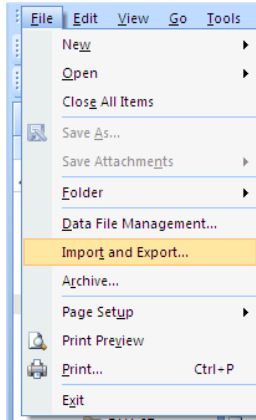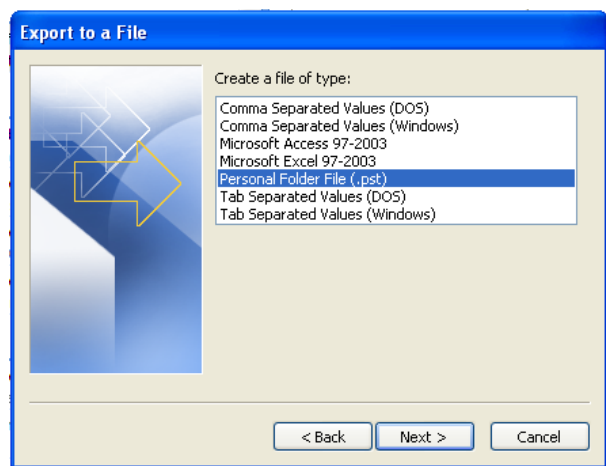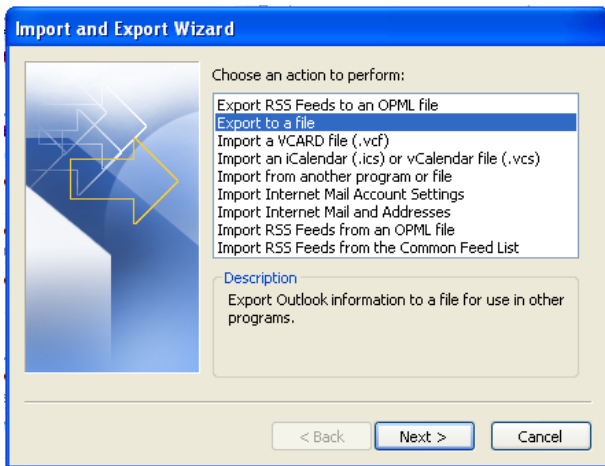# How to Export Exchange E-mail to a .PST (personal folder) File 2007

With an Exchange configuration in Outlook, you may export your entire mailbox (contacts, calendar, Inbox, subfolders, sent items, etc…) to a .pst (personal folder) file.
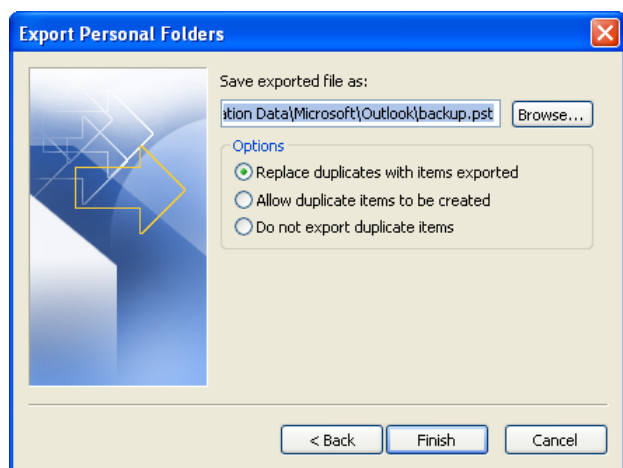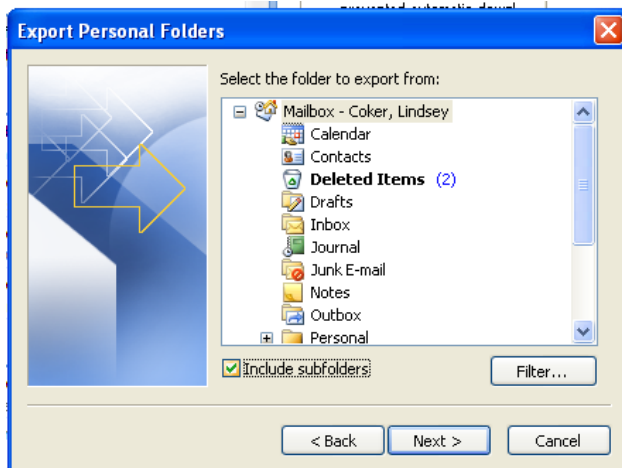
1. Open Outlook and choose "Import/Export" from the File menu.

