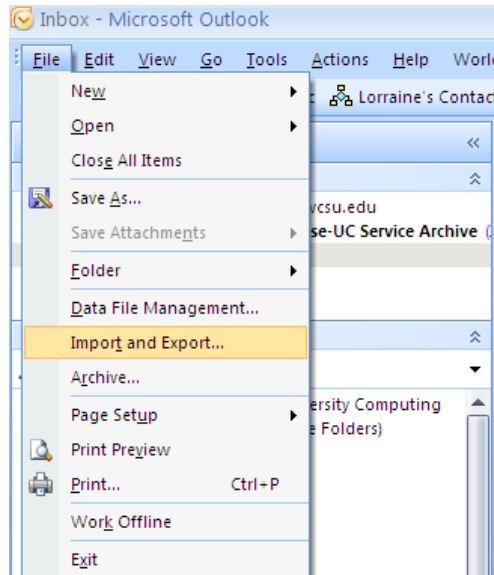


# Create a backup of your Outlook 2007 mailbox

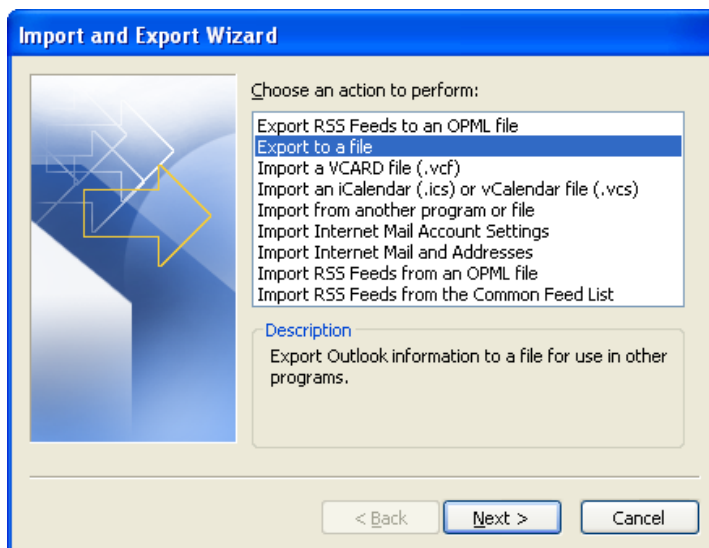
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## Instructions

1. Open Microsoft Outlook 2007 and locate the menu File menu on the upper left hand side.
2. Click on File and scroll down to Import and Export. The Import and Export wizard will now appear.



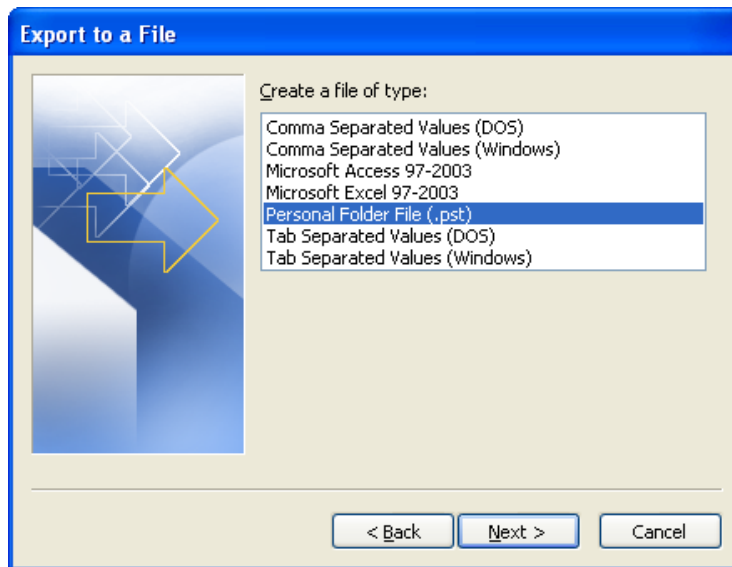
3. Highlight Export to a file and click next.



