

How to export email from Outlook to a PST file

This guide tells you how to export your University email to an Outlook Data File (PST). This provides a way to transfer Outlook 2010 items to another computer or to make a backup.

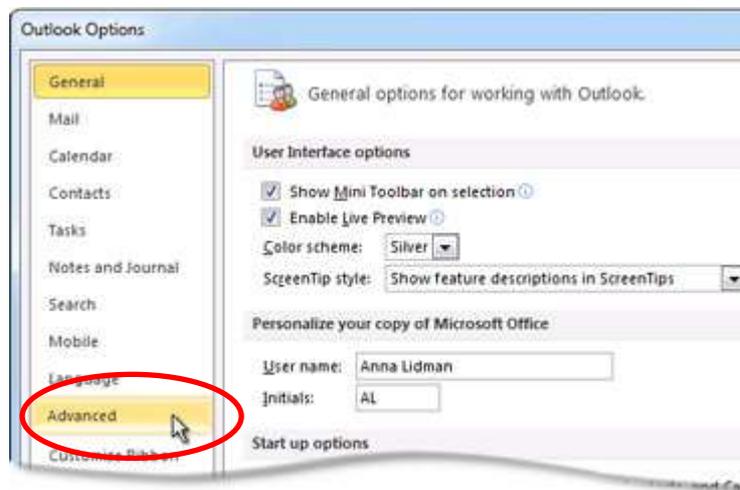
An Outlook Data File (also known as a PST file, or “Personal Storage Table”) can be used to store copies of messages, calendar events, and other items within Microsoft Outlook.

Folder properties such as permissions and views are not preserved when you export to an Outlook Data File; only the content itself is exported.

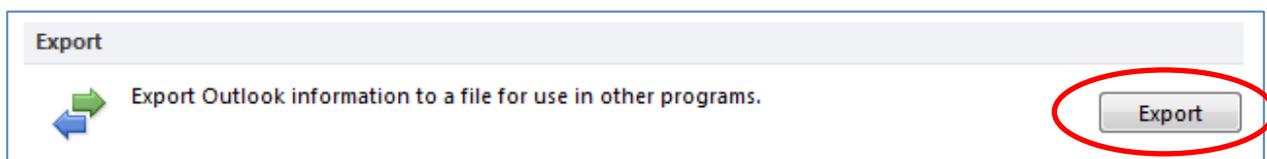
Please note: Make sure you are able to store the output PST file on a drive you can access later. It may be best to set this process running when you are not using Outlook, but beware of any automated software updates and restarts that may be scheduled, for example, overnight.

Steps

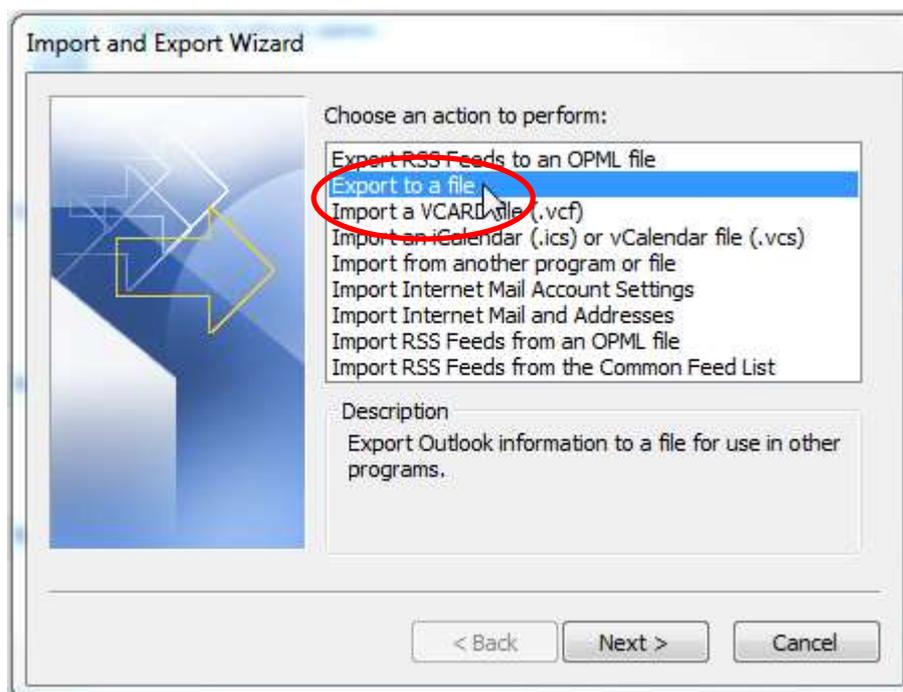
1. Click the **File** tab at top left of the screen, then click **Options**, then **Advanced**



