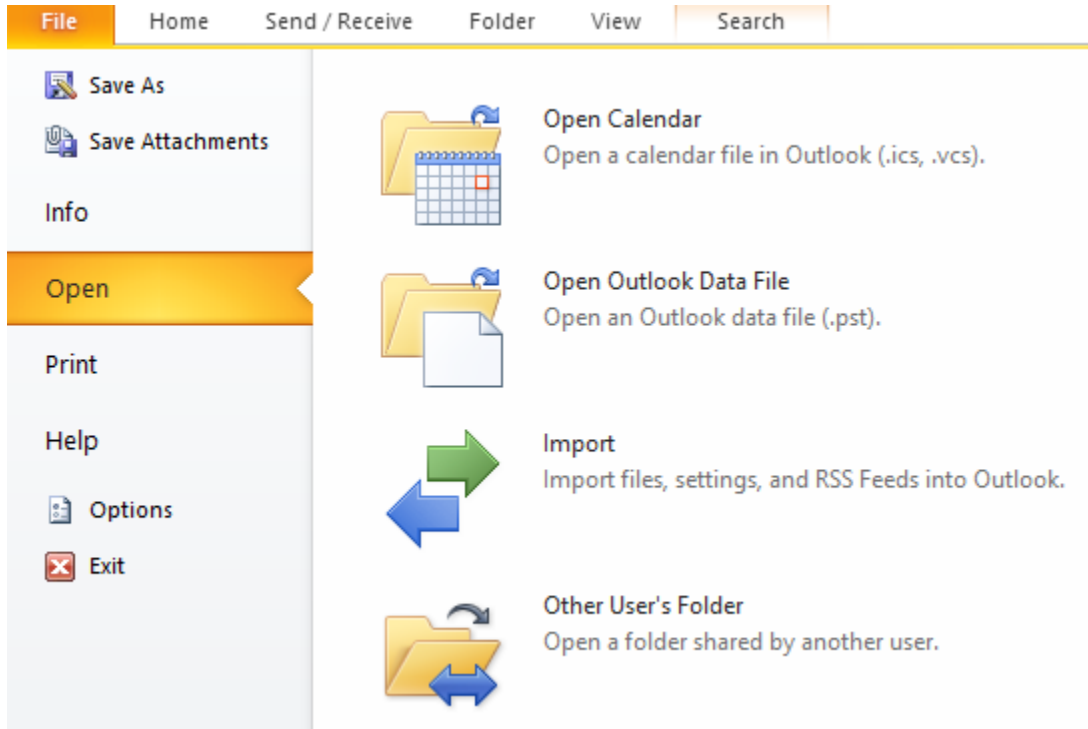
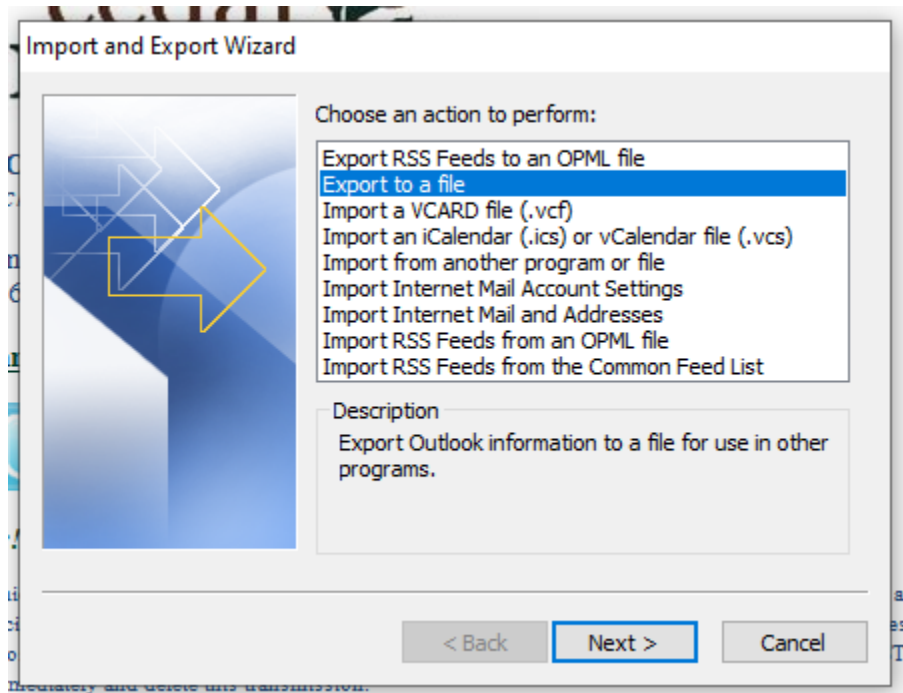