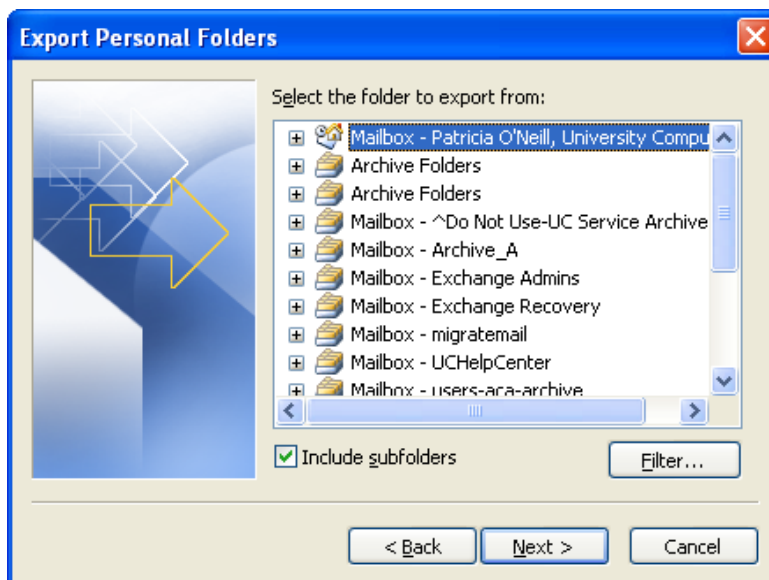
## Create a backup of your Outlook 2007 mailbox

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4. . Select Personal Folder File (.pst) and then click next.



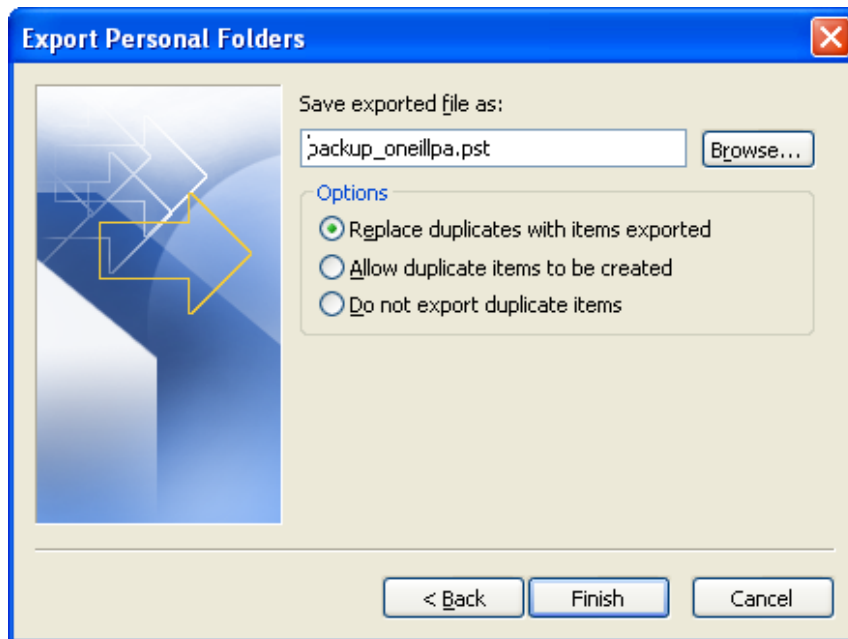
5. Next your name (i.e Mailbox – John Smith) should appear highlighted and if not select your name as shown below. Next put a check mark in “Include Subfolders” checkbox down below and click next.



## Create a backup of your Outlook 2007 mailbox

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6. In the “Save Exported file as:” textbox you can leave the default name or rename it to anything you want (i.e. smithj\_backup.pst). Next select “Browse” and use the file dialog to select where you would like to save your backup. It is recommended to select your “My Documents” or your [Desktop](#) so you can find it easily. After you have selected your file location, verify that “Replace duplicates with items exported” is selected and then click “Finish”.



7. You may click ok on the next step or if desired you can add a password to your mail archive if you wish to by entering a password of your choice in the two textboxes. This completes the process

