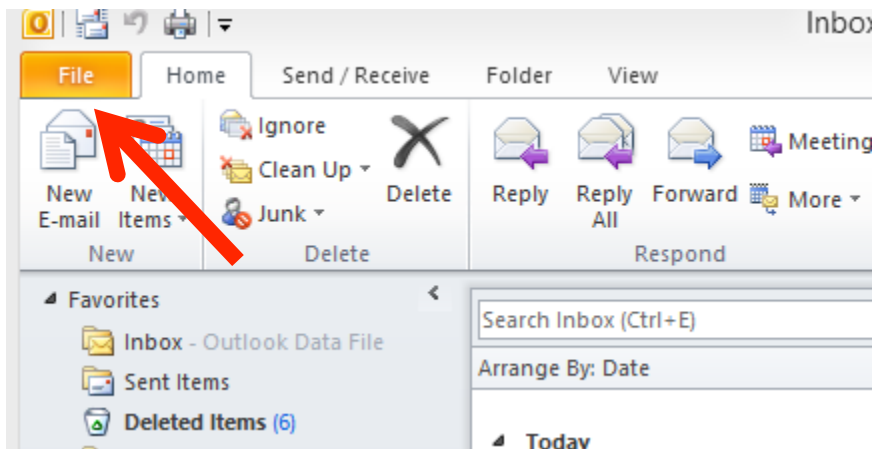


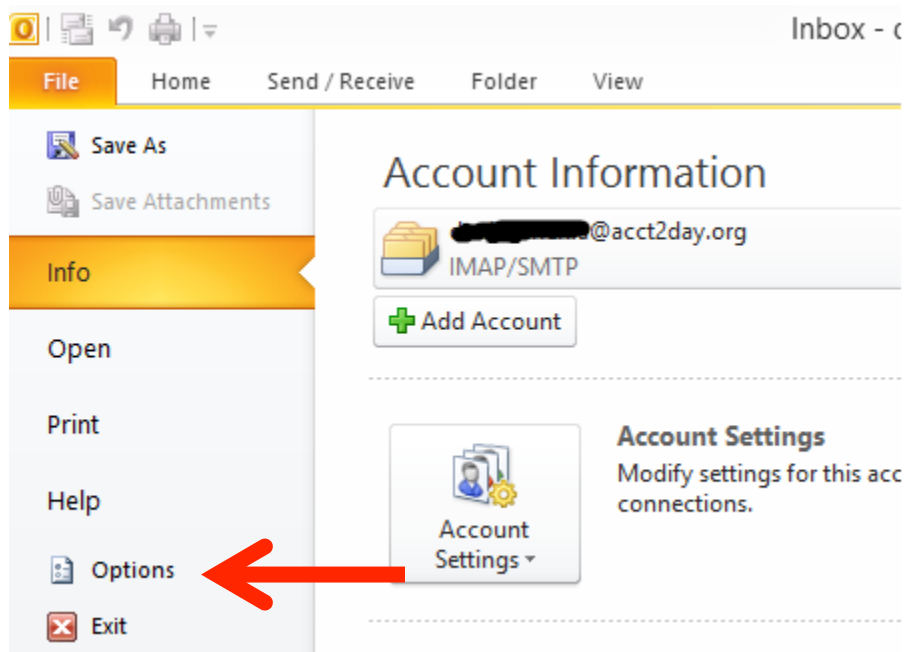
Stage 2 - Export ACCT2DAY.ORG to an Outlook Data File (.pst)

Information in Microsoft Outlook 2010 can be exported to an Outlook Data File (.pst). This provides a way to make a backup.

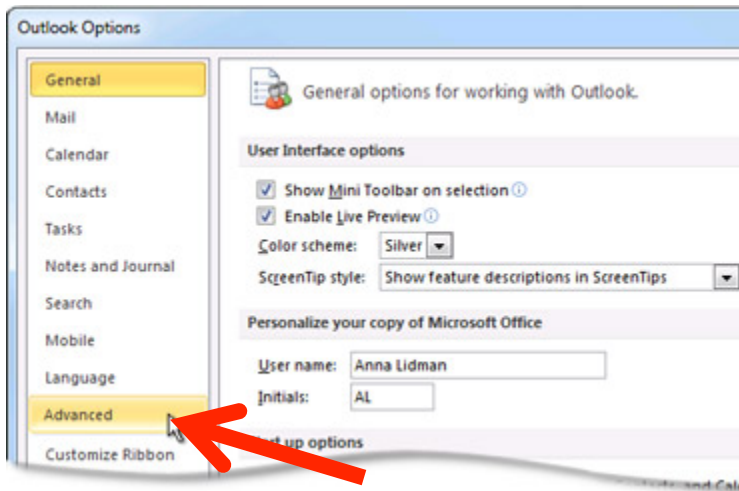
1. Click the **File** tab.



