

How To Back up Email

Mail

Favorite Folders

Drag Your Favorite Folders Here

Mail Folders

- All Mail Items
- Mailbox - test email
 - Deleted Items
 - Drafts
 - Inbox
 - Junk E-mail
 - Outbox
 - RSS Feeds
 - Sent Items
 - Search Folders
 - Archive Folders

Inbox Search Inbox

Click here to enable Instant Search

From	Subject	Received	Size	Categories
There are no items to show in this view.				

To-Do Bar

October 2011

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

No upcoming appointments.

Arranged By: Due Date

Type a new task

There are no items to show in this view.

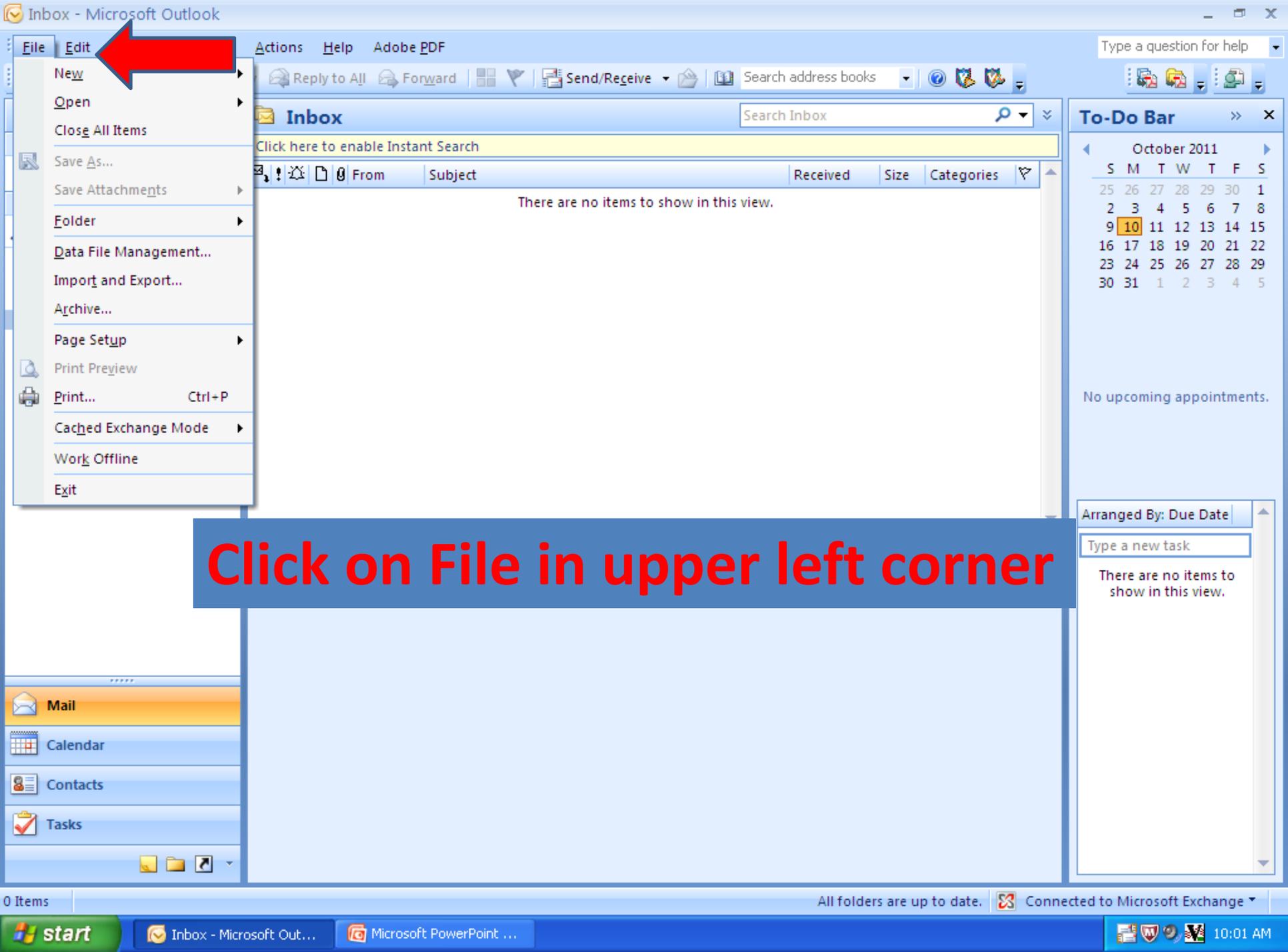
Open Up your Email

Mail

Calendar

Contacts

Tasks



Click on File in upper left corner

- New
- Open
- Close All Items
- Save As...
- Save Attachments
- Folder
- Data File Management...
- Import and Export...**
- Archive...
- Page Setup
- Print Preview
- Print... Ctrl+P
- Cached Exchange Mode
- Work Offline
- Exit

