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

Open Outlook

Click File on top left

9 9 =	♀ Search	·	(7) 🗉 – 🗖 📈
File Home Send / Receive	View Help		
🏹 New Email 👻 🗎 Delete 🗸	\blacksquare Archive \textcircled{M} Move \sim \bigcirc Reply \textcircled{M} Reply All \rightarrow Forward \textcircled{M} Move	e to: ? 👻 Unread/ Read 🛄 ~ 🕅 ~ Search People	Q 7 ,
Favorites	Friday, May 7, 2021		Customize Outlook Today 🔊
Inbox	Calendar	Tasks	Messages
Sent Items			Inbox 0
Deleted Items			Drafts 0 Outbox 0
vstudent@compton.edu			
Indox			
Sent Items			
Deleted Items			
Archive			
> Conversation History			
Junk Email			
Outbox			
KSS Feeds Search Folders			
Search rolders			
> Groups			
🖾 k ^q 🗇 …			~
Done		All folders are up to date. Connected to: Microsoft Exchang	ge 🔟 🕮 – — – + 10%

Click "Open & Export", then "Import/Export"

			Outlook Today - Outlook	© © ?	- 0 ×
©	Open				/
Cn Info Open & Export	Open Calendar	en Calendar a calendar file in Outlook (.ics, .vcs).			
Save Attachments Print	Open Outlook Data File	en Outlook Data File an Outlook data file (.pst).			
	← Imp Import/Export	port/Export rt or export files and settings.			
	Oth Other User's Folder	ner User's Folder a folder shared by another user.			
Office Account					
Feedback					
Options					
Exit					



Import and Export Wizard	1	
	<u>Choose an action to perform:</u> 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 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	

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

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (.pst)
	< <u>B</u> ack <u>N</u> ext > Cancel

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

Export Outlook Data File		×
	Select the folder to export from: Select the folder to export from: Select the folder to export from: Inbox Drafts Sent Items Deleted Items Archive Calendar RE Contacts Conversation History Lournal	
	Include <u>s</u> ubfolders	<u>F</u> ilter
	< <u>B</u> ack <u>N</u> ext >	Cancel

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

Export Outlook Data File		×
	Save exported file as: Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items	
	< <u>B</u> ack Finish Cancel	

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

Create Outlook Data File			
Add optional password			
Password:			
Verify Password:			
<u>Save this password in your password list</u>			
OK Cancel			

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