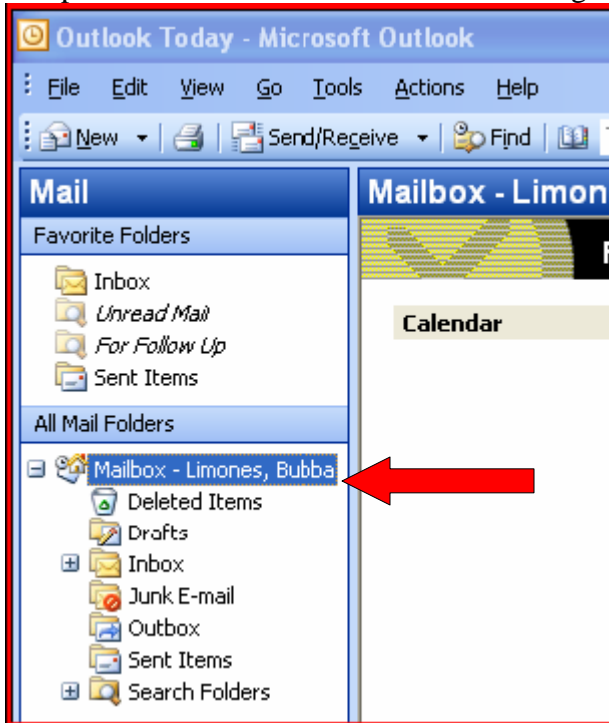
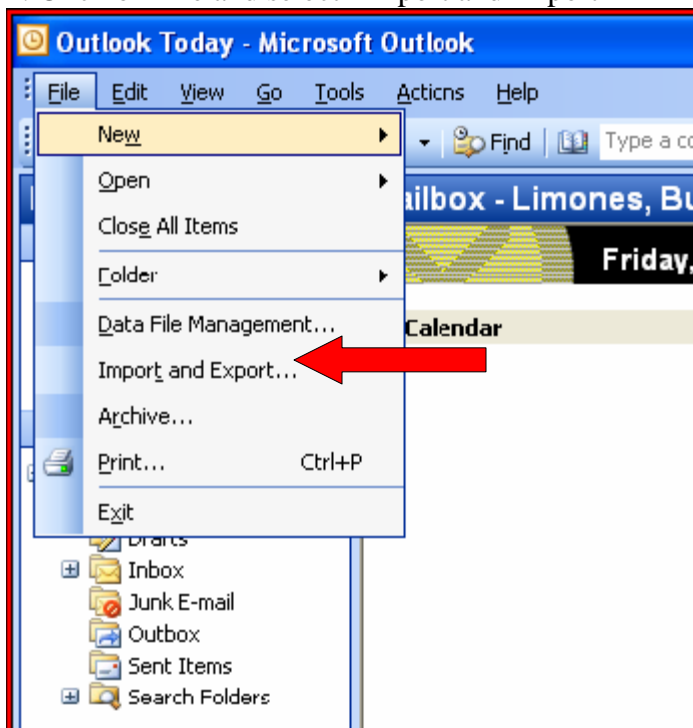