Reply to All Forward Send/Receive Search address books

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From	Subject	Received	Size	Categories
There are no items to show in this view.				

Then Click on Import and Export

To-Do Bar

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No upcoming appointments.

Arranged By: Due Date

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- Mail
- Calendar
- Contacts
- Tasks

Mail

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All Mail Items

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From Subject Received Size Categories

There are no items to show in this view.

Import and Export Wizard

Choose an action to perform:

- Export RSS Feeds to an OPML file
- Export to a file**
- Import a VCARD file (.vcf)
- Import an iCalendar (.ics) or vCalendar file (.vcs)
- Import from another program or file
- Import Internet Mail Account Settings
- Import Internet Mail and Addresses
- Import RSS Feeds from an OPML file
- Import RSS Feeds from the Common Feed List

Description

Export Outlook information to a file for use in other programs.

< Back Next > Cancel

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Arranged By: Due Date

Then Click on Export to a File then Next

Mail

Calendar

Contacts

Tasks

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Export to a File

Create a file of type:

- Comma Separated Values (DOS)
- Comma Separated Values (Windows)
- Microsoft Access 97-2003
- Microsoft Excel 97-2003
- Personal Folder File (.pst)**
- Tab Separated Values (DOS)
- Tab Separated Values (Windows)

< Back Next > Cancel

To-Do Bar

October 2011

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Select Personal Folder File (.pst) then Next

Mail

Calendar

Contacts

Tasks

Select mailbox and Put a check mark in include subfolders then Next

October 2011						
	W	T	F	S		
8	29	30	1			
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Mail Folders
All Mail Item
Mailbox -
Delete
Drafts
Inbox
Junk E-mail
Outbox
RSS Feeds
Sent Items
Search Folders
Archive Folders

Select the folder to export from:

- Mailbox - test email
- Calendar
- Contacts
- Deleted Items
- Drafts
- Inbox
- Journal
- Junk E-mail
- Notes
- Outbox
- RSS Feeds

Include subfolders

< Back Next > Cancel

No upcoming appointments.

Arranged By: Due Date

Type a new task

There are no items to show in this view.

Mail

Favorite Folders
Drag Your Fav

Mail Folders

All Mail Item

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- Mail
- Calendar
- Contacts
- Tasks

In the save exported files as: Type
c:\mailbackup102011.pst then Finish

Export Personal Folders

Save exported file as:
C:\mailbackup102011.pst Browse...

Options

- Replace duplicates with items exported
- Allow duplicate items to be created
- Do not export duplicate items

< Back Finish Cancel

Calendar view for April 2011

V	T	F	S			
8	29	30	1			
5	6	7	8			
2	13	14	15			
9	20	21	22			
23	24	25	26	27	28	29
30	31	1	2	3	4	5

No upcoming appointments.

Arranged By: Due Date

Type a new task

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Search Inbox

To-Do Bar

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Mail Folders

All Mail Item

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- Archive Folders
- Personal Folders

Mail

Calendar

Contacts

Tasks

0 Items

All folders are up to date. Connected to Microsoft Exchange

**Do not enter a password just
click Ok**

Create Microsoft Personal Folders

File: C:\mailbackup102011.pst

Name: Personal Folders

Format: Personal Folders File

Password

Password:

Verify Password:

