

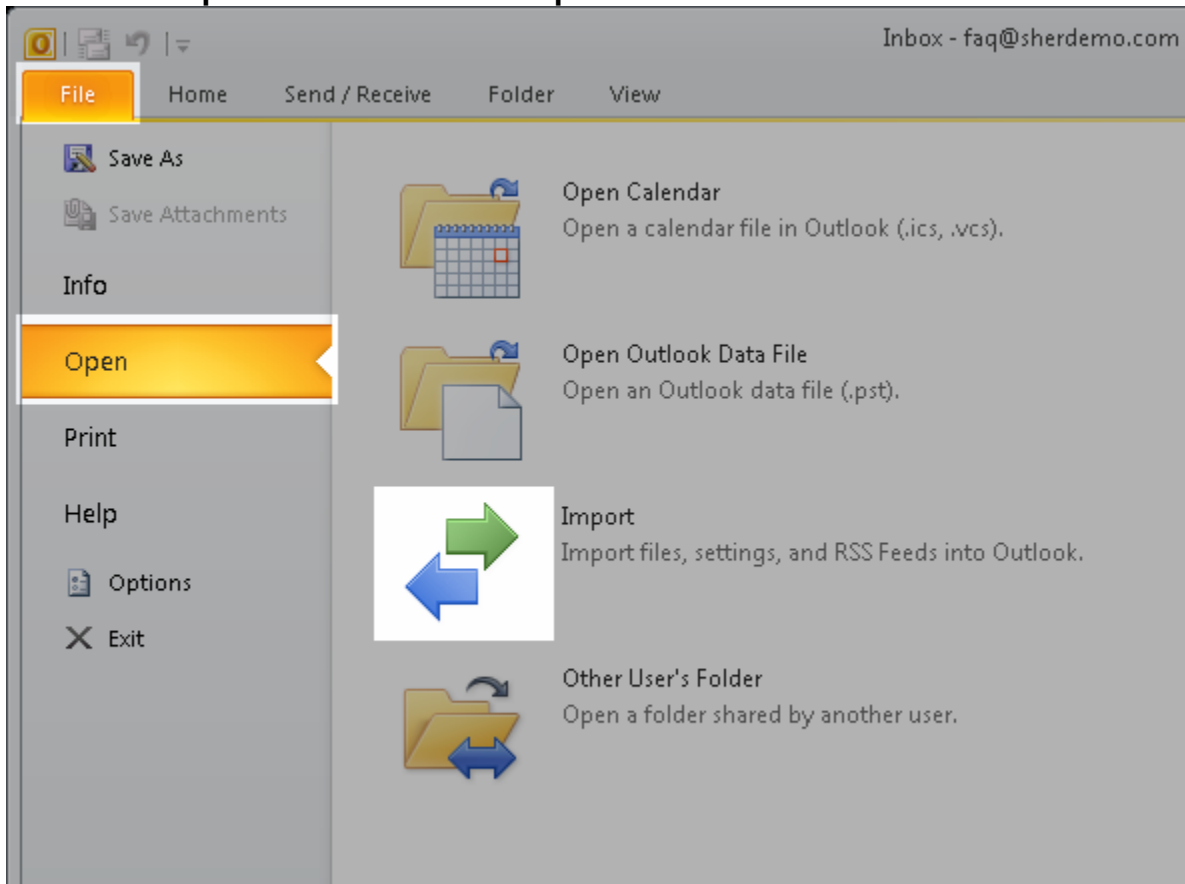
How to Export an Outlook 2010 .pst file (Exchange 2010)

