

Configuration Guide

April 2014

Contents

Using this Configuration Guide	3
Exporting Email in Outlook 2007	4
Exporting Email in Outlook 2010	7
Exporting Email in Outlook 2013	11
Legal Information.	15

Using this Configuration Guide

This Guide provides step-by-step instructions for exporting your mailbox items in Outlook 2007, 2010, or 2013 to a Personal Storage Table (PST) file.

Once these mailbox items have been exported to a PST file, you can store them on your personal computer or any portable device.

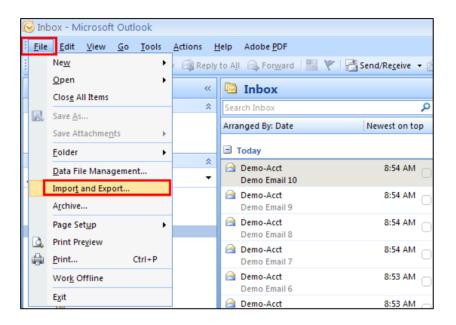
NOTE: Depending on the number of items being exported, this process could take several hours. We recommend you begin exporting at the end of your work day and leave it to complete overnight.

NOTE: Before starting an export, ensure to export only necessary items. E.g. Empty your Deleted Items bin before exporting if those items are no longer required.

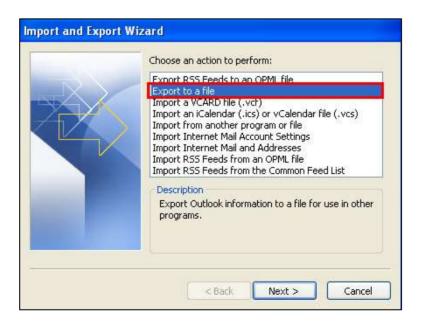
To locate any previously created PST files, from the File menu, select **Data File** Management.

The Data Files dialog box displays the location of any previously created PST files.

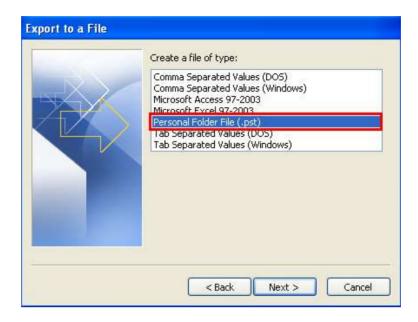
From the File menu, select **Import and Export**.The Import and Export Wizard dialog box displays.



3. Select Export to a file and click Next.

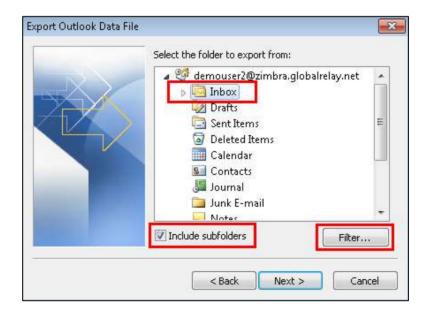


4. Select Personal Folder File (.pst) and click Next.



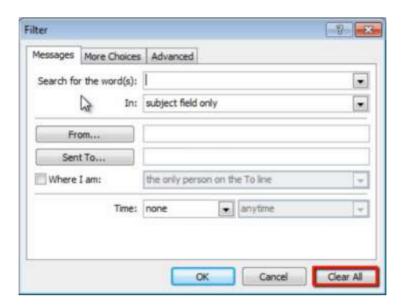
5. Select your email account, then select the **Include subfolders** checkbox, and then click **Filter**

The Filter dialog box displays.



NOTE: If you have multiple email accounts to export, repeat the export procedures for each email account.

6. On the Messages tab, click Clear All and then click OK.



- 7. In the Export Personal Folders dialog box, click **Next**.
- 8. Under Save exported file as, click **Browse**, select a file location, and assign a unique name for the PST file, e.g. amy_work_email_backup_2014.pst.



- 9. In the Export Personal Folders dialog box, click **Finish**. The Create Microsoft Personal Folders dialog box displays.
- 10. Enter a name for the file and click **OK**.

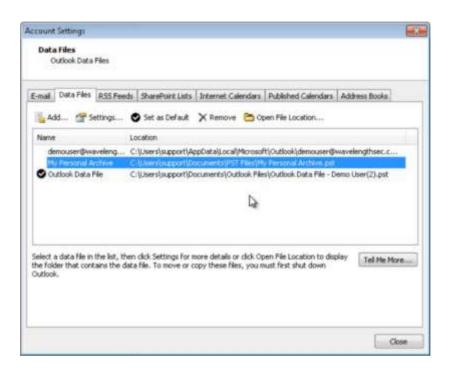
 Unless required by your firm, it is not necessary to include a password for the PST file.

