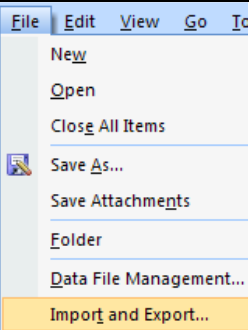
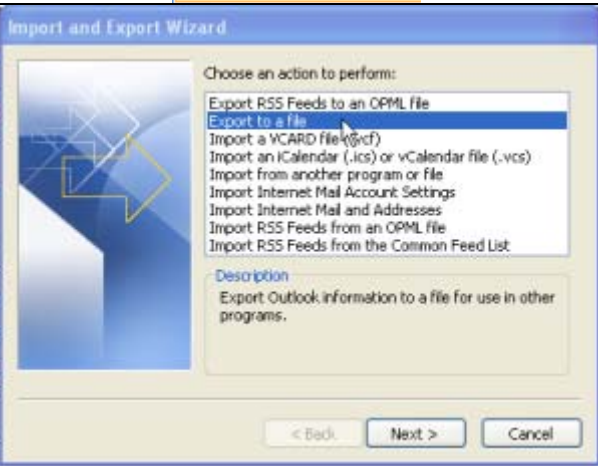
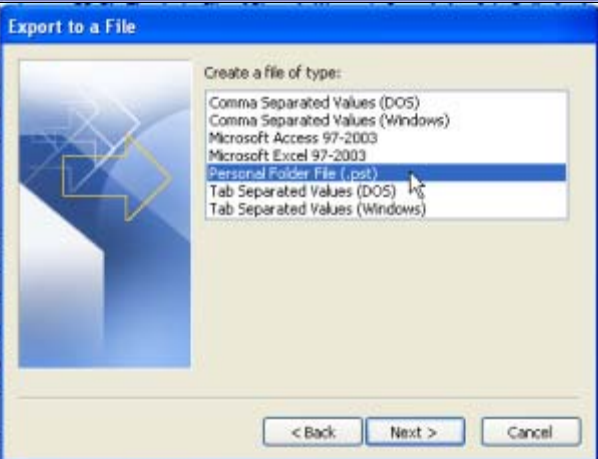

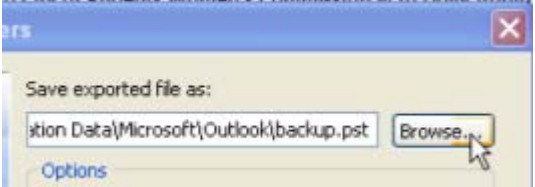
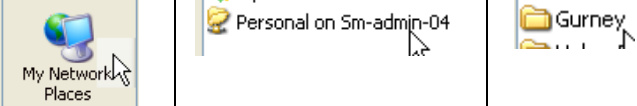


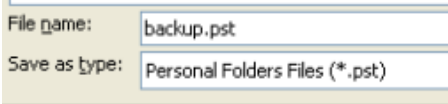
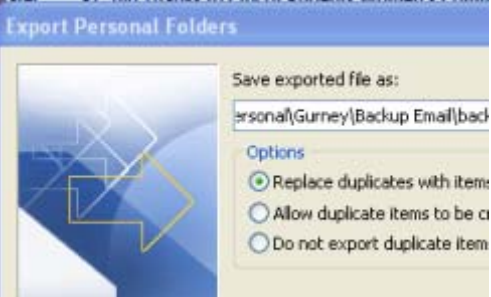
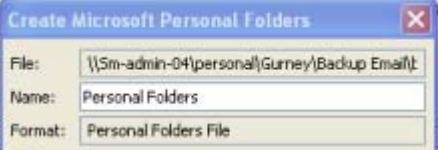
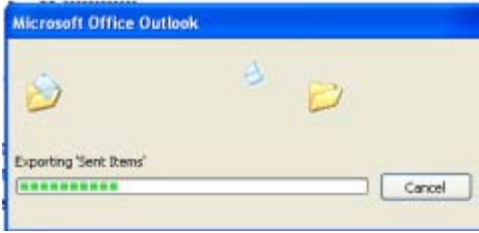


