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.

Import and Export Wizard	Export to a File
Choose an action to perform: Export to a file Import a VCARD ( (vcf) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses 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 Microsoft Excel Personal Folder File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
< Back Next > Cancel	< Back Next > Cancel

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

Export Personal Folders 🛛 🔀	Open Personal Folders	? 🗙
Save exported file as: isa_Steed\Desktop\swo seminar104.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items	Save in: Desktop Q + 2 Q + 2 R	My R Docur
	ter	My Cor
Cancel Cancel Finish	File name: Isa steed mailbox!   Save as type: Personal Folders Files (*.pst)	My Ne Plai

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.

		Create Microsoft Personal Folders	
		File:	C:\Documents and Settings\Lisa_Steed\Desk
Export Personal Folde	rs 🗙	Name:	Personal Folders
	Select the folder to export from:	Format: Encryp No I O No I	Personal Folders File tion Setting Encryption Depressible Encryption Dencryption
	Journal Junk E-mail Notes Outbox PocketMirror Include subfolders <back next=""> Cancel</back>	Passwo Verify F	ord: Password: e this password in your password list OK Cancel

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