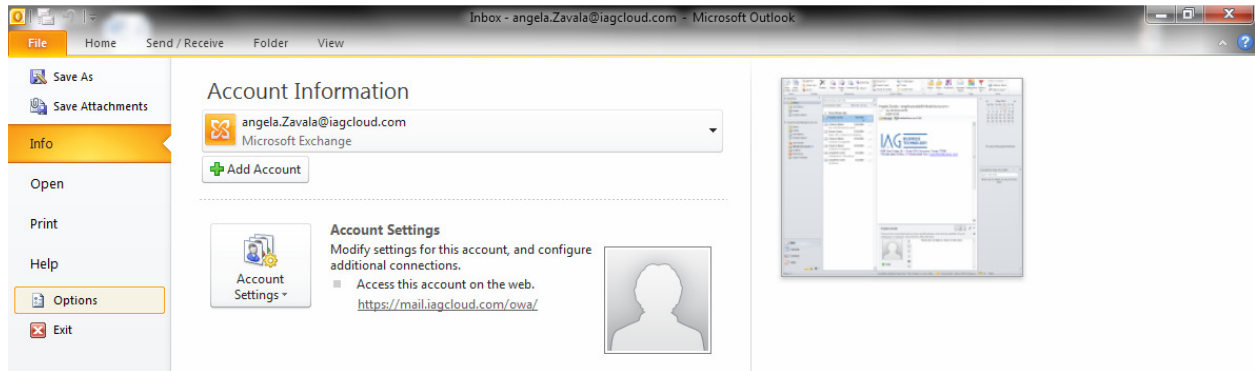


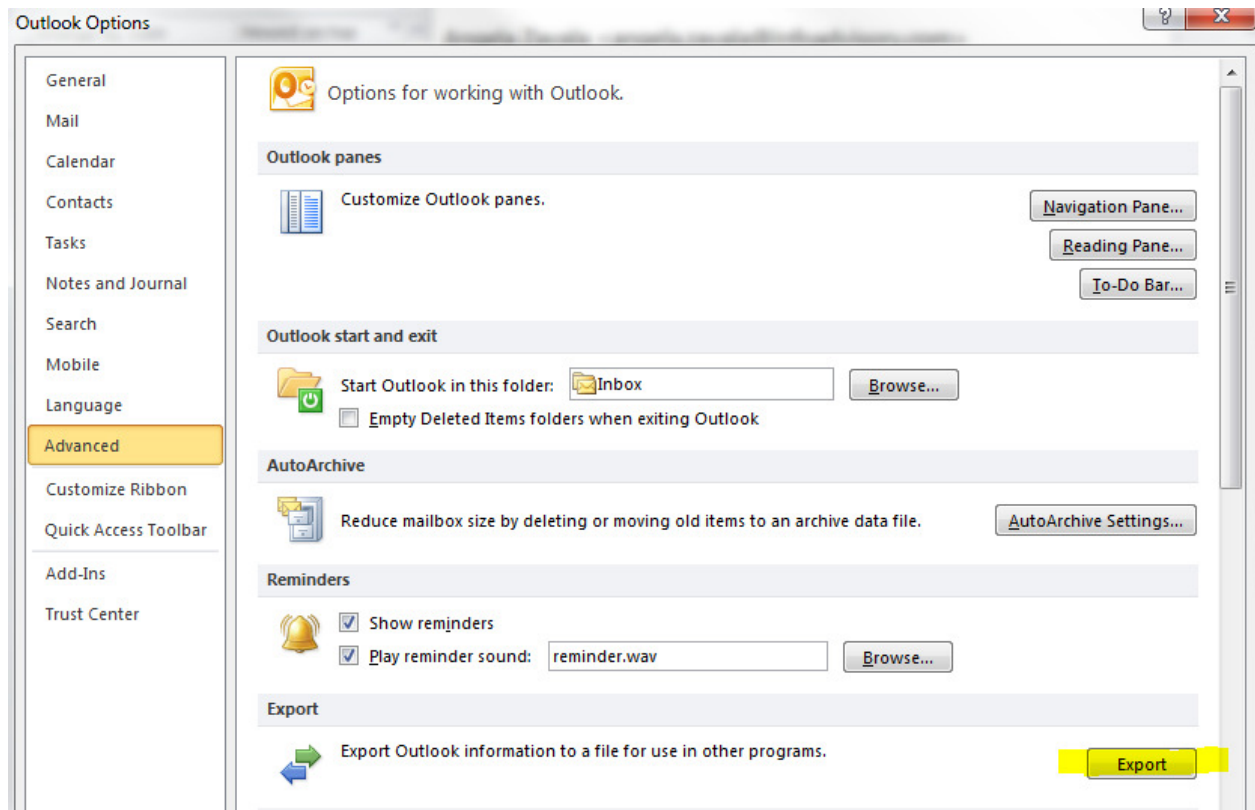
# Exporting Mailbox Data via Outlook:

