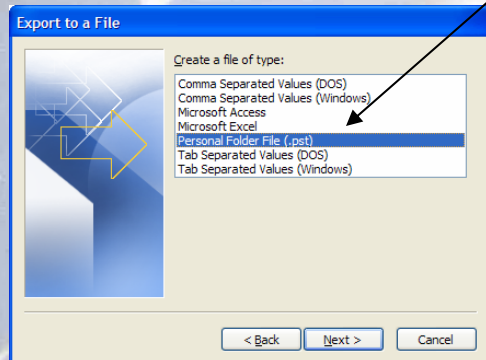
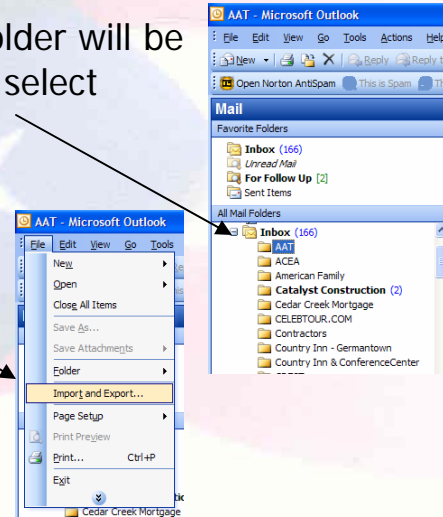




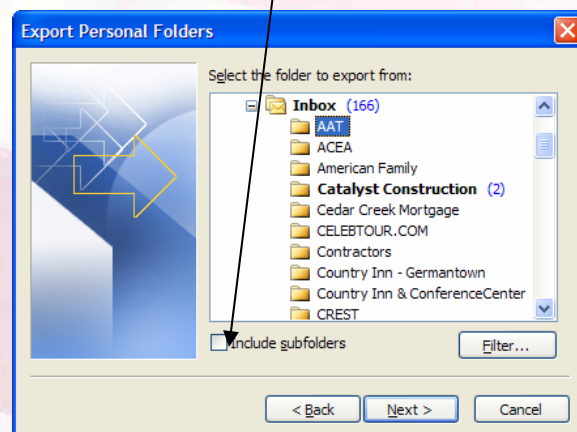
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# Exporting/Backup of Outlook Folder

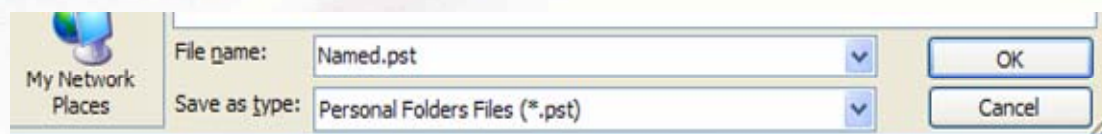
1. Select the folder for backup. Each folder will be saved as a unique file name. Please select each file separately.
2. Click FILE > IMPORT/EXPORT (this will take you to the export wizard)
3. Select EXPORT TO FILE
4. Click NEXT
5. Select Personal File Folders



6. Click NEXT
7. Verify the same folder you selected is highlighted. Check the box (INCLUDE ALL SUB-FOLDERS)



8. Click NEXT
9. Click BROWSE and navigate to the server location where you would like your file to be stored.
10. Give it a unique name for the file. We would suggest including the date (ie. 04-11-06) with the name.





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11. Click OK
12. Click FINISH
13. You are safe to delete the folder from your Outlook structure. You may want to burn a CD with the file on it for physical folder storage.

You have just created a backup/export of the specific folder you selected. The file is saved in the location you selected in #9. Anyone with Outlook can later open this file.