- **Synopsis**

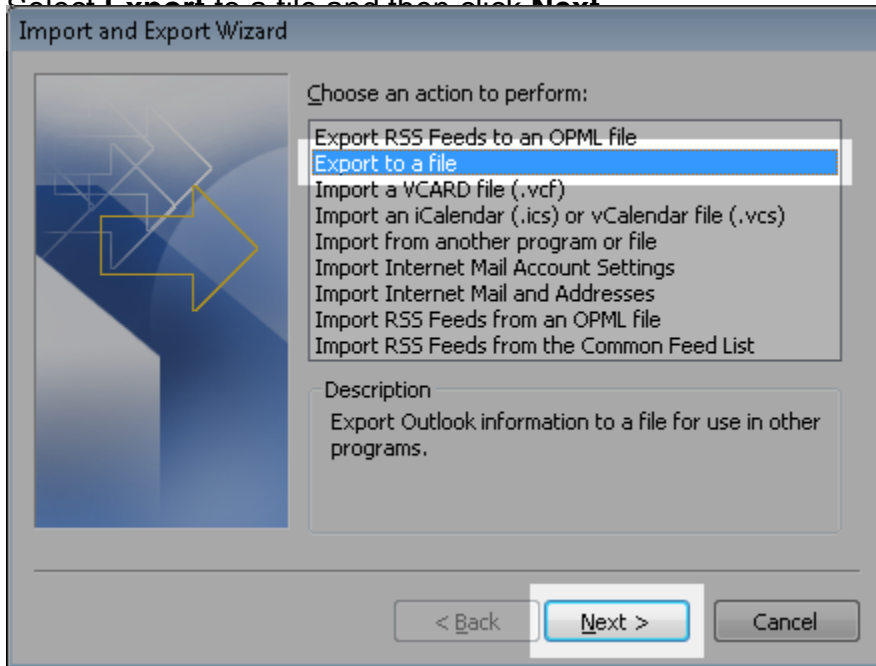
This guide will show you how to export a PST file from Outlook 2010.

- **How to**

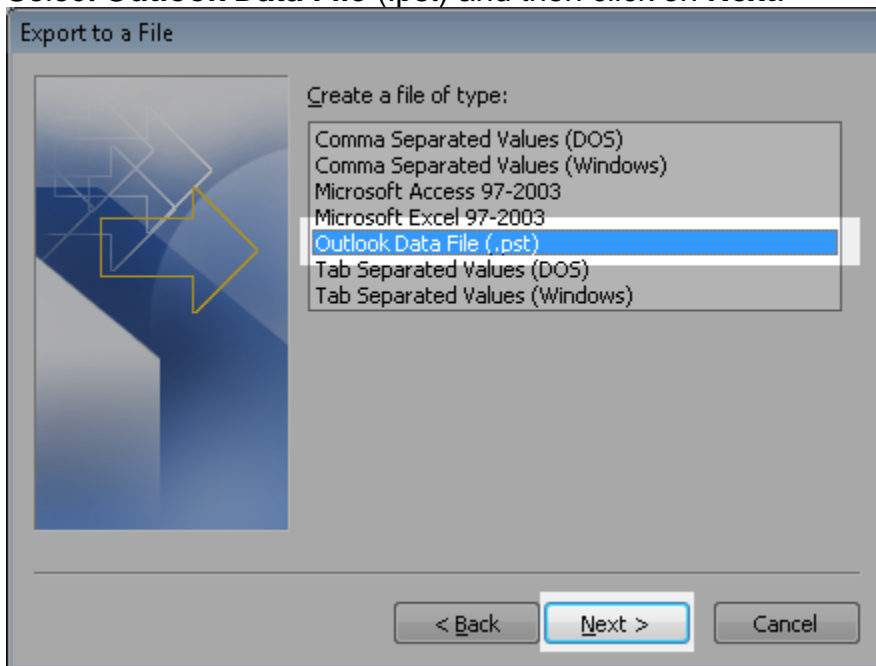
1. Open Outlook 2010.
2. Go to **File - Open** and then click on **Import**.



