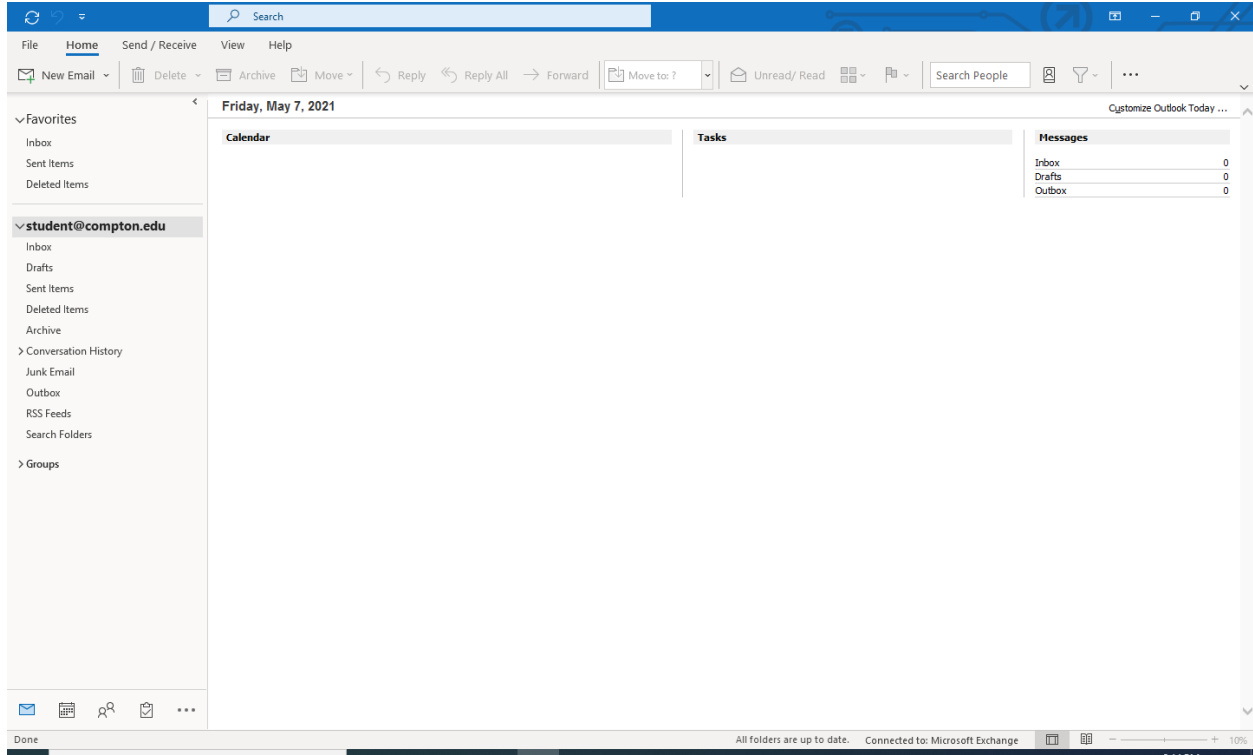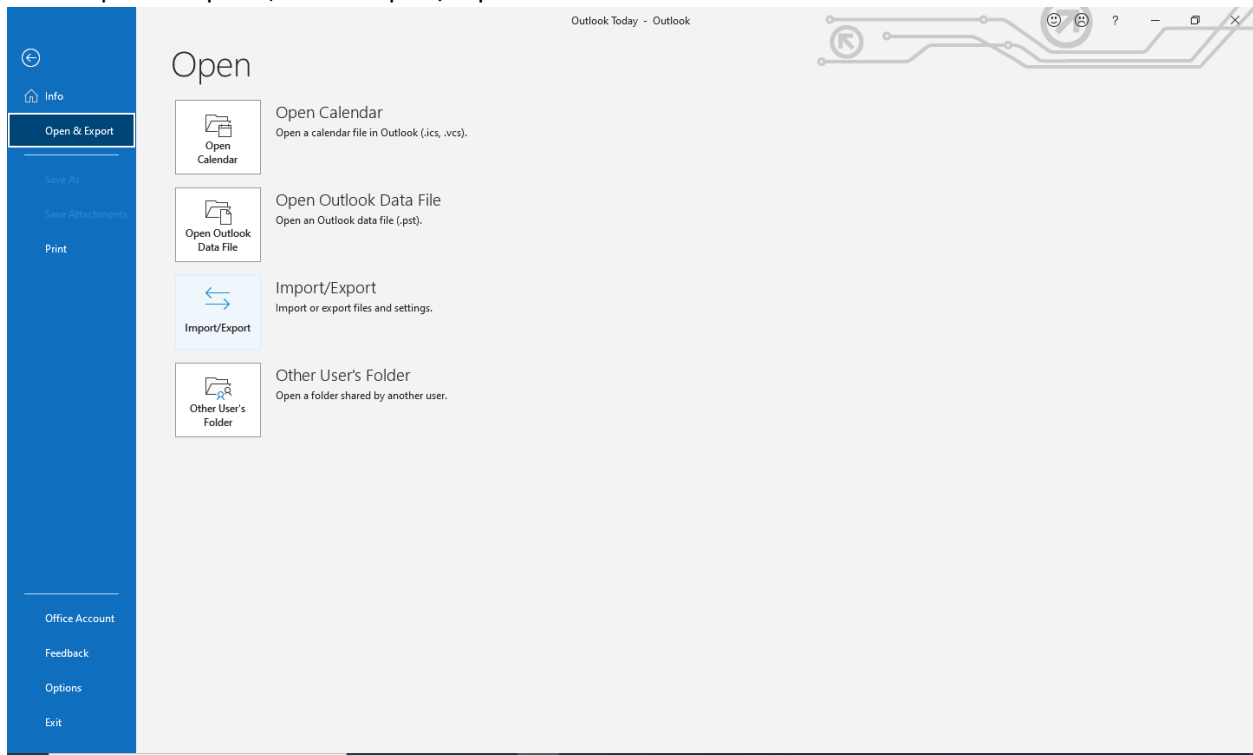How to export your Compton email to a .pst file.