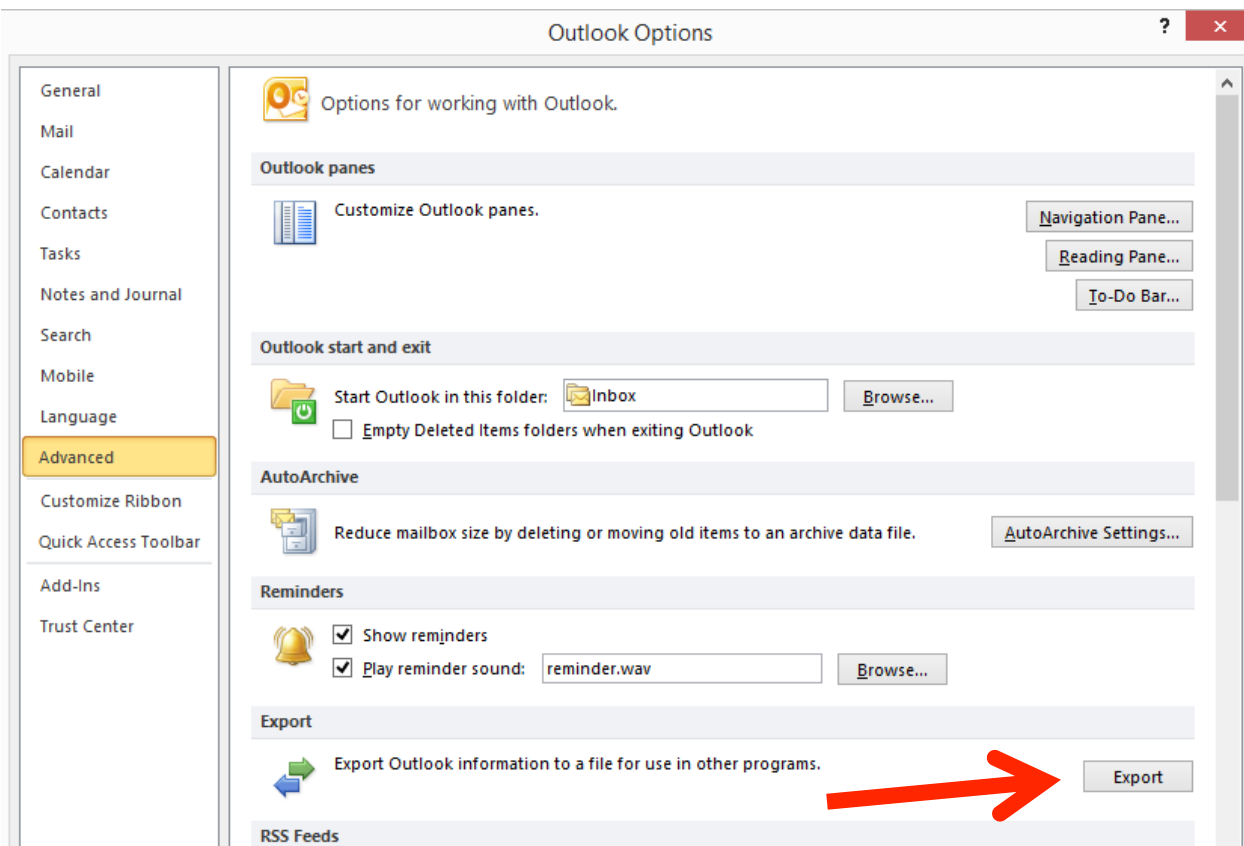
2. Click **Options**.