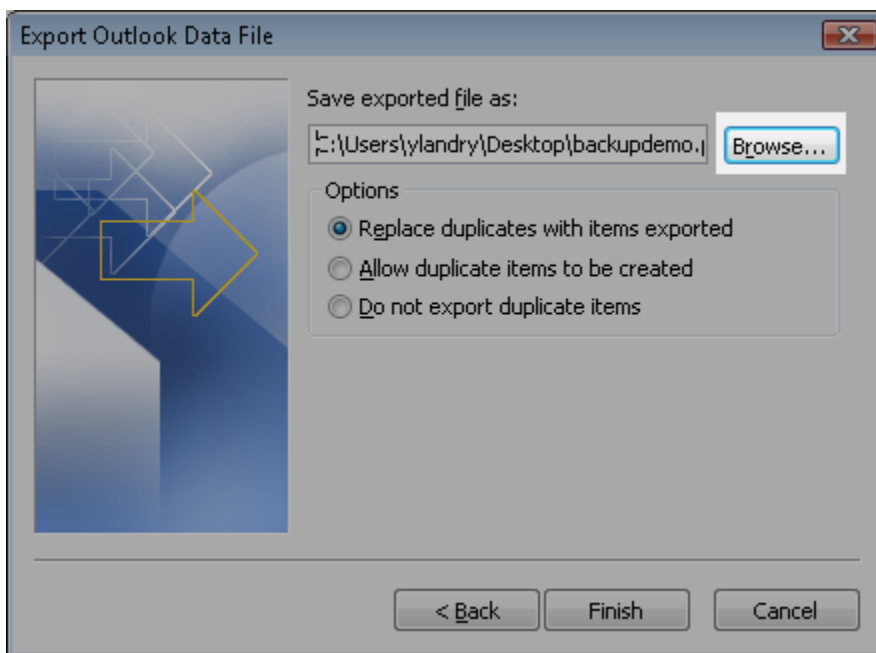
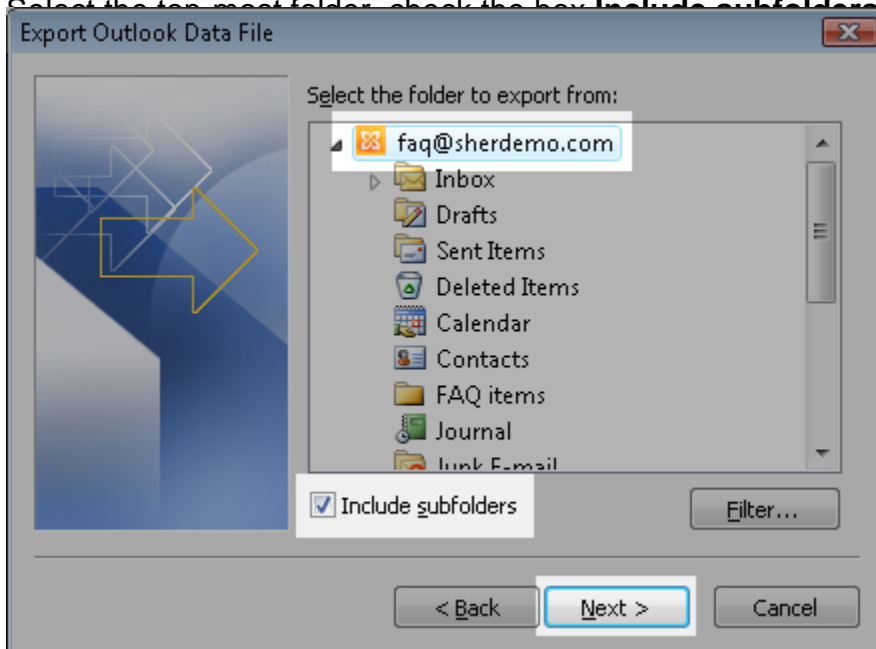
3. Select **Export to a file** and then click **Next**.