## Backup Email in Outlook 2003 #2

1. Open Outlook. Select the Mailbox heading.



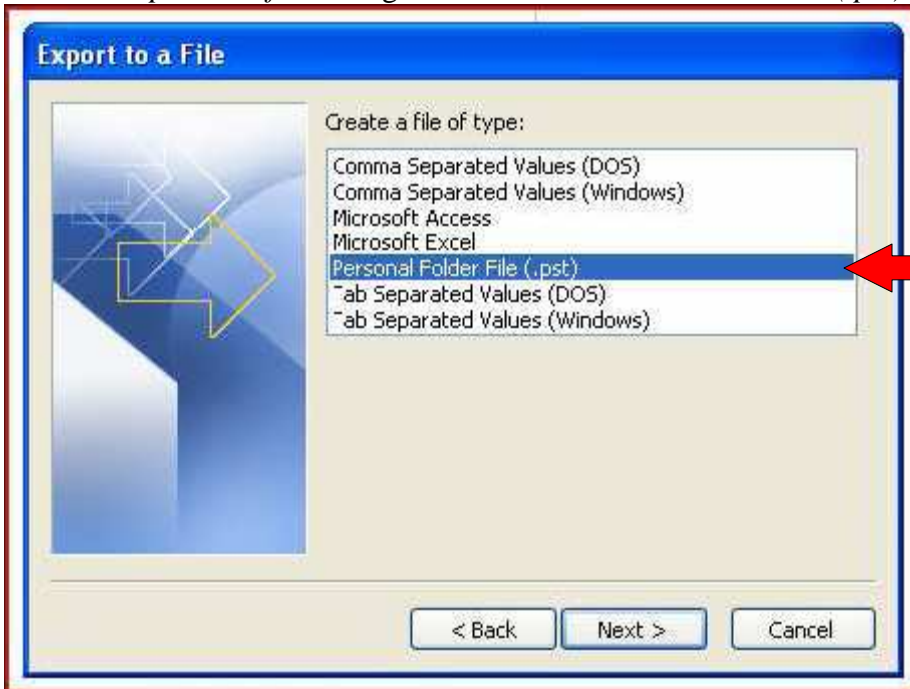
2. Click on File and select "Import and Export"



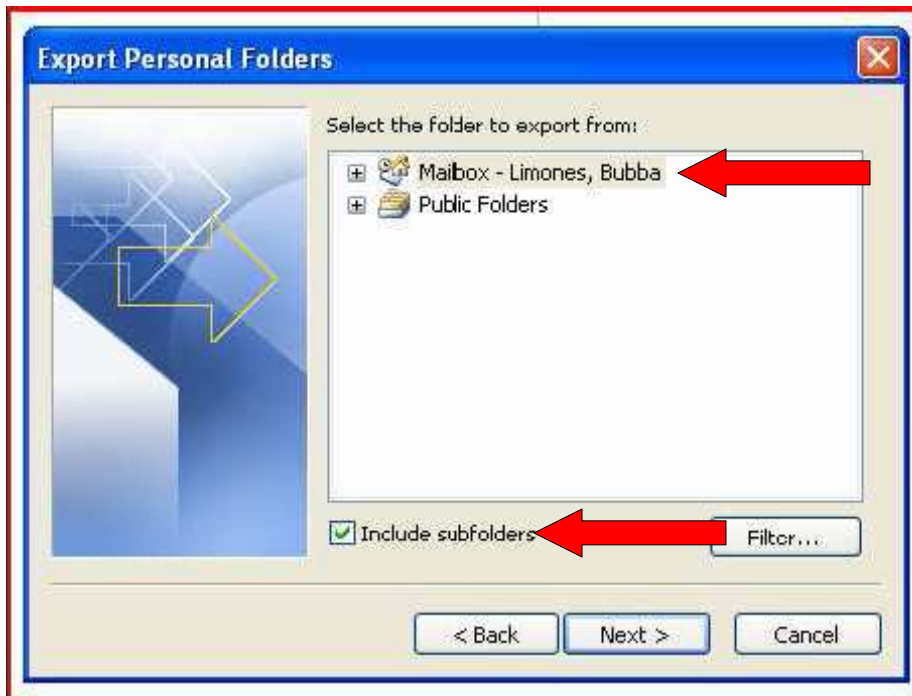
3. In the “Import and Export Wizard” dialog box, select *Export to a file*. Click *Next*.