- Open the Outlook Profile containing the data to be exported

- Select Options from the File menu

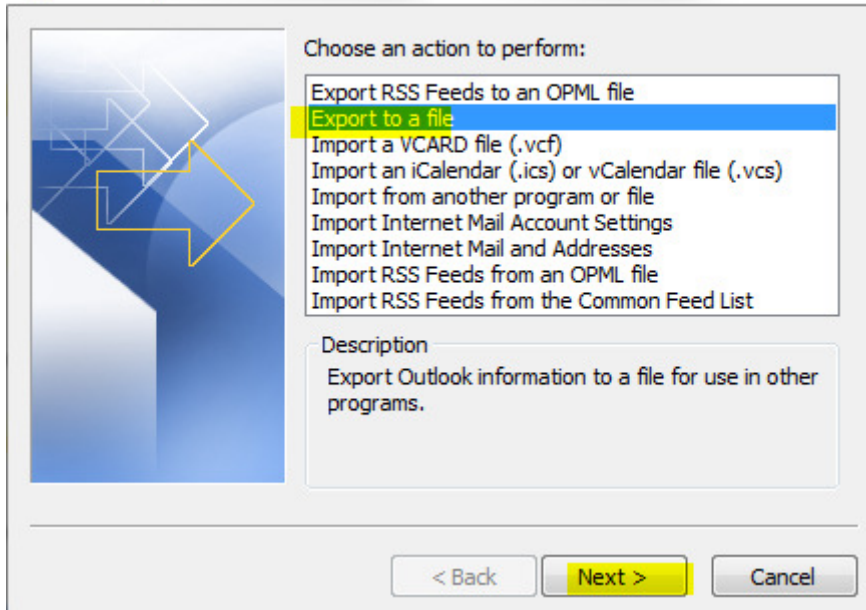


- Outlook Options: Choose the "Advanced" menu and select "Export"



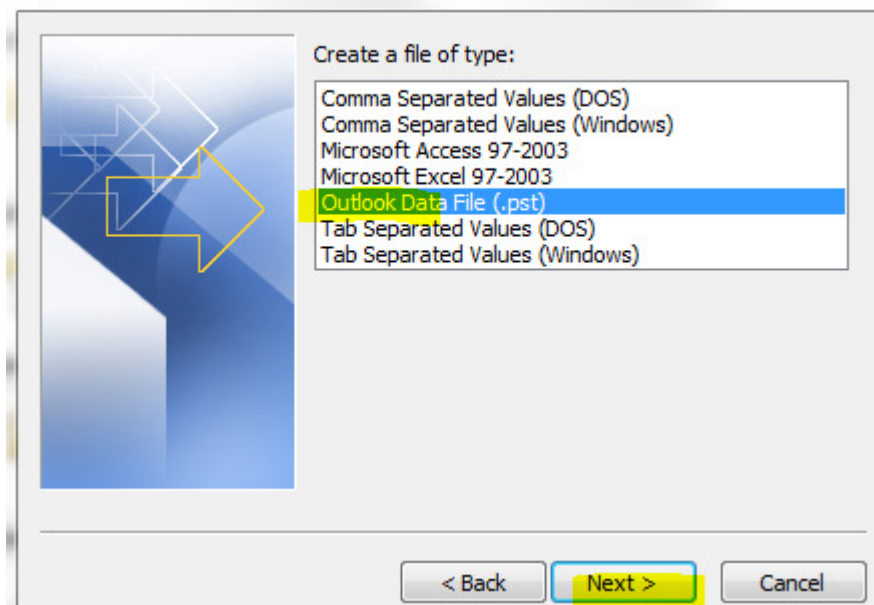
- Import and Export Wizard: Select “Export to a file” and click “Next”

