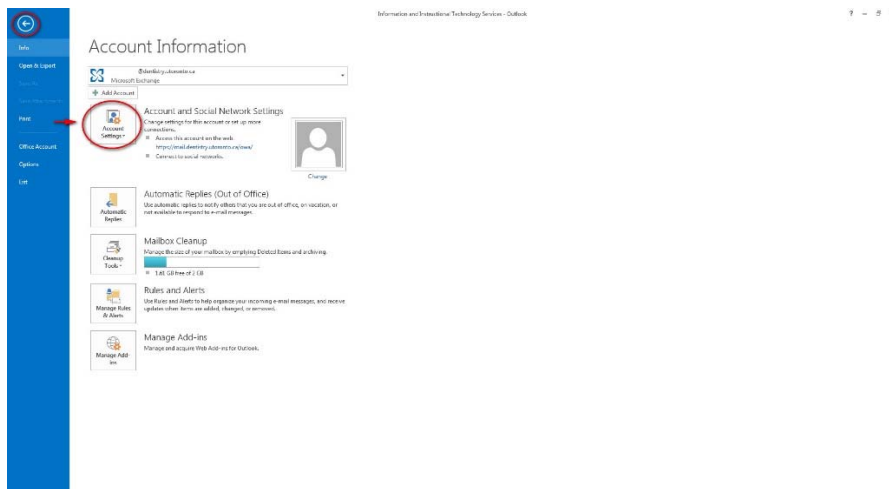
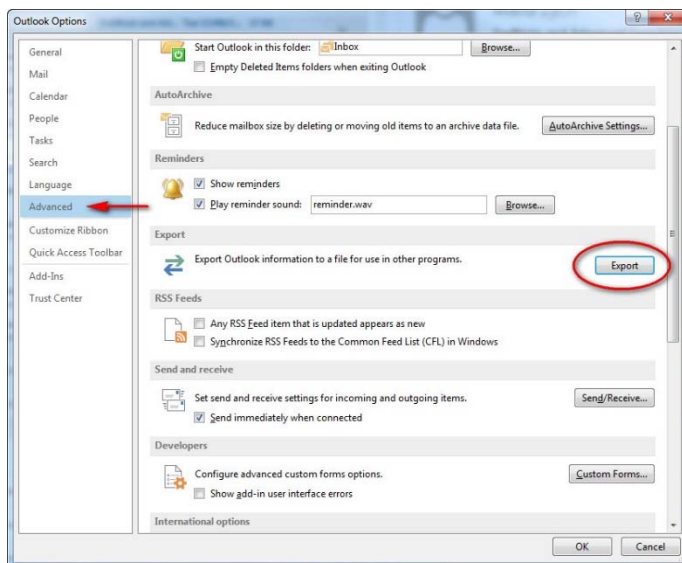


Outlook 2013 for Windows 7 – Export email to a file

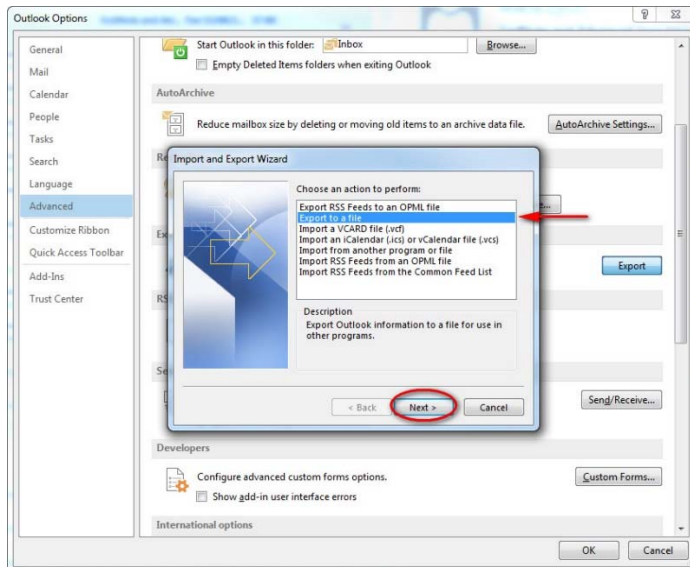
1. Launch Outlook. You will need to do a bit of planning of the emails you want to export. You should move all these to one folder that you have called “remove,” or a name you can distinguish for this purpose. Then you are ready to start.
2. Go to the setting tab and then “Account settings” as shown below:



