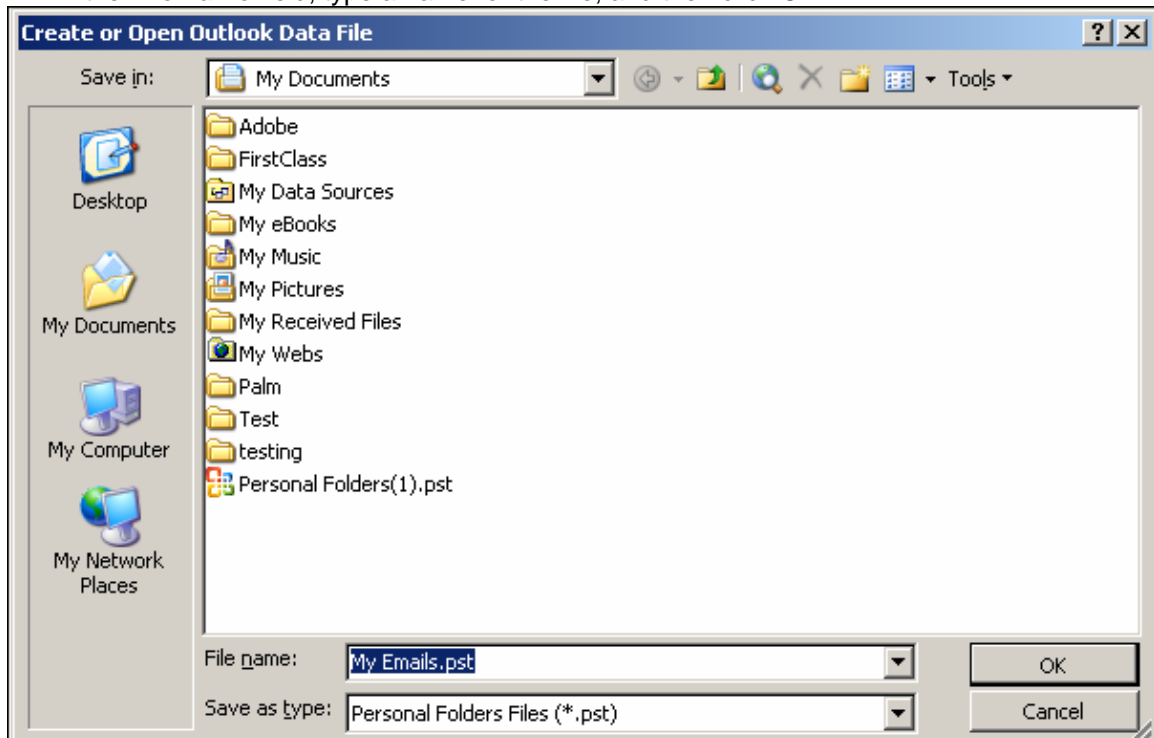


3. In the **Save in** list, click the folder you want to save the file in. We suggest you save the file to your home directory on the network.

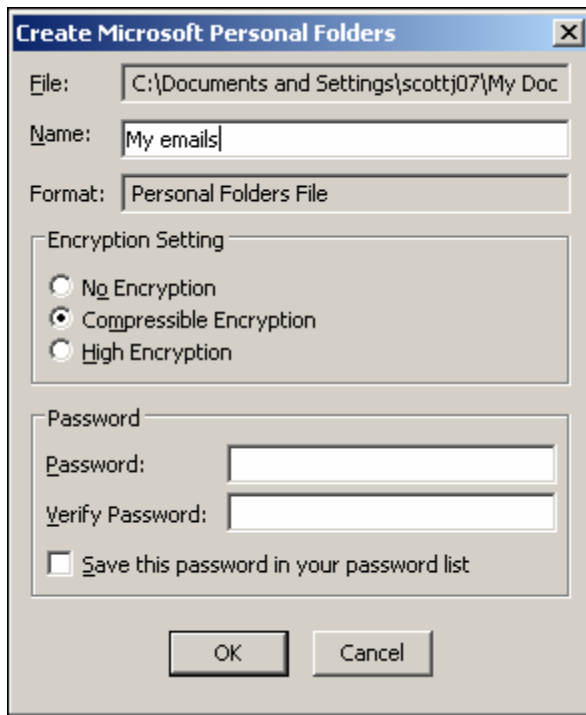


Note: We do not recommend saving your Personal File Folder to the default location suggested by Outlook. Make sure you save the file to a folder you have rights to view, such as "My Documents" (your home directory) on the file server.

