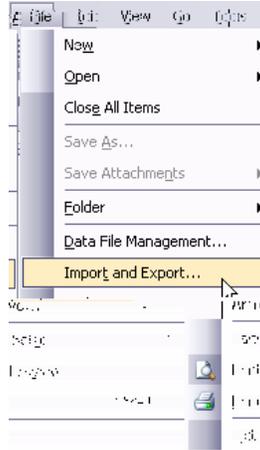


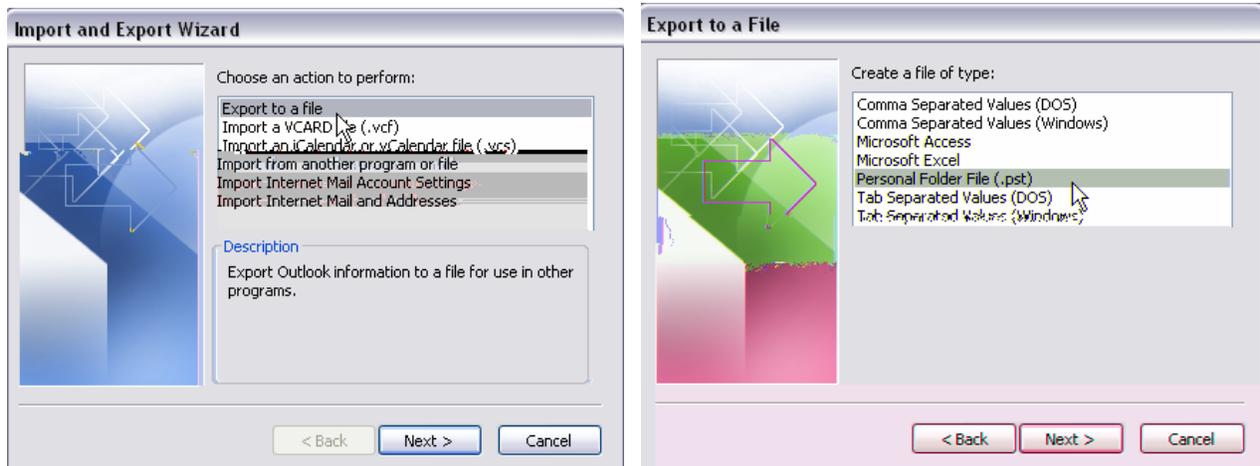
## How To Export Exchange E-mail To A .PST (personal folder) File

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.

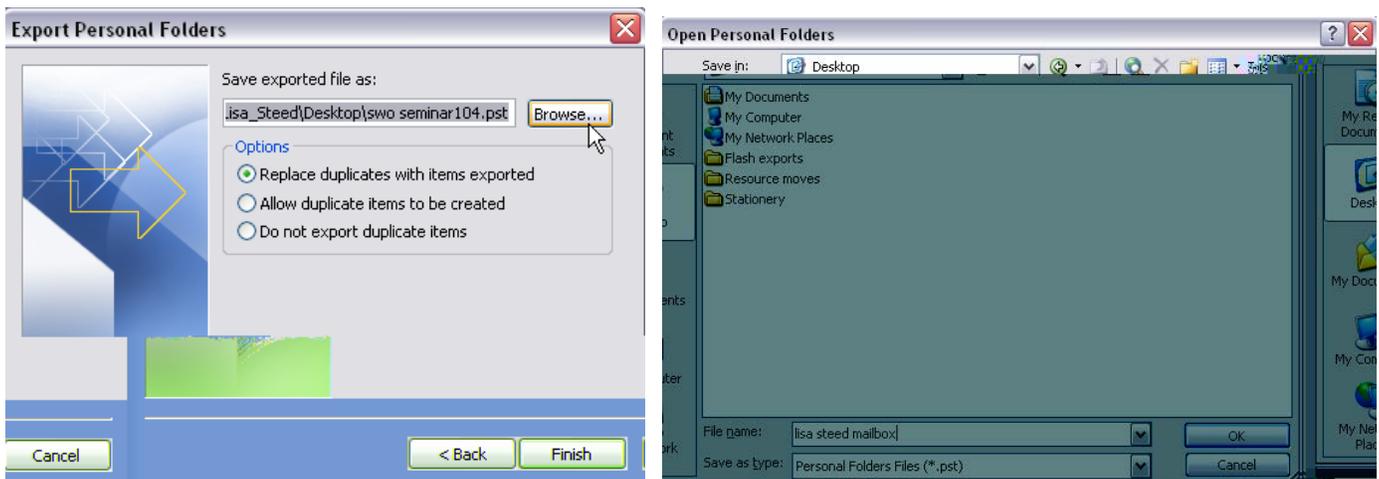
1. Open Outlook and choose "Import/Export" from the File menu.