Back Up Your Personal Folders in Outlook

<p>1. Go to File>>Impart and Export.</p>	
<p>2. Select Export to a file. 3. Click on Next.</p>	
<p>4. Select Personal Folder File (.pst) 5. Click on Next.</p>	

<p>6. Select Personal Folders. 7. Check the box next to Include subfolders. 8. Click on Next.</p>	
<p>9. Click on Browse</p>	
<p>10. Go to My Network Places Places>>Personal>>Your Name.</p>	
<p>11. Create a New Folder.</p>	
<p>12. Name your folder.</p>	
<p>13. You will see that a name is automatically assigned to this file. 14. Click on Save.</p>	
<p>15. Your dialog box will now show the export destination you have created. 16. Click on Finish.</p>	
<p>17. In the next dialog box, you may be asked to set a password. IGNORE the password boxes and click on OK.</p>	

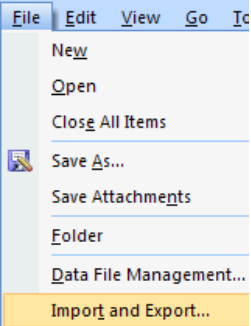
- 18. Outlook will export the mail items.
- 19. If you have a large number of files, this will take several minutes.
- 20. You should be able to work in other programs while Outlook is exporting your files.



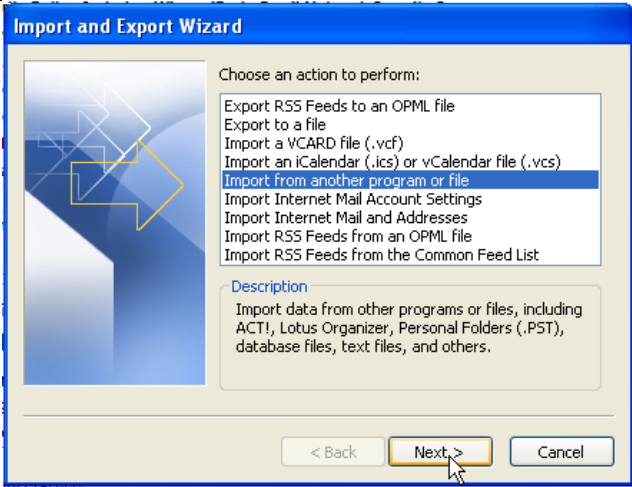
Restore Your Backup E-mail

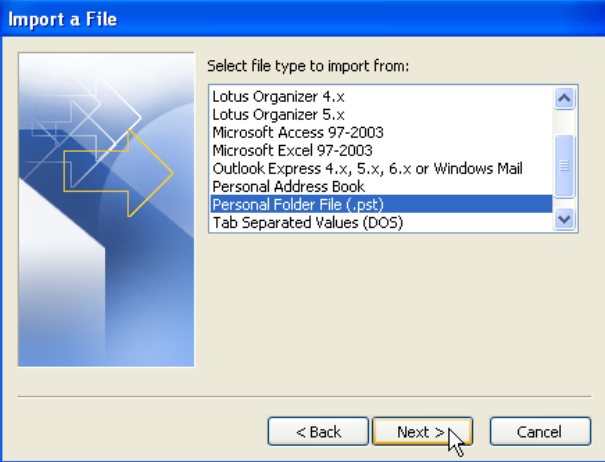

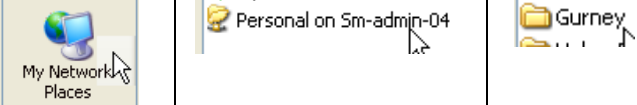
To restore your files, you will follow the directions above in reverse.

- 1. Go to File>>Impart and Export.



- 2. Select Import from another file.
- 3. Click Next.



<p>4. Select Personal Folder File (.pst)</p>	
<p>5. Click on Browse.</p>	
<p>6. Navigate to your backup folder. Go to My Network Places>>Personal>>Your Name.</p>	
<p>7. Select the location to import your backup to. 8. Click on finish.</p>	