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

Import and Export Wizard	Export to a File
Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import Thernet Mail and Addresses Import Internet Mail and Addresses Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.	Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 Personal Folder File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
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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.

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Export Personal Folde	rs 🛛 🔀	Export Personal Folders
	Select the folder to export from: Calendar Calendar Contacts Deleted Items (2) Drafts Inbox Journal Journal Junk E-mail Notes Outbox Personal Filter	Save exported file as: Ition Data{Microsoft\Outlook{backup.pst} Browse Options © Replace duplicates with items exported △ Allow duplicate items to be created ○ Do not export duplicate items
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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.

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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.

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If you have any further questions please contact the Help Desk at 254.710.4357