#### Import and Export Wizard

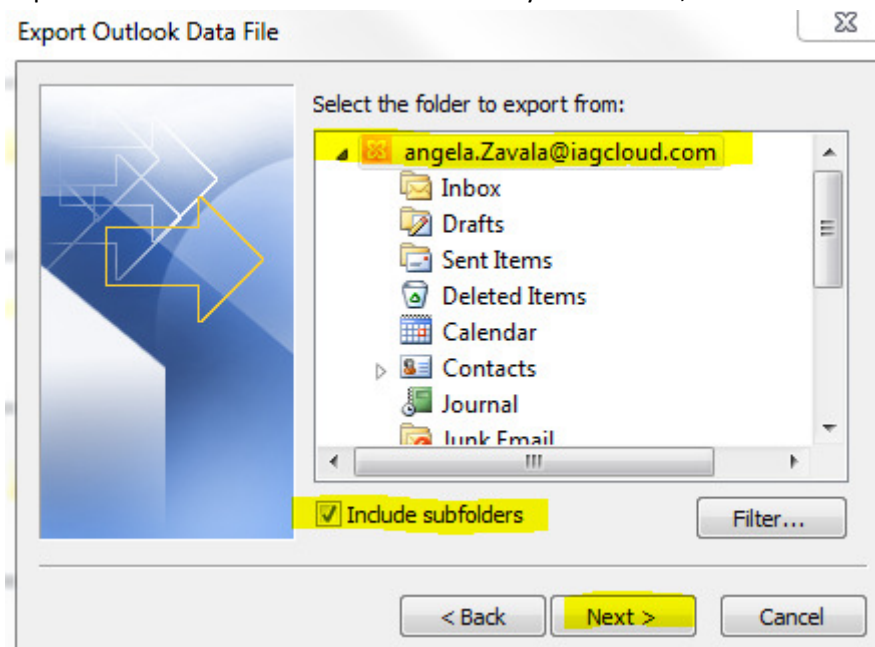


- Export to a File: Select “Outlook Data File” and choose “Next”

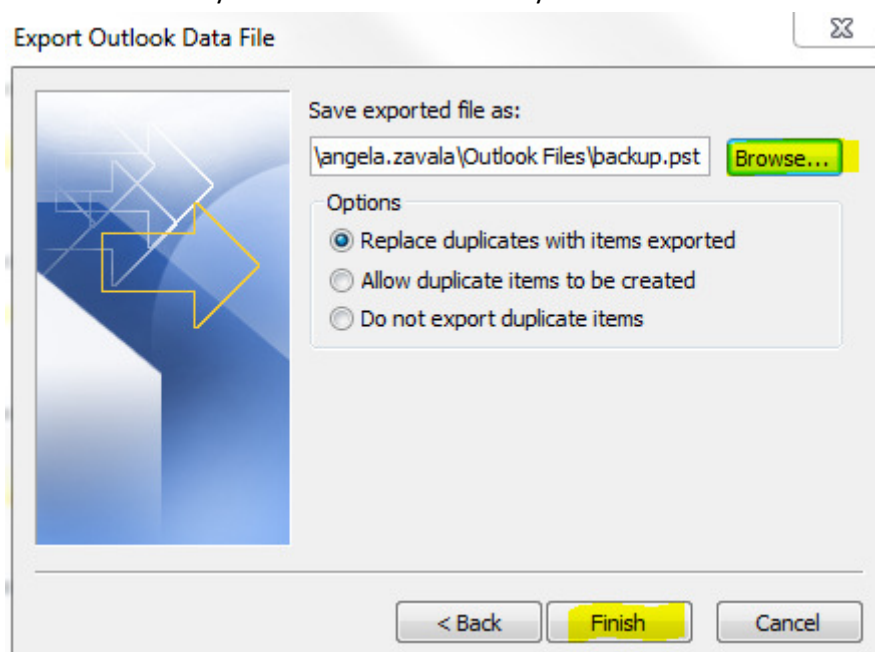
#### Export to a File



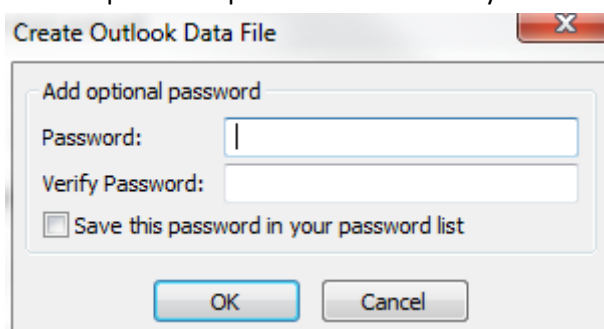
- Export Outlook Data File: Select the root of your mailbox, "Include subfolders", and chose "Next"



- Export Outlook Data File: Click "Browse" and navigate to the desired location to save data file. (We highly recommend that you choose a local directory instead of a shared folder or mapped drive)



- You can password protect the data file if you choose. Click "OK" to begin export



- During the Export process, Outlook may appear to free and hang up. The application will not be functional until the export process is complete. The amount of time required for the export depends on the size of your mailbox.