

Mail Backup Procedures in Outlook

If you are a graduating or completing student, or a faculty member who is retiring or moving out and want to save your email to your PC, you can use the "Import/Export" function in Outlook for the desktop to back up (export) your email as a data file (.pst).

This backup is intended for users receiving mail in Exchange or IMAP.

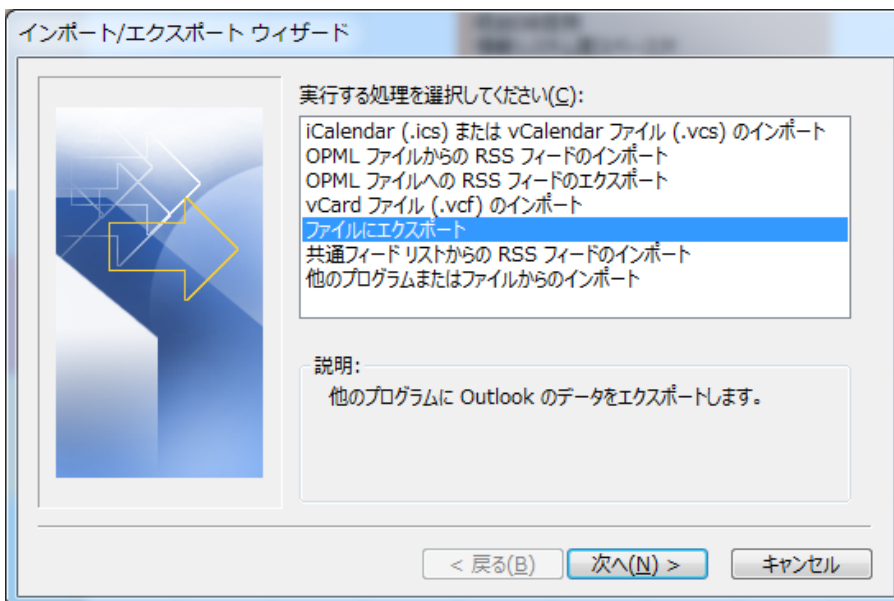
If the user ID is deleted and mail is no longer available, you cannot use this method.

To export emails:

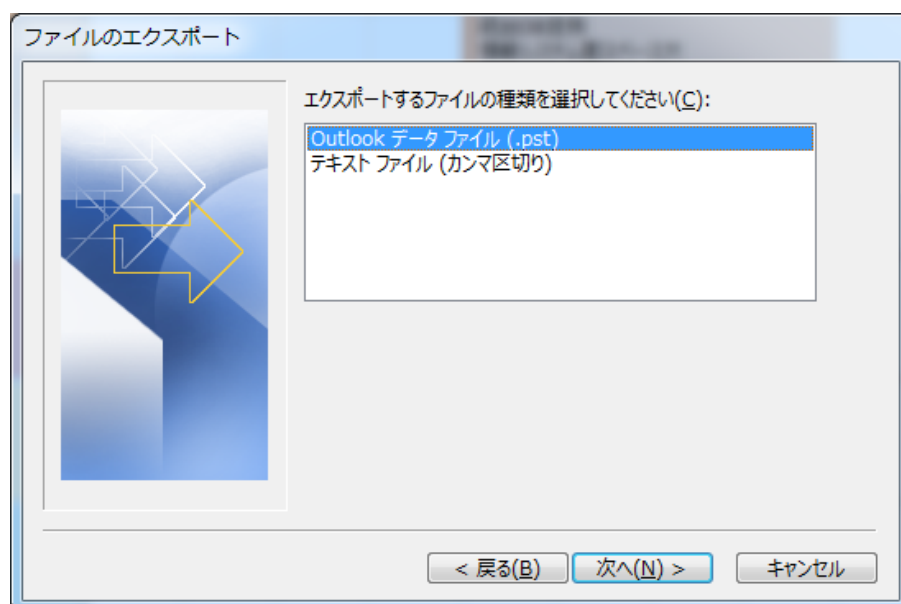
1. On the File menu, click File - Open/Export - Import/Export.