How to export emails to desktop:

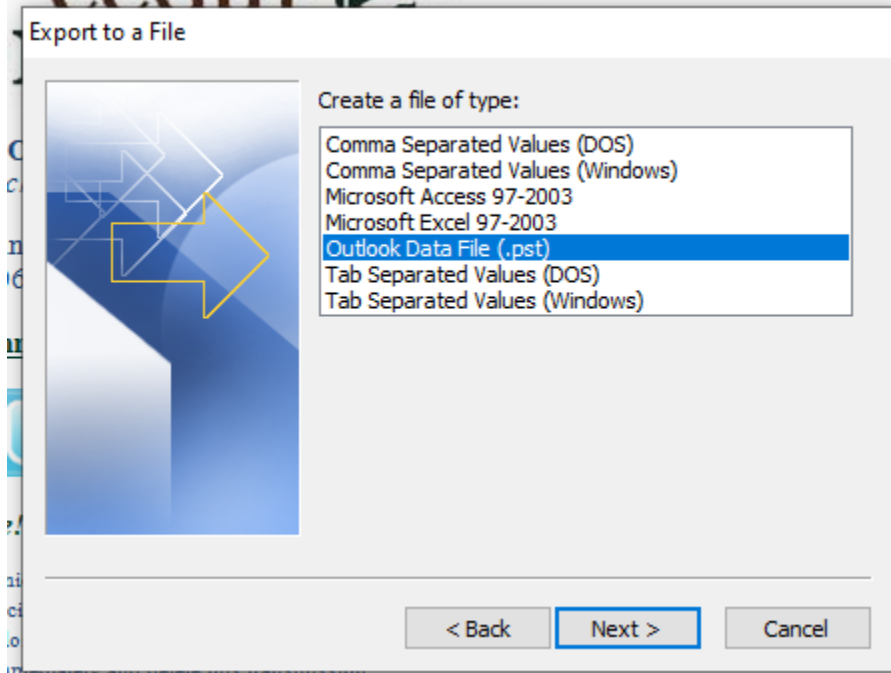
1. Click on File
2. Select Open
3. Select Import



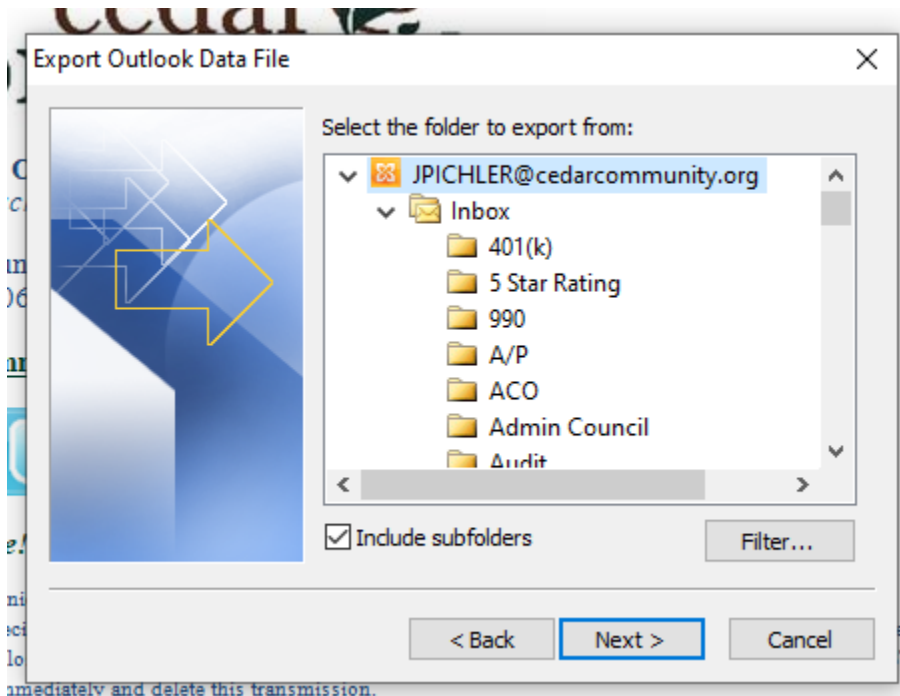
4. Select Export to a file and click Next