Save this password in your password list

OK Cancel

October 2011

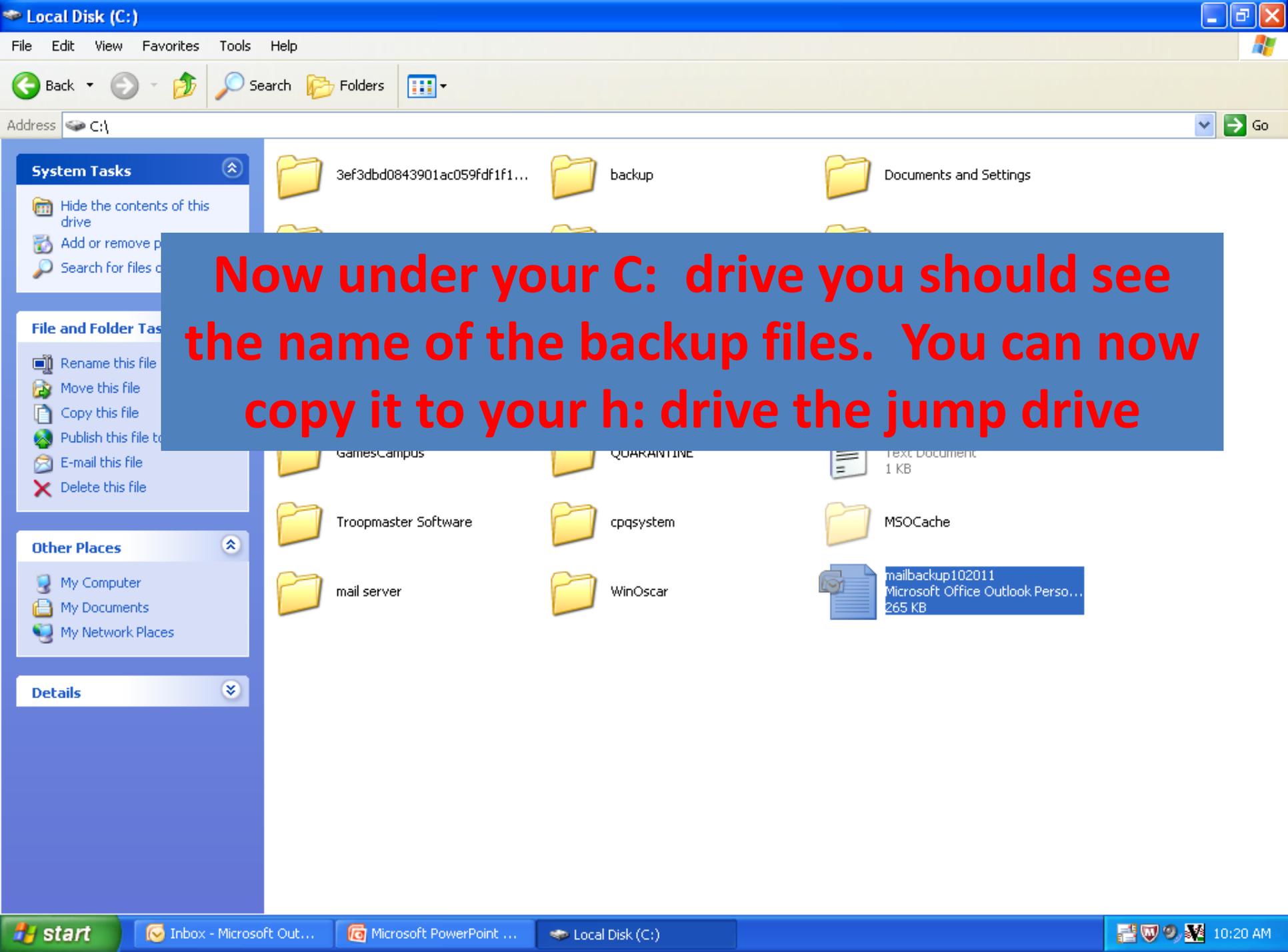
	W	T	F	S
8	29	30	1	
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2	13	14	15	
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No upcoming appointments.

Arranged By: Due Date

Type a new task

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Now under your C: drive you should see the name of the backup files. You can now copy it to your h: drive the jump drive

System Tasks

- Hide the contents of this drive
- Add or remove partitions
- Search for files or folders

File and Folder Tasks

- Rename this file or folder
- Move this file or folder
- Copy this file or folder
- Publish this file or folder to the Web
- E-mail this file or folder
- Delete this file or folder

Other Places

- My Computer
- My Documents
- My Network Places

Details

- 3ef3dbd0843901ac059fdf1f1...
- backup
- Documents and Settings
- GamesCampus
- QUARANTINE
- Text Document 1 KB
- Troopmaster Software
- cpqsystem
- MSOCache
- mail server
- WinOscar
- mailbackup102011 Microsoft Office Outlook Perso... 265 KB