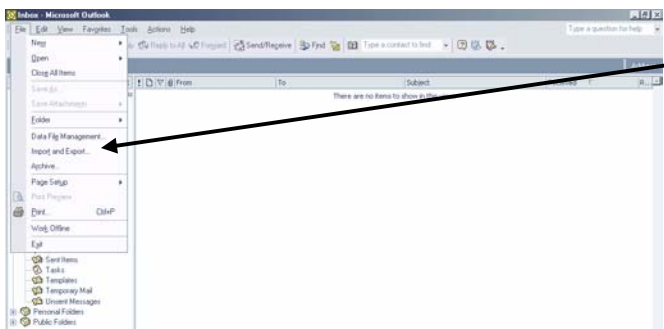
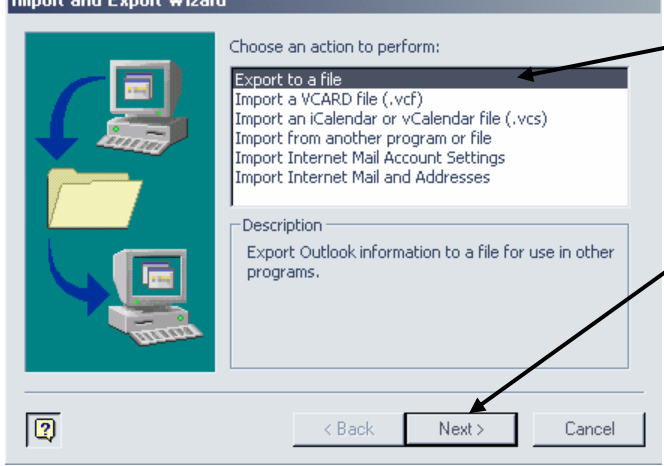
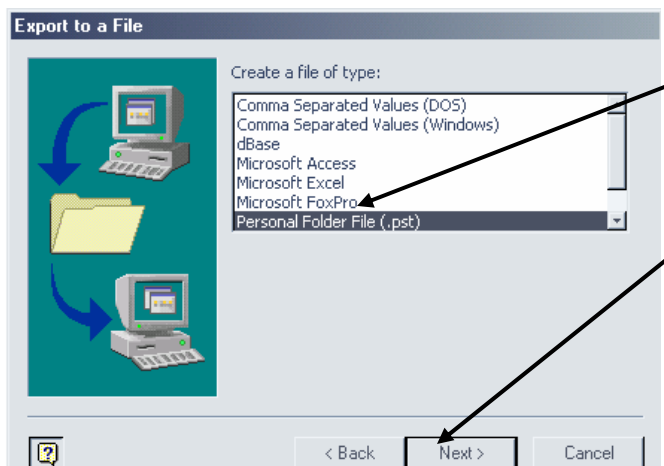
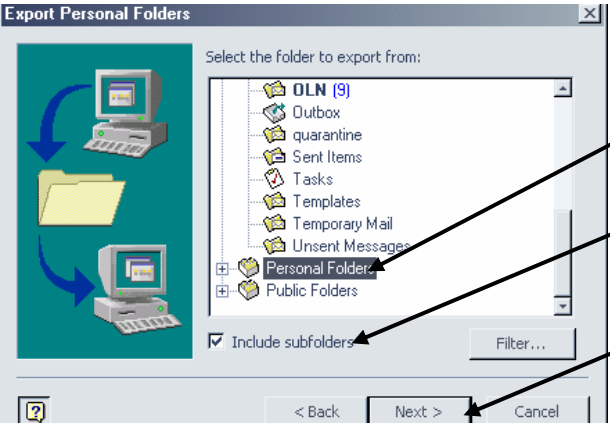
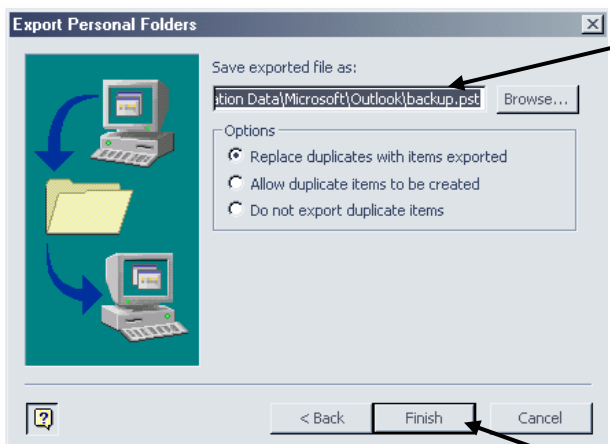



Backing Up Outlook XP Files

Path/Panel	Action to be Taken/Comments
 <p>A screenshot of the Microsoft Outlook XP interface. The 'File' menu is open, and 'Import and Export' is highlighted. An arrow points from the 'Import and Export' option in the menu to the right-hand column of the table.</p>	<p>From the menu bar, go to File > Import and Export.</p>
 <p>A screenshot of the 'Import and Export Wizard' dialog box. The 'Export to a file' option is selected in the list. The description below reads: 'Export Outlook information to a file for use in other programs.' The 'Next >' button is highlighted. An arrow points from the 'Next >' button to the right-hand column of the table.</p>	<p>Next, select the action to be taken, Export to a file. Click Next.</p>
 <p>A screenshot of the 'Export to a File' dialog box. The 'Personal Folder File (.pst)' option is selected in the list. The 'Next >' button is highlighted. An arrow points from the 'Next >' button to the right-hand column of the table.</p>	<p>Select Personal Folder File (.pst). Click Next.</p>

Path/Panel	Action to be Taken/Comments
	<p>Scroll down the list in the Select the folder to export from window. Click on Personal Folders (your name).</p> <p>Make certain to check the box next to Include subfolders.</p> <p>Click Next.</p>
	<p>Enter the path and filename for your backup file. That is, enter the drive, the necessary subdirectories, and the filename for the backup (where your backup file will be stored). (Usually this will be on a drive other than c:.) It is suggested that you use the .pst extension on the filename (example: backup.pst).</p> <p>NOTE: If you are saving to the H: drive, remove the older version of the file to conserve space.</p> <p>Click Finish.</p>
	<p><i>Outlook</i> will create a second set of Personal Folders on the drive you have designated. The default Name: is Personal Folders. Type your name after these words.</p> <p>NOTE: <i>Outlook</i> temporarily creates a second set of Personal Folders in the Folder List until everything to be backed up has been moved into the backup file on the other drive. Then the second set of Personal Folders is removed from the visible Folder List.</p>

NOTE: The greater the amount of data, the longer it will take to create the backup file.