4. In the **File name** field, type a name for the file, and then click OK.



5. In the **Name** box, type the name you want to display in your Microsoft Outlook Folder List for the folder, and then click **OK**.



Personal folders are saved with the extension .pst, and the folder items remains on your computer or File Server home directory, not on the outlook server. If you use another computer, and are unable to access the location the file was saved to you will not be able to see items stored in your personal folder.

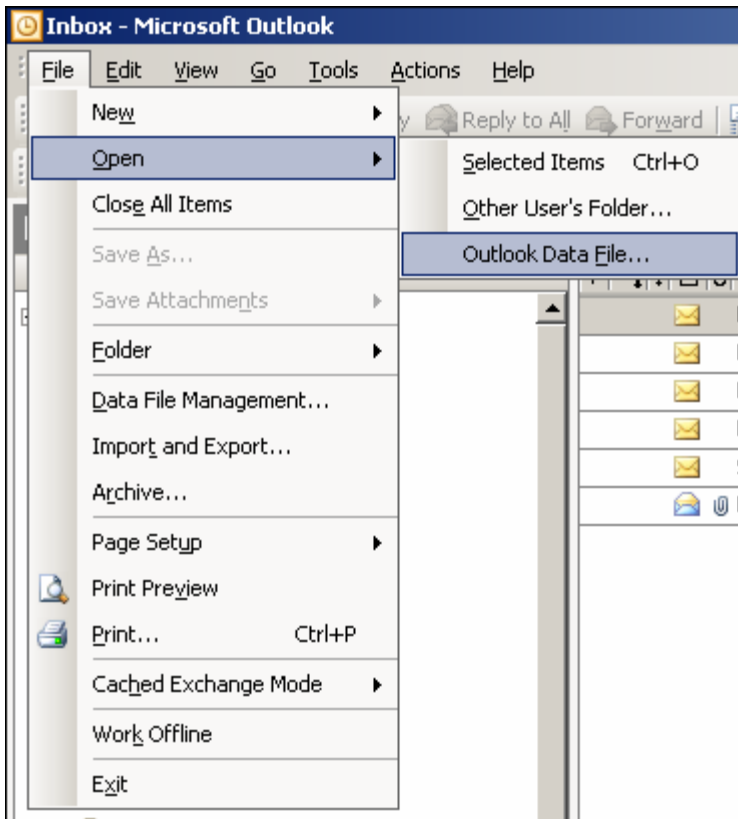
Note by default, personal folders are created for messages. You can add other subfolders for other item types — for example, Contacts. In the Folder List, click the personal folder, and then on the File menu, point to New, and then click Folder.