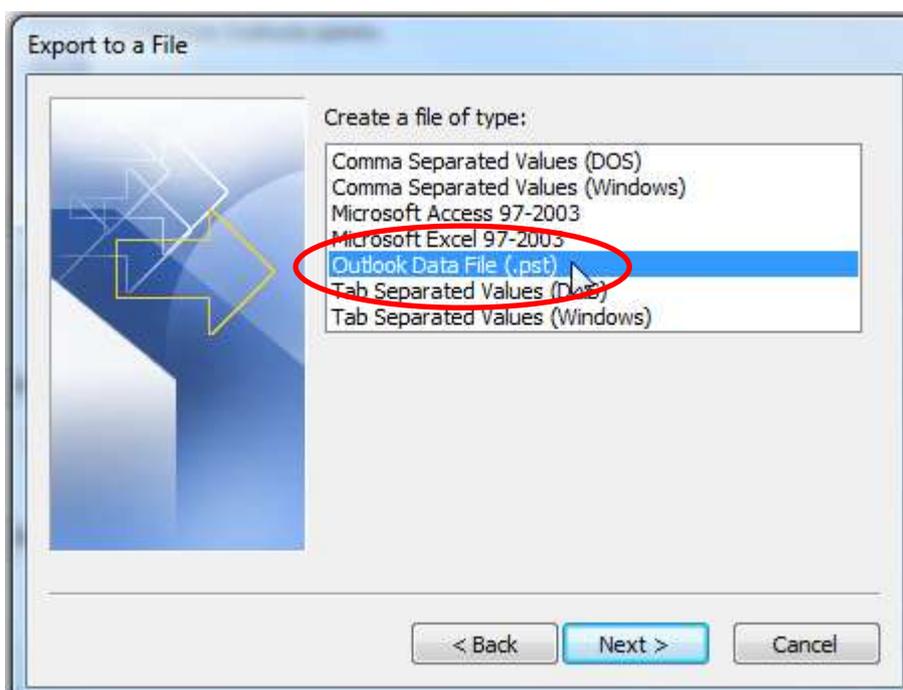
2. In the **Export** section, click the **Export** button.