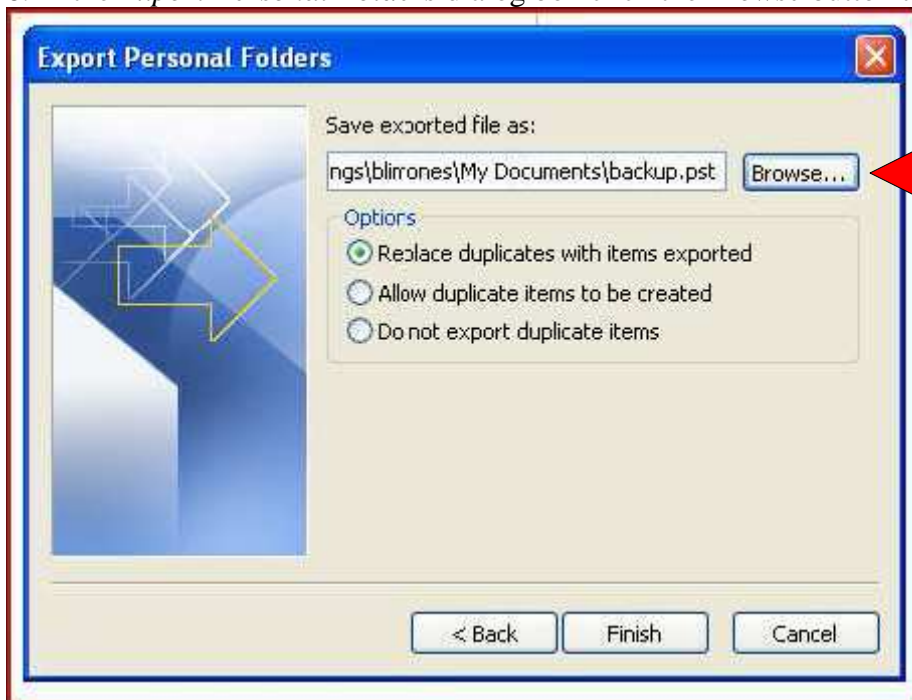
4. In the *Export to a file* dialog box choose *Personal Folder File (.pst)*. Click *Next*.



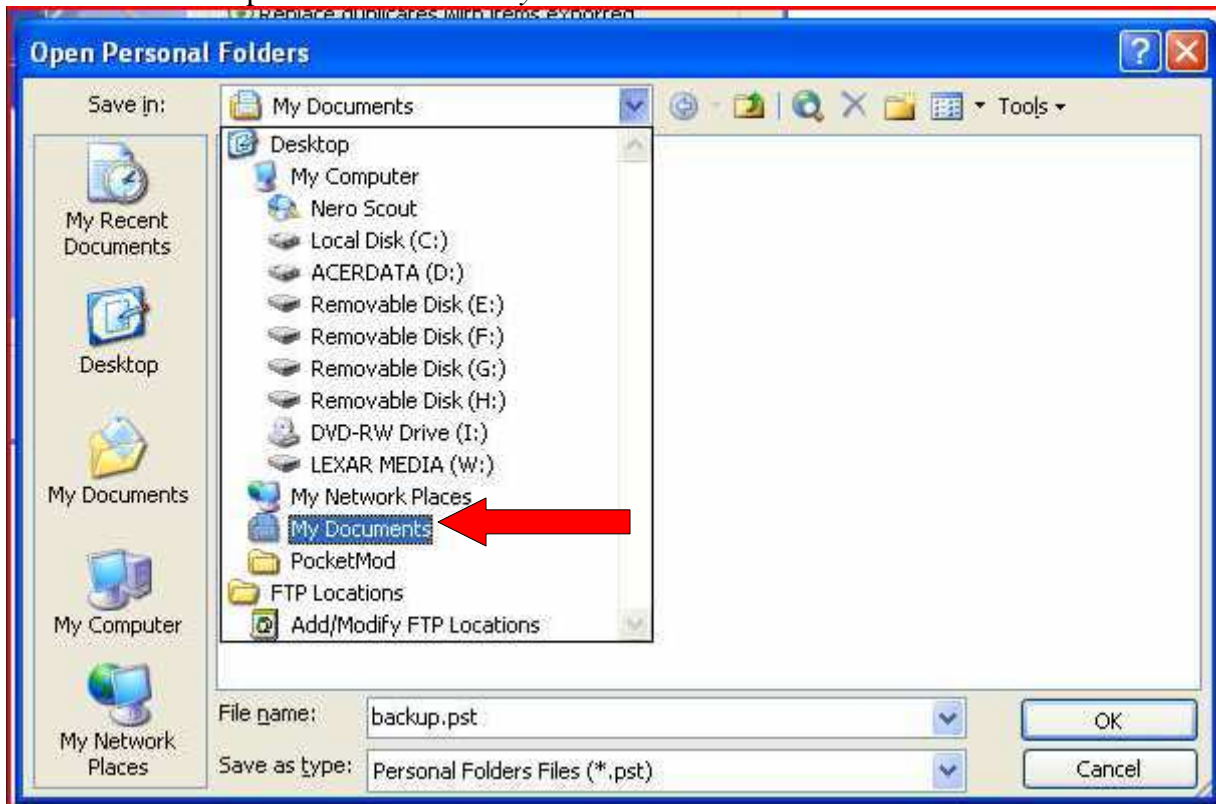
5. Choose the *Mailbox* header. Put a check mark in the box for *Include subfolders*. Click *Next*.