5. Select Outlook Data File (.pst) and click Next

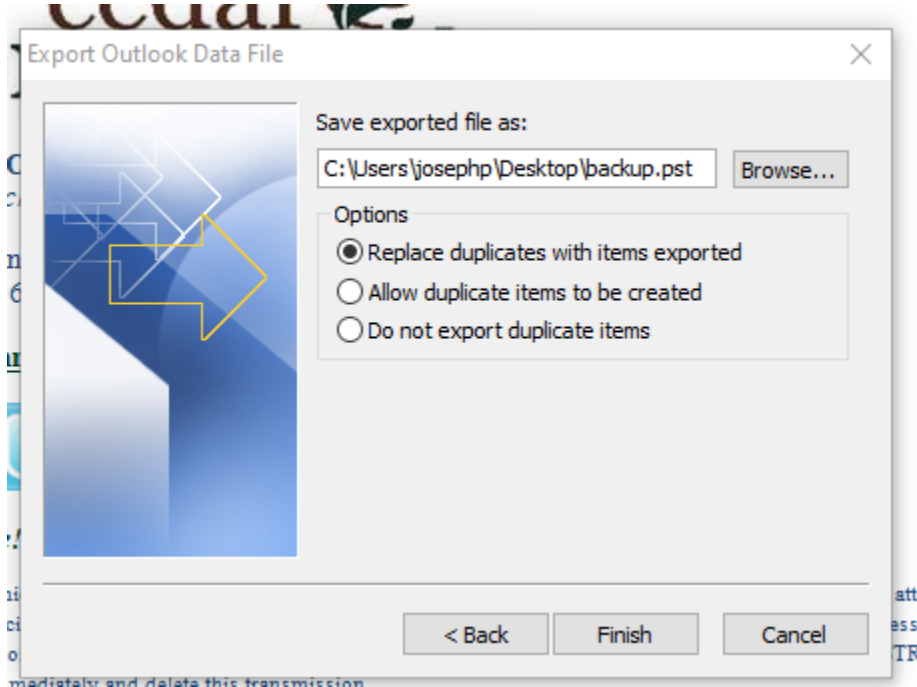


6. Scroll up and select your mailbox name, so it selects all folders, and click Next.

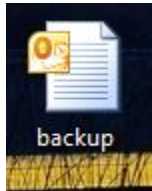


7. Browse to your desktop and select Finish. I don't recall if the duplicates questions were there the first time, as I did these instructions after I exported. The first time, it asked if I wanted to

password protect, and they said that wasn't necessary. The process took about a half hour for me, but I save everything.



8. This will be on your desktop when you finish.



If you can't open Outlook:

If they can't open Outlook

Open Files Explorer

C:\

Users

Double click your name

Double click AppData

Double click Local

Double click Microsoft

Double click Outlook

Find your email address .ost **(important to grab the right one, if in doubt copy both)**

Right click Copy

To the left find Desktop and click it

In the right window Right click and Paste

appdata is a hidden folder btw they have to manually type it into the address bar