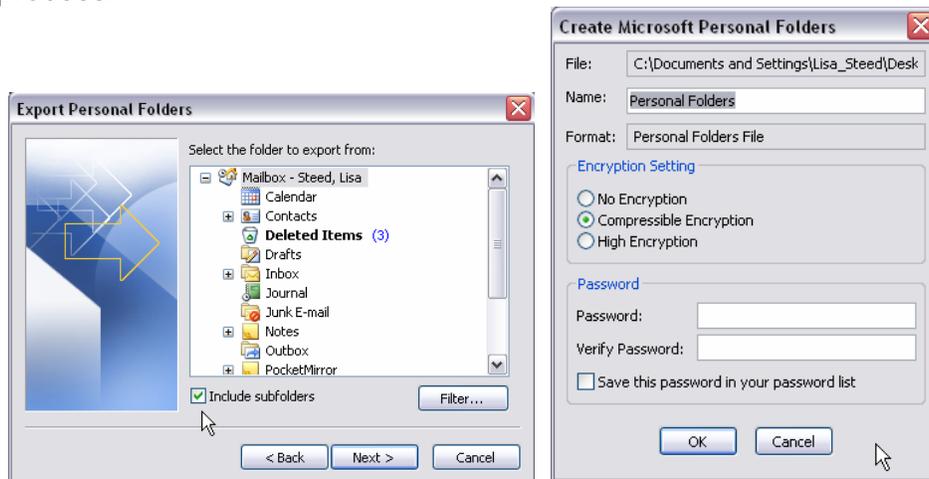
2. Choose Export to a file; Next, choose "Personal Folder File (.pst), Next.



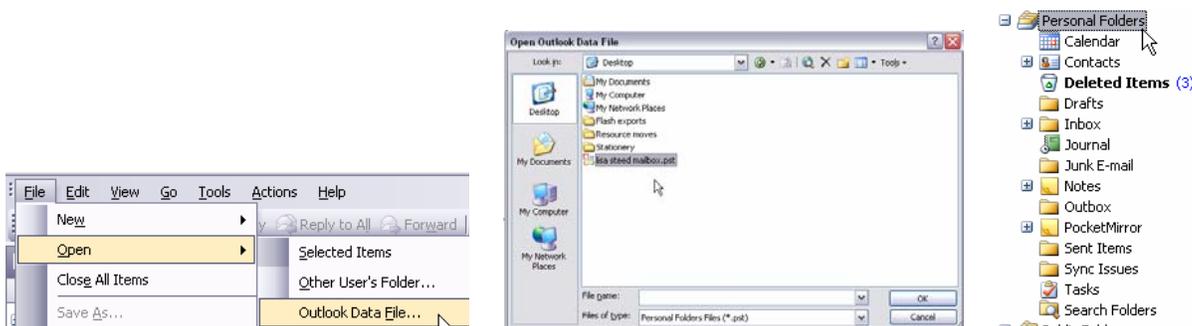
3. Click the "Browse" button to select a location to save the file. Enter a file name for the .pst and then click OK.



4. Choose "Mailbox- *your name*," and be sure to check the "Include subfolders" box, click Next. When the "Create Microsoft Personal Folders" box appears, leave all defaults and click OK. This will begin the export process.



5. Once you have re-configured Outlook to see the bearmail.baylor.edu server, you can open the exported .pst file within Outlook to see all of your previous BU Exchange e-mail.



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