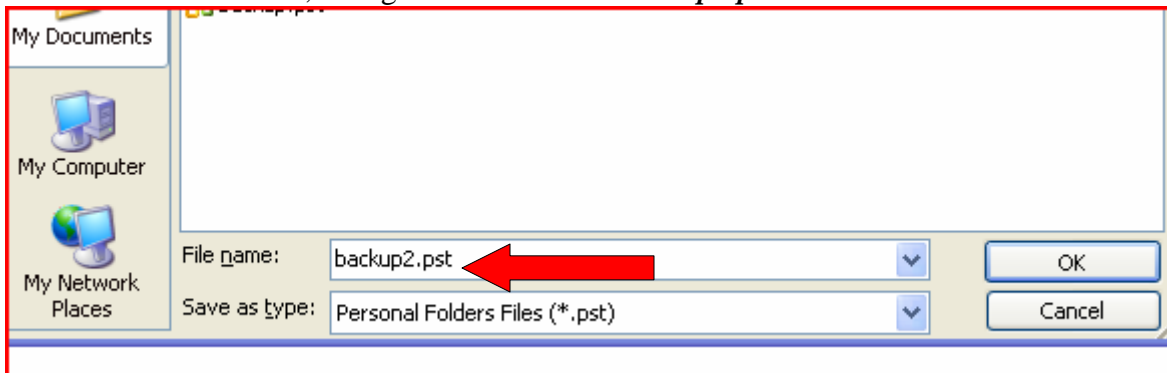
6. In the *Export Personal Folders* dialog box click the *Browse* button to change the location of the back up.