3. Click **Advanced**.

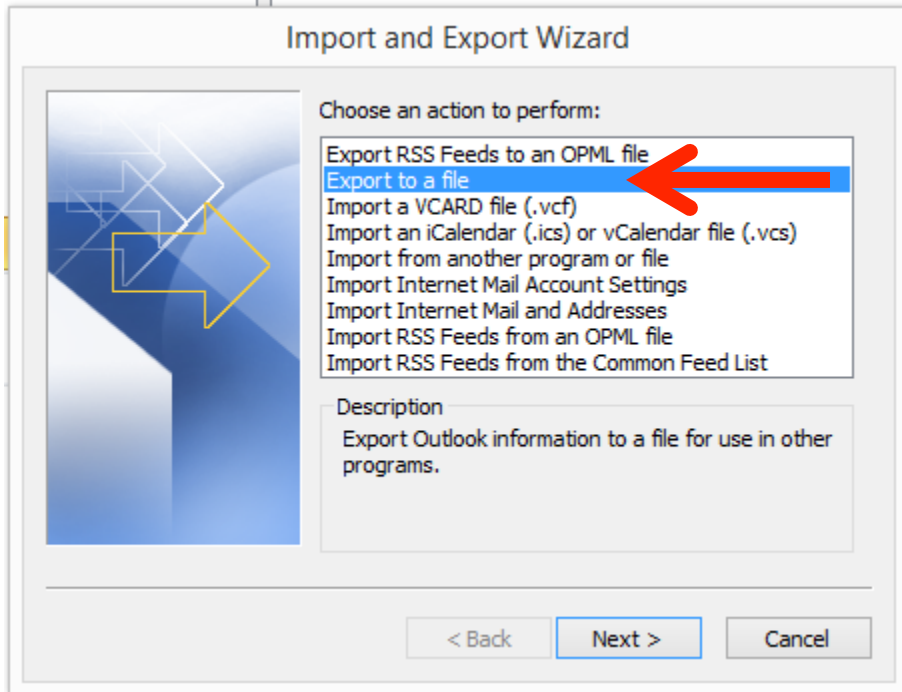


4. Under **Export**, click **Export**.

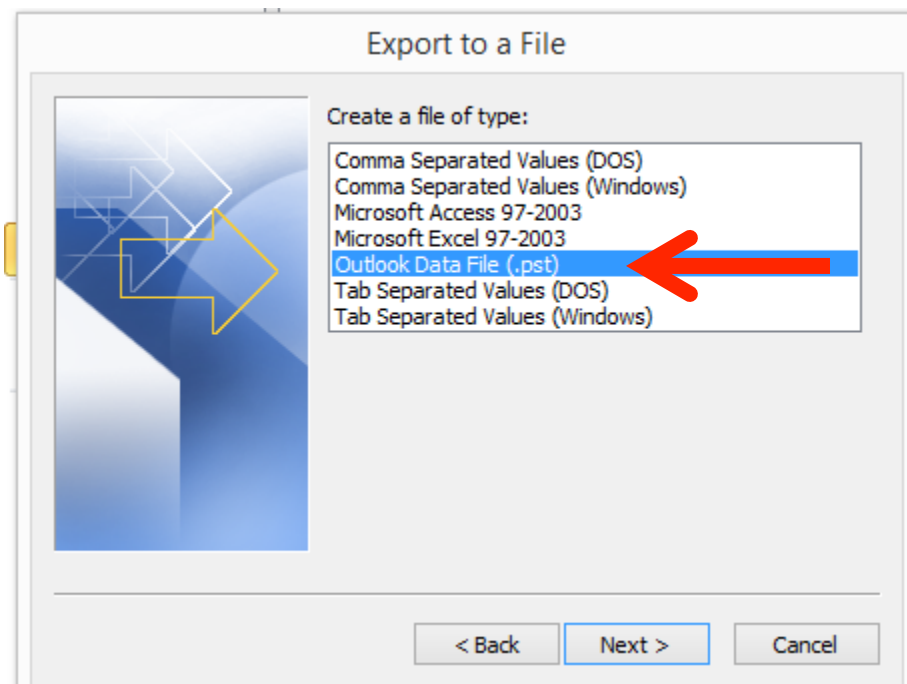


NOTE The **Import and Export Wizard** can also be opened by clicking the **File** tab, clicking **Open**, and then clicking **Import**.