Open Outlook
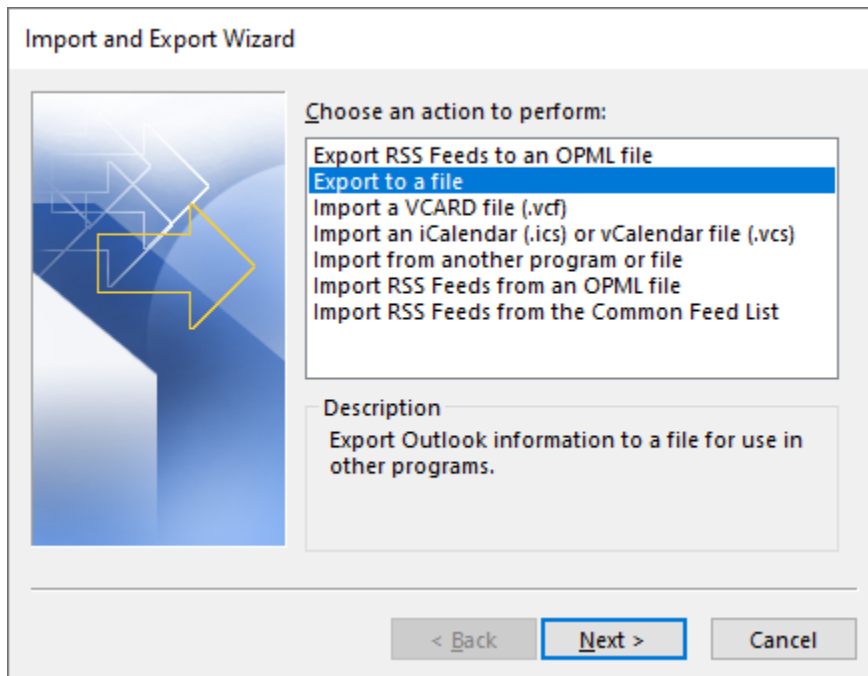
Click File on top left
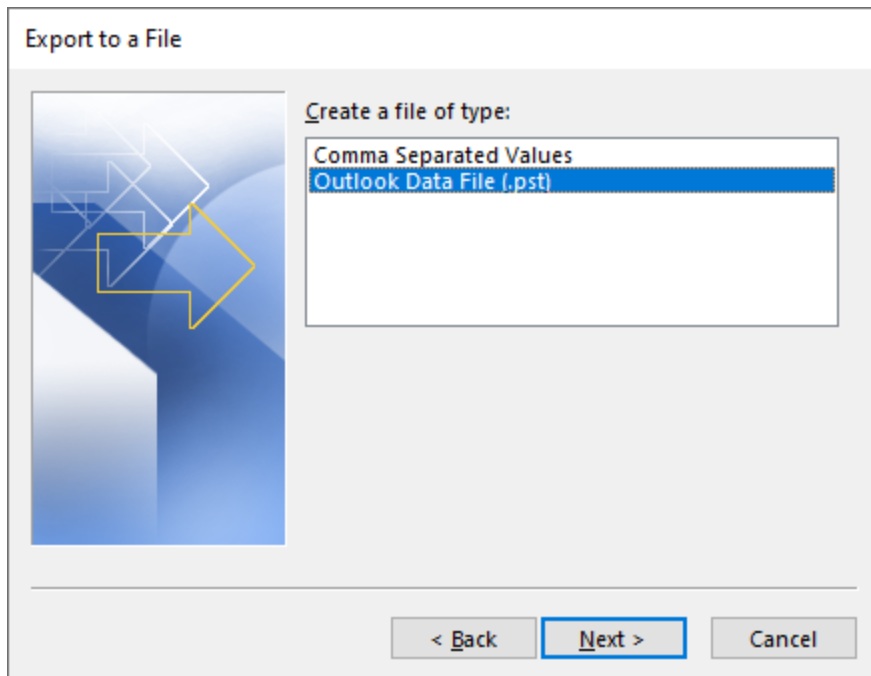
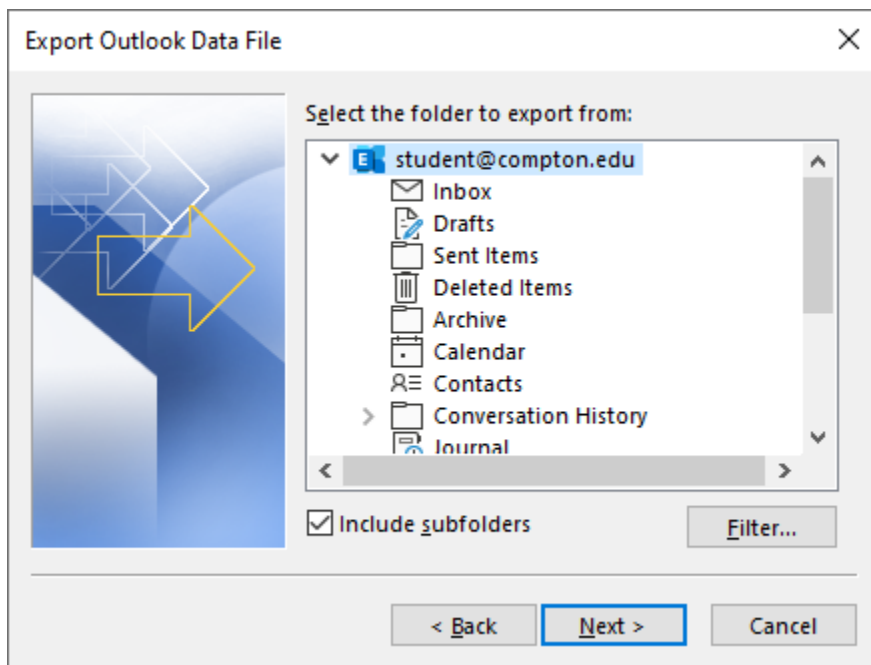Click "Open & Export", then "Import/Export"
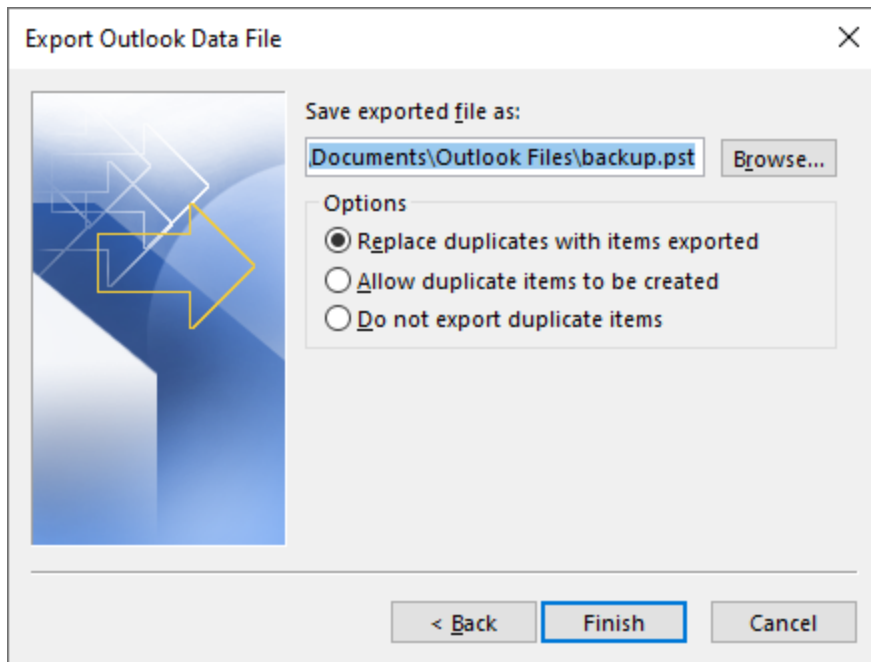

Click "Export to a file", click "Next"

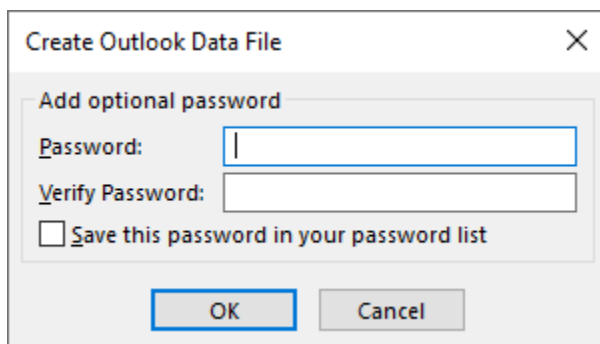Select "Outlook Data File (.pst)", click "Next"

Select your account – check "Include subfolders" if you wish to include all items, click "Next"

Click "Browse" to select a location to save the exported file, click "Finish"

If prompted to create a password, or leave black, click "Ok"

A .pst (Portable Storage Table) will be created in the location you've selected in the above step.

If you have questions, or need technical assistance, please contact the Compton Helpdesk at 310-900-1234