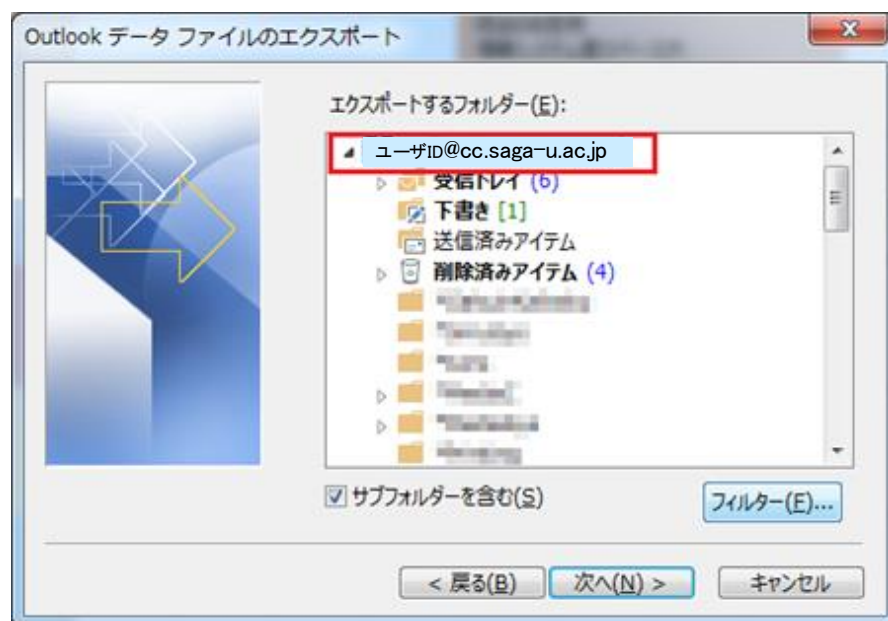
2. Select Export to File and click Next.



3. Select [Outlook Data Files (.pst)] and click Next.

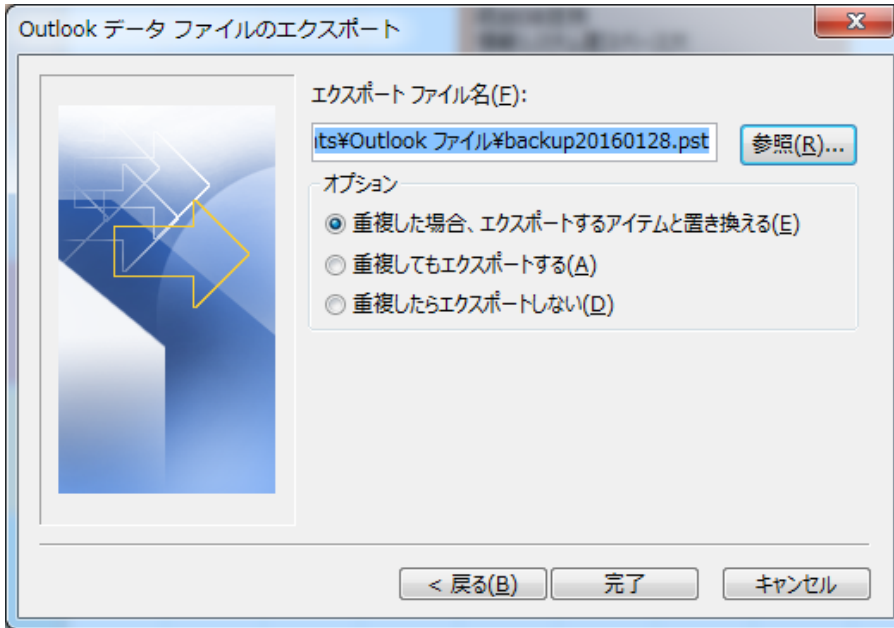


4. Select the email account you want to back up and click Next.



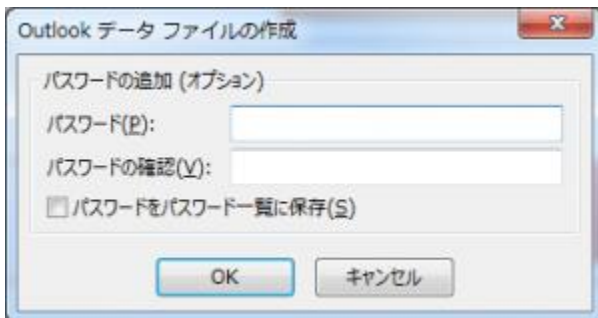
5. Enter an optional file name to export the exported data to, and then click Finish.

If you want to specify the folder in which to place the exported data file (.pst), click Browse and specify the folder.



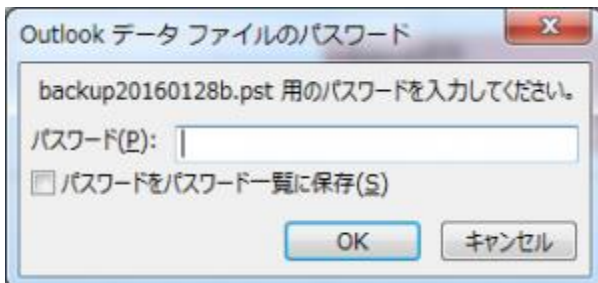
6. Set Password

To set a password, enter the password and click [OK]. If you do not want to set a password, do not enter it and click [OK].



7. Enter the password again and click OK.

If no password is set, this screen does not appear.



The mail export will start, so wait for it to complete. If you have a large amount of mail, it will take a long time.