3. Highlight **Export to a file**, and then click **Next**

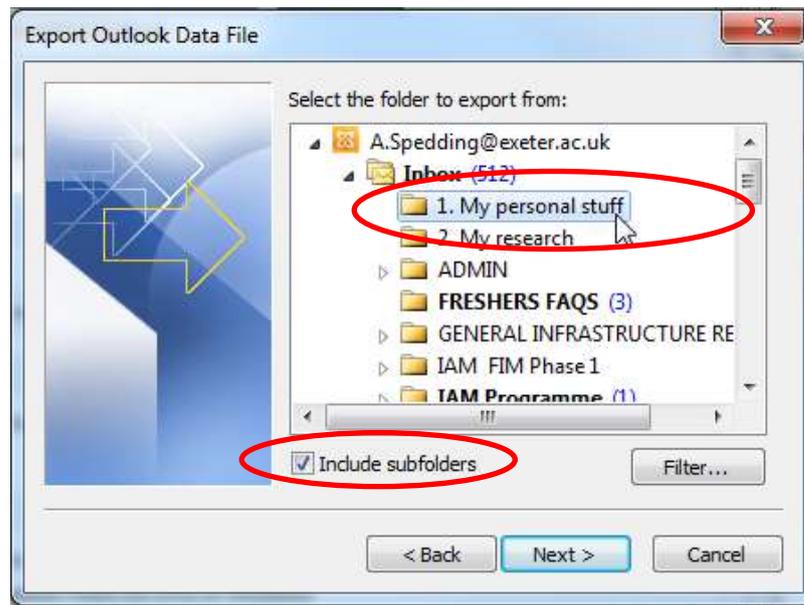


4. Highlight **Outlook Data File (.pst)**, and then click **Next**



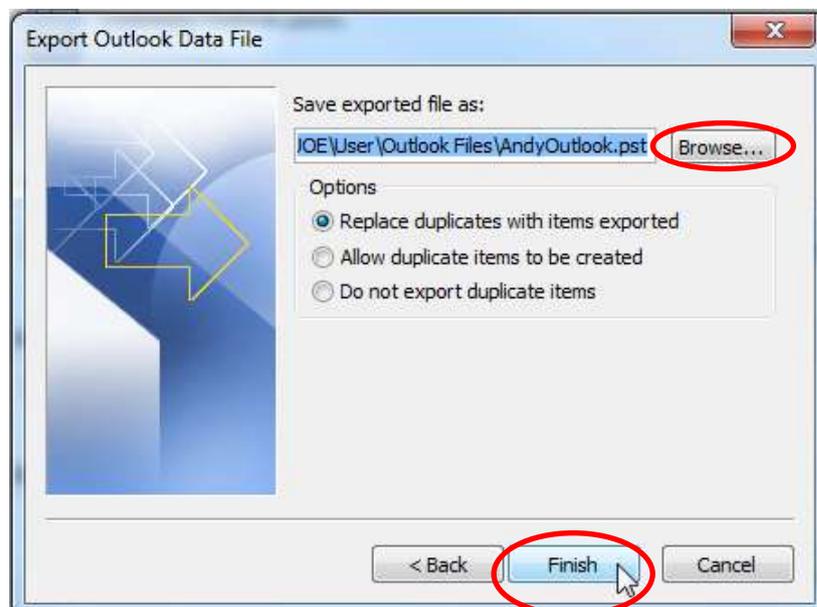
5. Select the folder(s) that you want to export. **Note:** only information from one folder can be exported at a time. You will have to repeat this process for each folder you want to export.

Please ensure you do not take any confidential or security-sensitive information. For example, any information that may contain staff or student personal or financial data



Make sure that the **Include subfolders** check box is ticked.

6. This will export all emails in the selected folder. You can if you wish select a specific subset of emails within the folder by clicking on the **Filter** button.
7. Click **Next**
8. Click **Browse** to select where you want to save the Outlook Data File (.pst) and to enter a file name.



Note: If you have previously used the export feature, the previous folder location and file name appear. Make sure that you change the file name if you want to create a new file instead of using the existing file.

If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.

9. Click **Finish**

10. If you are creating a new Outlook Data File (.pst), an optional password can help protect the file.

If you don't want to set a password just click **OK** to start the export process.

Otherwise, when the Create Outlook Data File dialog box appears, enter the password in the Password and Verify Password boxes, and then click **OK**



Then in the Outlook Data File Password dialog box, enter the password, and then click **OK**



11. The export process will now start:



You will see several windows like this for each folder in your mailbox.

12. If you want to export items for multiple folders and/or multiple email accounts, repeat these steps for each folder or account. This can choose the same *.PST file to add this additional information to.

13. You can also select **Contacts** as a folder, to export your Outlook contact details.