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

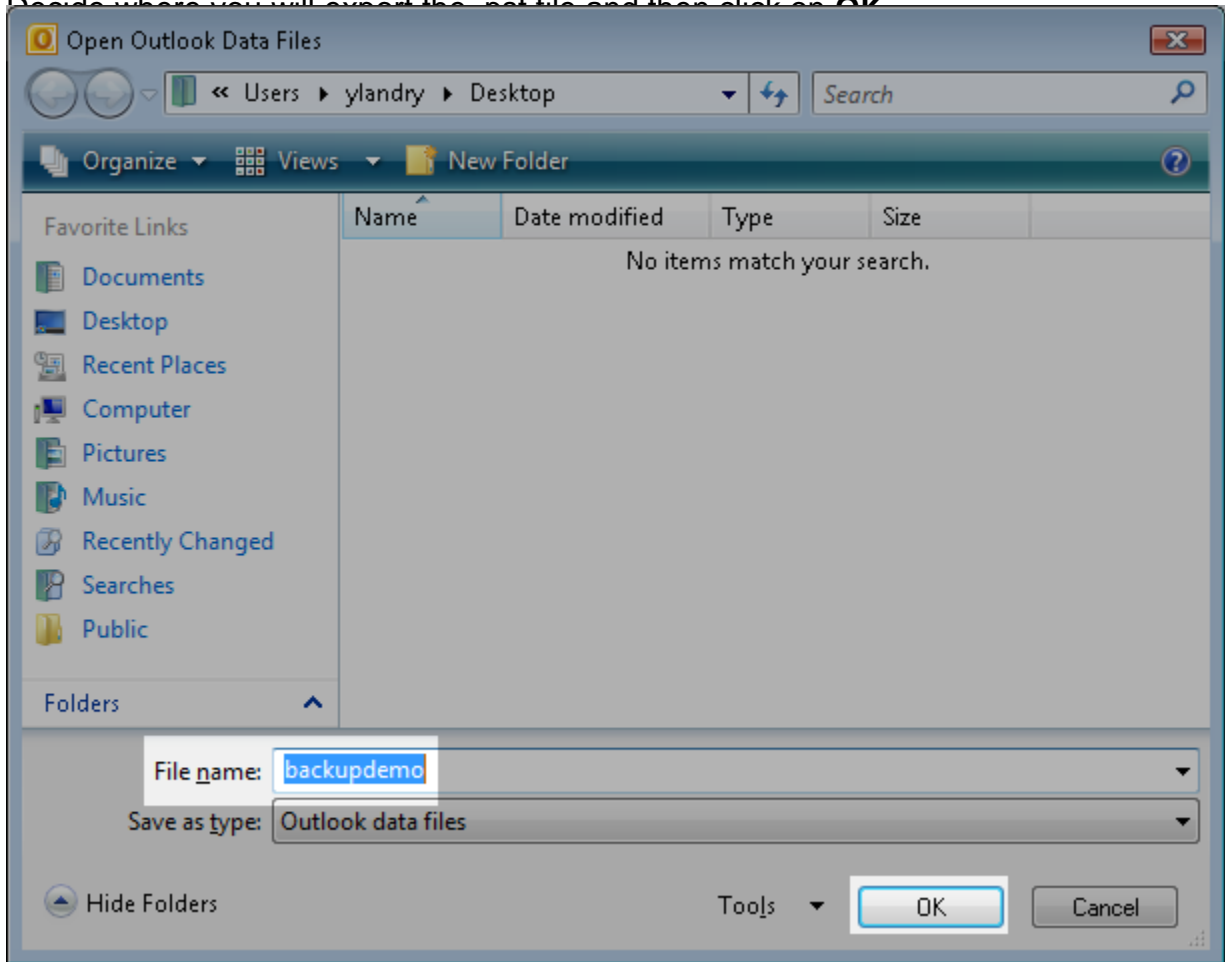


5. Select the top-most folder, check the box **Include subfolders** and then click on **Next**.



6. Click on the **Browse** button

7. Decide where you will export the .pst file and then click on **OK**.



8. Click on **Finish**.
9. A password box will pop up. Leave all fields blank and just click on **OK**.