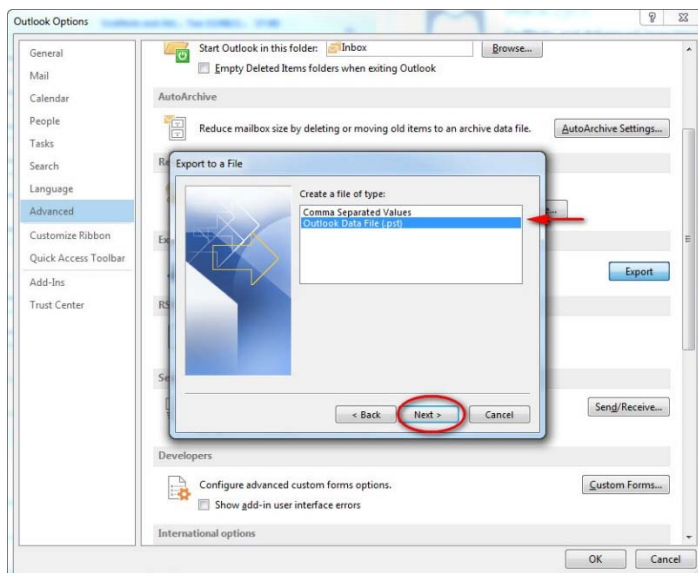
3. Click on “Advanced” and press “Export”



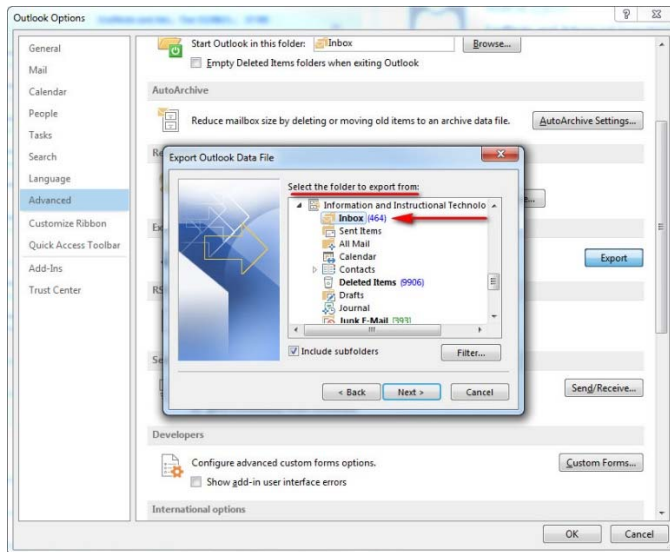
4. In the Export Wizard dialogue box choose “Export to file” and then NEXT:



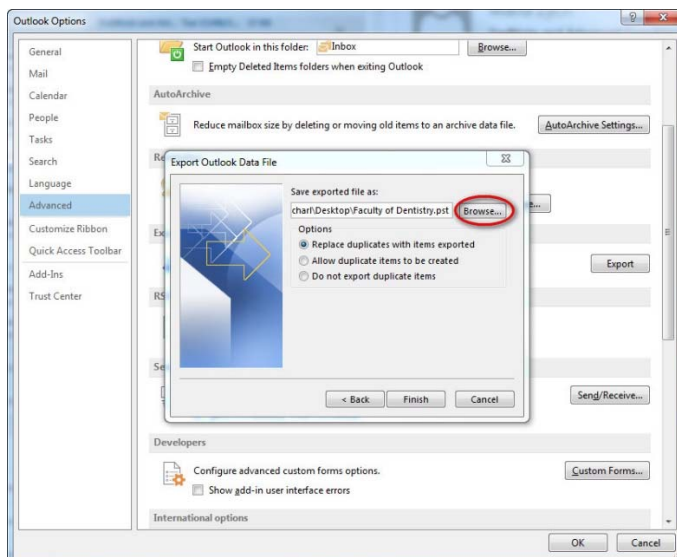
5. Choose the file type as “Outlook Data File (.pst)” and press NEXT:



- You will notice that you can choose which folder you would like to export. This is where you will locate the folder you called “remove,” or whatever name you choose. In this example the “inbox” is choose:



- Press the next button. You will then press browse and locate your USB device and you can change the file name at this point to something that makes sense to you in the future:



- It may take a few minutes but the file will be created in a format called a PST file. This is a proprietary Outlook based file. If you need to access the contents you will need to do a similar reverse process to import the file to bring back these emails.