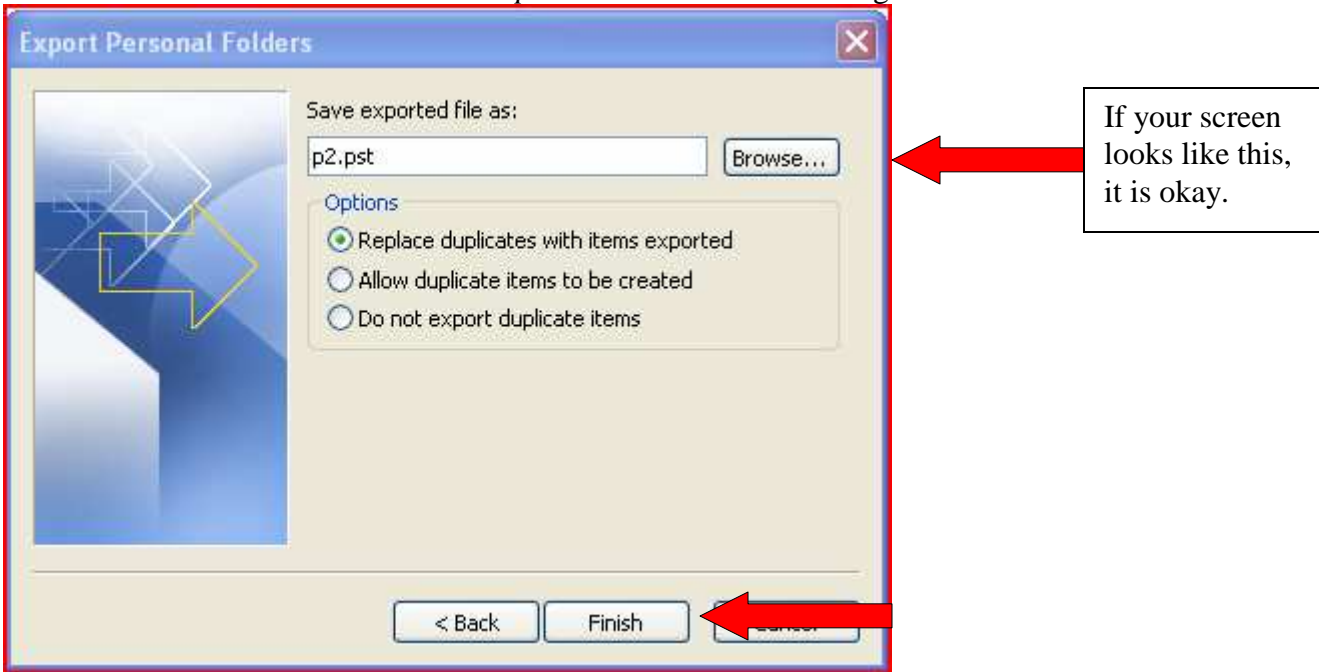
7. In the folder drop down list choose *My Documents*.



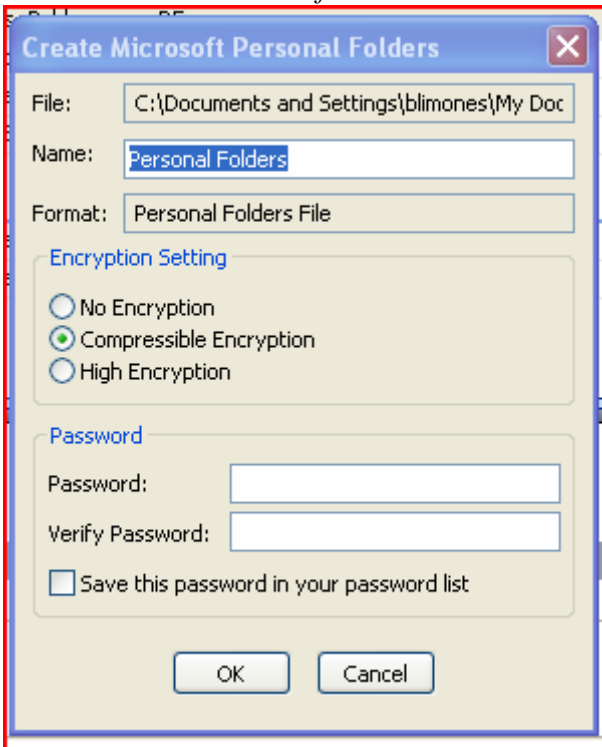
8. In the *File name* box, change the filename to *backup2.pst*. Click *OK*..



8. Now click the *Finish* button in the *Export Personal Folders* dialog box.



9. In the *Create Microsoft Personal Folders* dialog box, make no changes and click *OK*.



The backup will be saved as *backup2.pst* in your *My Documents* folder. At this point the *backup2.pst* file can be copied to your home folder, or copied to a CD or Floppy Disk depending on the size of the file.