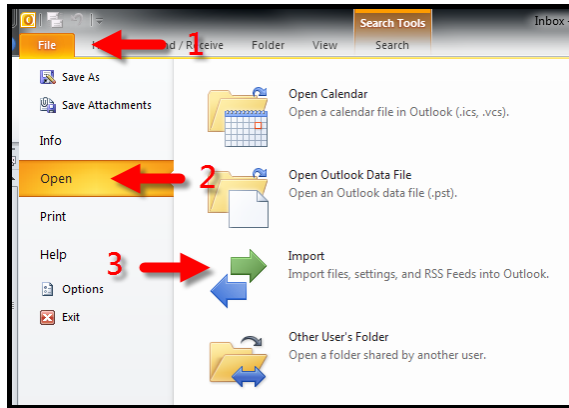


Getting Started

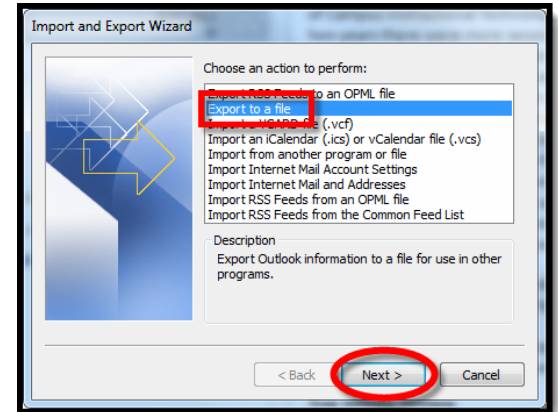
Note: The back-up process must be done in Outlook Desktop Client. This process will not work with the web application of Outlook.



Open Outlook Desktop Client.

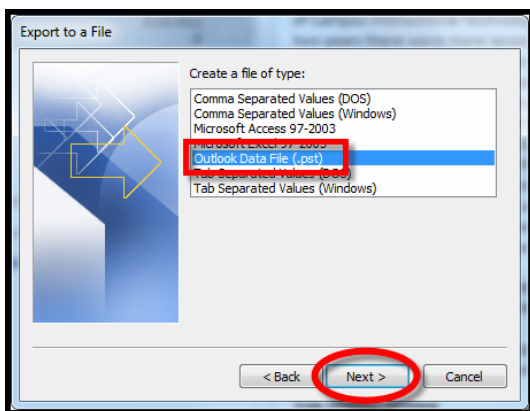
1. Select the "File" tab.
2. Select "Open"
3. Select "Import"

Choose "Export to a file" and select "Next".



Getting Started

Choose the "Outlook Data File (.pst)" option and select "Next".



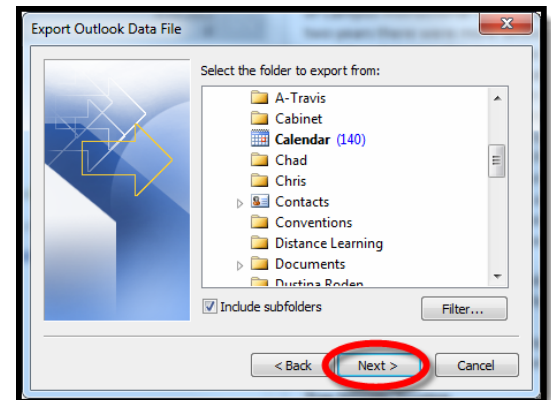
Choose the File to be Exported

Choose the file to be exported. Only 1 file can be exported at a time. Repeat this process for each file type listed below.

Make sure to export these 3 files:

1. Calendar
2. Contacts
3. Tasks

Once the file is selected, choose "Next".

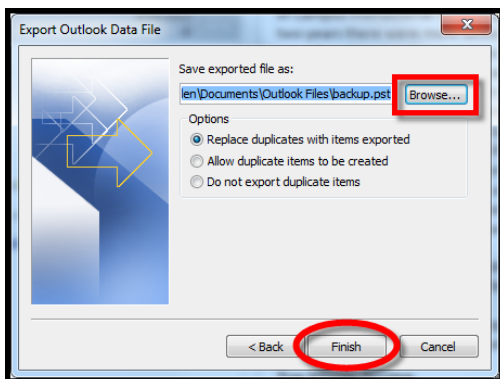


Note:

The "inbox" file will automatically migrate to the new email provider.

Location to Export file

These files can be saved to an H-drive, cloud storage, or thumb drive. Give each a unique name then select "Finish".



Password Option

A password can be created before exporting the data file, but it is not required. Select "OK". The file will begin to download to the desired location.