NOTE: We recommend you do not run any other applications while the export is in progress.

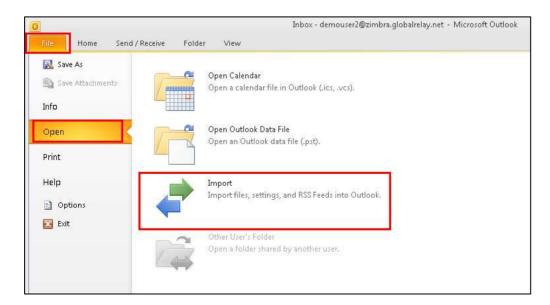
NOTE: Before starting an export, ensure you are exporting only necessary items. E.g. Empty your Deleted Items bin before exporting if those items are no longer required.

1. To locate any previously created PST files, from the File menu, click the **Account Settings** button and select **Account Settings**.

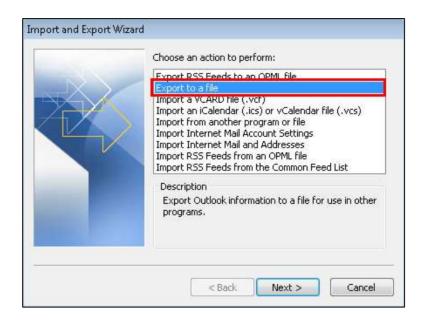
The Account Settings dialog box displays the location of any previously created PST files on the Data Files tab.



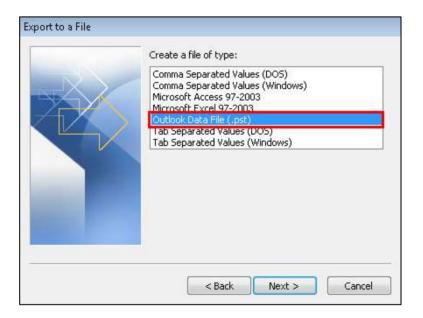
From the File menu, click **Open** and select **Import**. The Import and Export Wizard dialog box displays.



3. Select Export to a file and click Next.

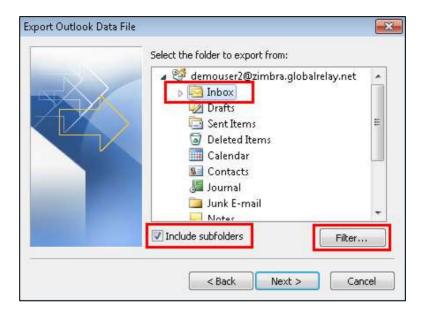


4. Select Outlook Data File (.pst) and click Next.



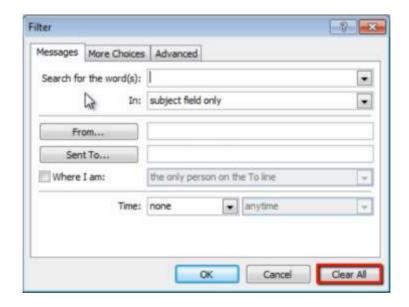
Select your email account, then select the Include subfolders checkbox, and then click Filter.

The Filter dialog box displays.



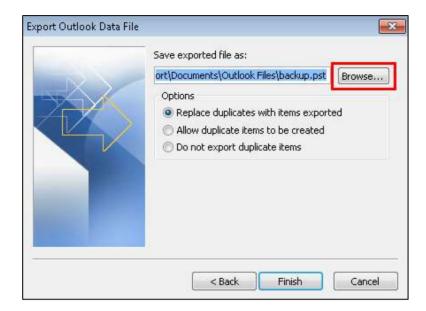
NOTE: If you have multiple email accounts to export, repeat the export procedures for each email account.

6. On the Messages tab, click Clear All and then click OK.



7. In the Export Personal Folders dialog box, click **Next**.

8. Under the Save exported file as, click **Browse**, select a file location, and assign a unique name for the PST file, e.g. amy_work_email_backup_2014.pst.



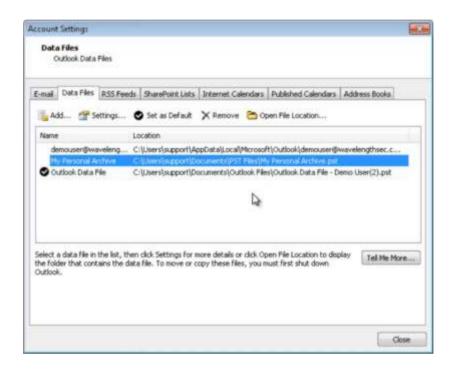
- 9. In the Export Personal Folders dialog box, click **Finish**. The Create Outlook Data File dialog box displays.
- 10. Unless required by your firm, do not include a password for the PST file and click **OK**.

NOTE: We recommend you do not run any other applications while the export is in progress.