2. Choose Export to a file; Next, choose "Personal Folder File (.pst), Next.

3. Choose "Mailbox- "*your name,*" and be sure to check the "Include subfolders" box, then click next. Click the "Browse" button to select a location to save the file.

4. Enter a file name for the .pst and then click OK. When the "Create Microsoft Personal Folders" box appears, leave all defaults and click OK. This will begin the export process.
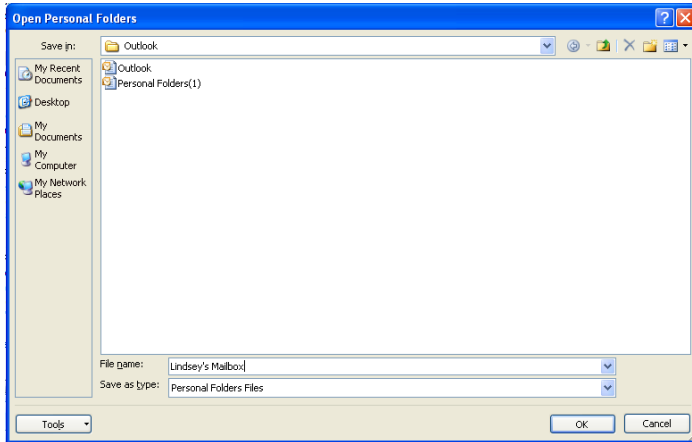
5. Assuming that you are off campus and using Outlook, you can open the exported .pst file within Outlook to see all of your previous BU Exchange e-mail by first copying the file back off to your local hard drive, then choosing File, Open, Outlook Data File. Choose the file from your local hard drive, and click OK. The pst file of your BU mailbox should now appear in your Outlook folder list view.
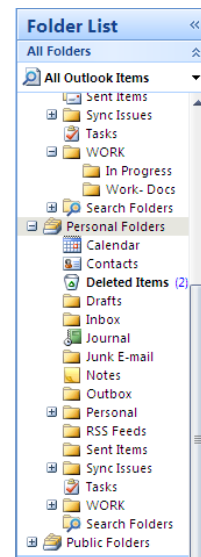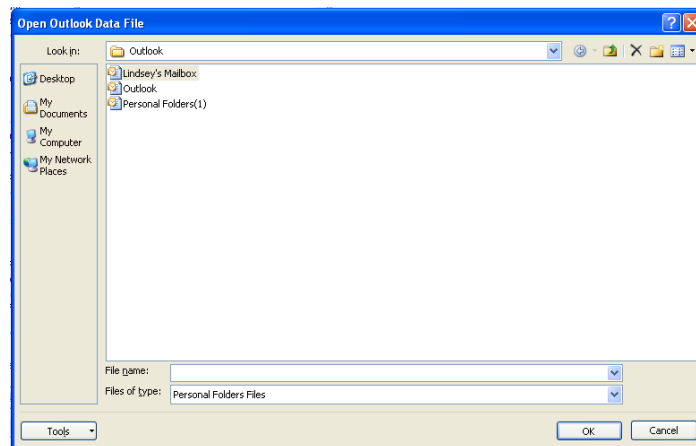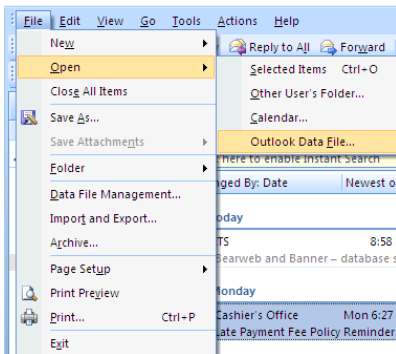
If you have any further questions please contact the Help Desk at 254.710.4357