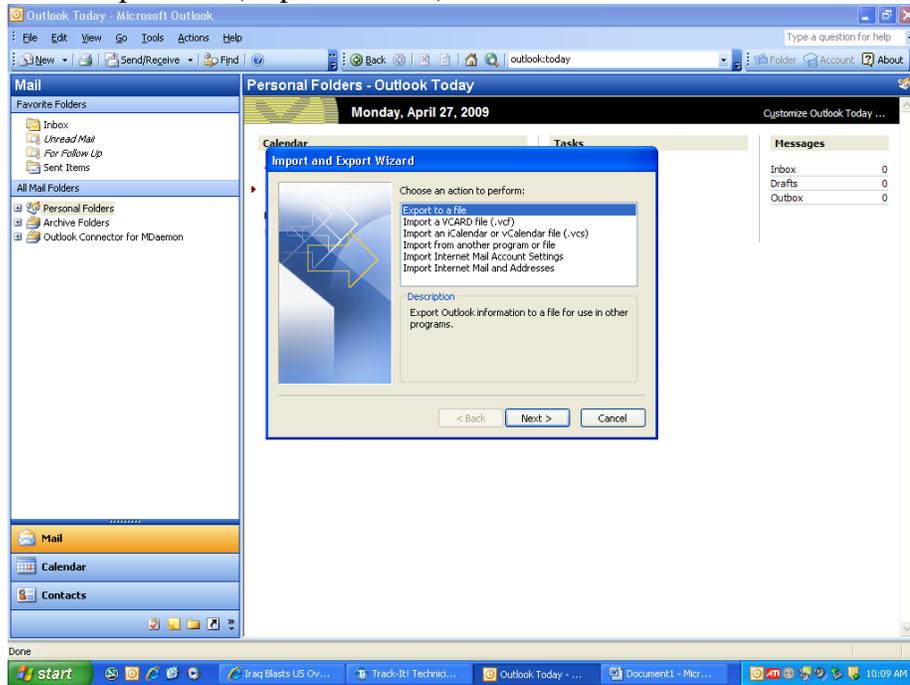
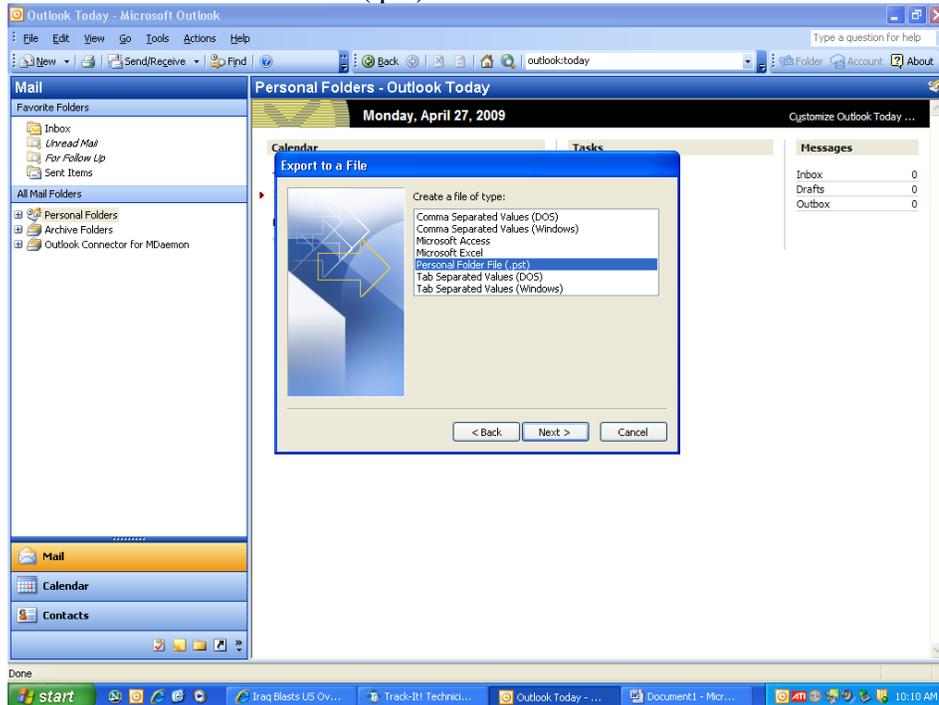


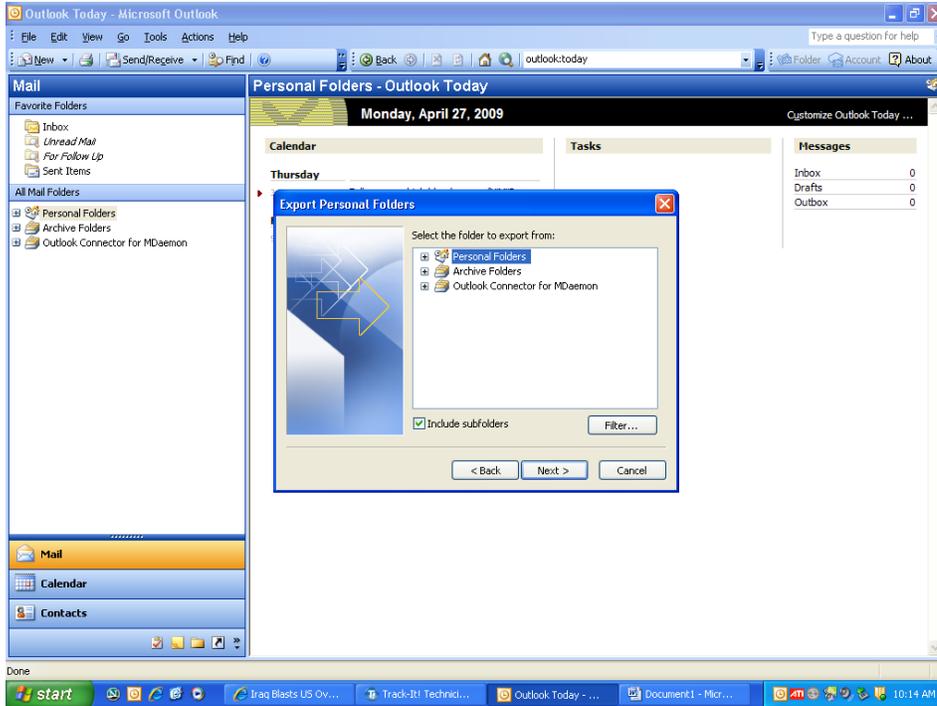
Open Outlook
Click File, Import and Export.
Select top choice (Export to a file).



Click Next
Select Personal Folder File (.pst)



Put check mark in box “Include Subfolders”, then scroll up and select Personal Folders or Large Personal Folders which ever is the top choice. *NOTE (you will need to do this process again for Archive folders as well as Personal Folders) Click Next.



Click Browse and select the location you want to save the backup file to and click Finish then OK.