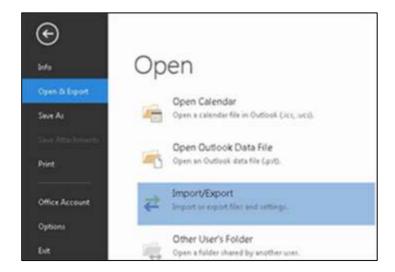
NOTE: Before starting an export, ensure you are exporting only necessary items. E.g. Empty your Deleted Items bin before exporting if those items are no longer required.

1. To locate any previously created PST files, from the File menu, click the **Account Settings** button and select **Account Settings**.

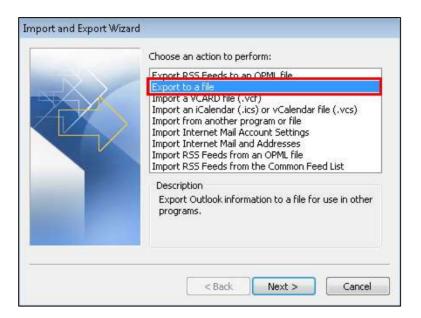
The Account Settings dialog box displays the location of any previously created PST files on the Data Files tab.



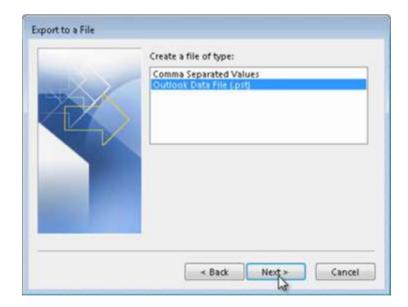
2. From the File menu, click **Open** and select **Import/Export**. The Import and Export Wizard dialog box displays.



3. Select Export to a file and click Next.

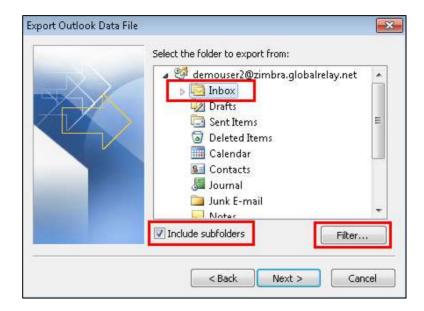


4. Select Outlook Data File (.pst) and click Next.



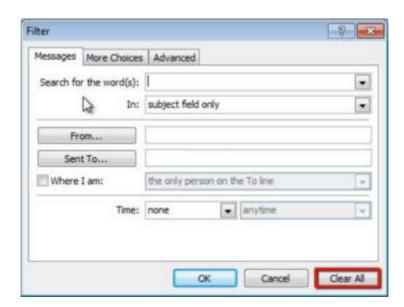
Select your email account, then select the **Include subfolders** checkbox, and then click **Filter**.

The Filter dialog box displays.



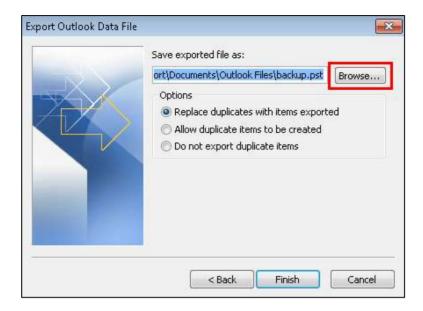
NOTE: If you have multiple email accounts to export, repeat the export procedures for each email account.

6. On the Messages tab, click Clear All and then click OK.



7. In the Export Personal Folders dialog box, click **Next**.

8. Under the Save exported file as, click **Browse**, select a file location, and assign a unique name for the PST file, e.g. amy_work_email_backup_2014.pst.



- 9. In the Export Personal Folders dialog box, click **Finish**. The Create Outlook Data File dialog box displays.
- 10. Unless required by your firm, do not include a password for the PST file and click **OK**.

NOTE: We recommend you do not run any other applications while the export is in progress.

Legal Information

Global Relay, by publishing this document, does not guarantee that any information contained herein is and will remain accurate or that use of the information will ensure correct and faultless operation of the relevant service or equipment. Global Relay, its agents and employees, shall not be held liable to or through any User for any loss or damage whatsoever resulting from reliance on the information contained herein.

This document contains information proprietary to Global Relay and may not be reproduced, disclosed, or used in whole or part without the express written permission of Global Relay.

Any Software, including but not limited to, the code, screen, page, structure, sequence, and organization thereof, and Documentation are protected by national copyright laws and international treaty provisions. This User Guide is subject to U.S. and other national export regulations.

Nothing in this document is intended, nor does it, alter the legal obligations, responsibilities or relationship between yourself and Global Relay as set out in the contract existing between us. Global Relay will not be liable for any compliance or technical information provided herein.