B. Copy or move items into a personal folder

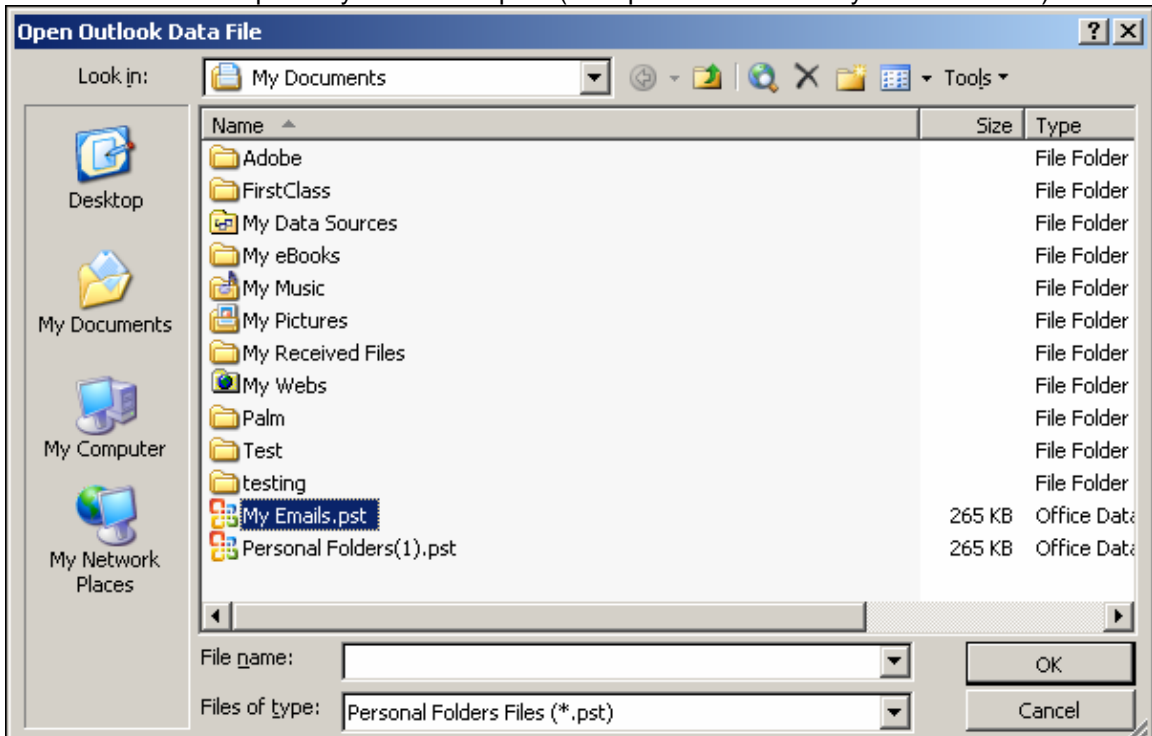
Now you can open the personal folder you just created and copy or move items to it. If you drag items while holding down the right mouse button you will have a choice of move or copy when you drop the item(s) into the destination folder.

Windows XP users skip to step #4

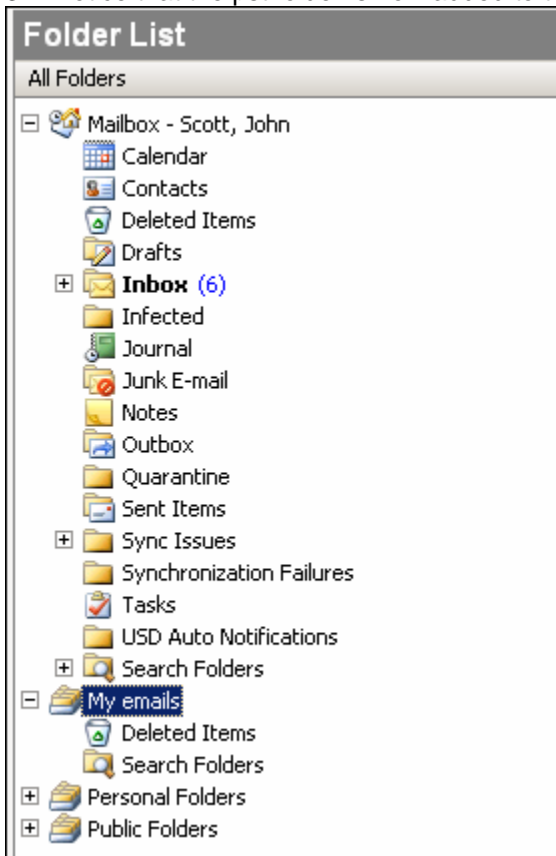
1. On the File menu, point to Open, and then click Outlook Data File.



2. Double click the .pst file you want to open. (The .pst file is added to your Folder List.)



3. Notice that the pst folder is now added to the folder list.



4. Now you can hold down the right mouse button while dragging, clicking on copy to copy an item to the personal folder (not holding down the right mouse button will move the item to the Personal Folder File).