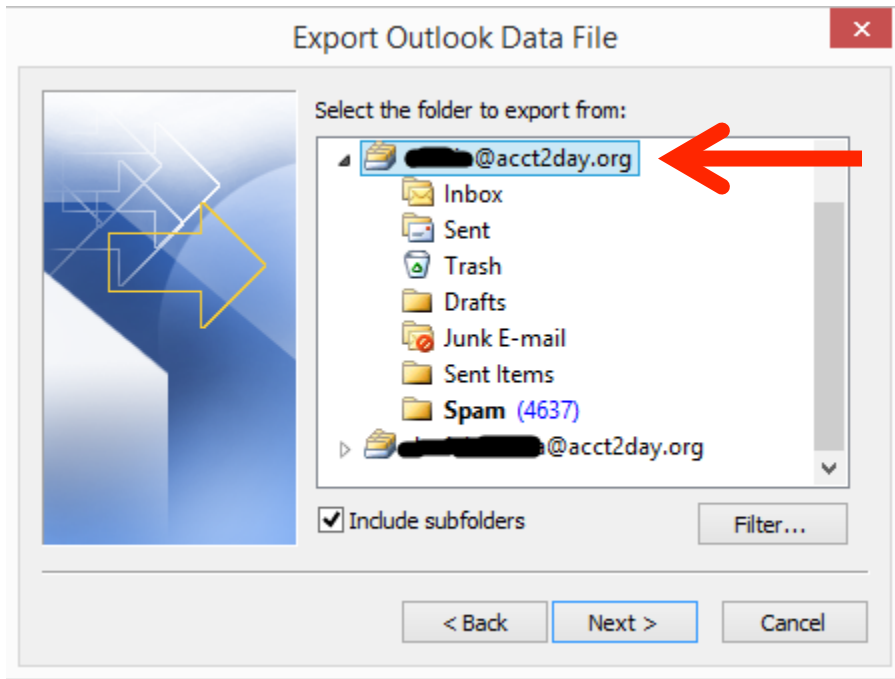
5. Click **Export to a file**, and then click **Next**.



6. Click **Outlook Data File (.pst)**, and then click **Next**.



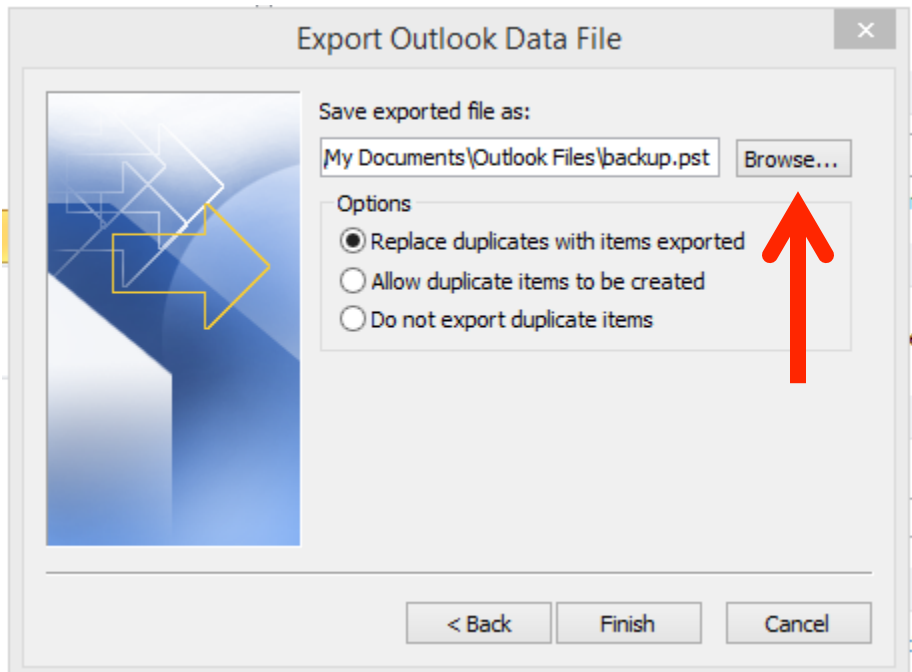
7. Select the account — a top level folder — that you want to export. This enables exporting all mail, calendar, contacts, tasks, and notes if available for that account.



NOTE Only information for one account can be exported information at a time.

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

8. Click **Next**.
9. Click **Browse** to select where you want to save the Outlook Data File (.pst) and to enter a file name. Click **OK** to continue.



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.

10. 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
11. Click **Finish**.

The export begins immediately unless a new Outlook Data File (.pst) is created or the export is to an existing file that is password protected.

- If you are creating a new Outlook Data File (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, enter the password in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, enter the password, and then click **OK**.
- If you are exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, enter the password, and then click **OK**.

If you want to export items for multiple accounts, repeat these steps for each account.