



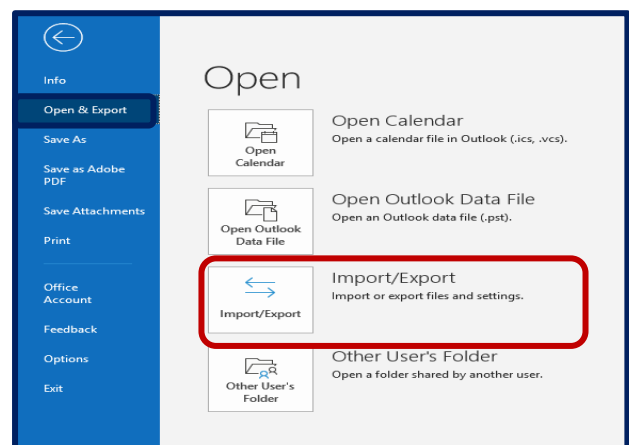
The purpose of this quick reference guide is to provide step-by-step instructions for exporting information from Microsoft Outlook such as messages, calendar events, and other items. The guide provides instructions for exporting data from a Windows device as a PST file and from an Apple or Mac device as an MBOX file.

## Exporting Microsoft Outlook Data to a PST File

A Personal Storage Table (PST) is a container file that can be used to store copies of messages, calendar events, and other items from Microsoft Outlook operating on a Windows device. The step-by-step instructions have been adapted from the Microsoft Office Support documentation that can be found on Microsoft's website ([link](#)).

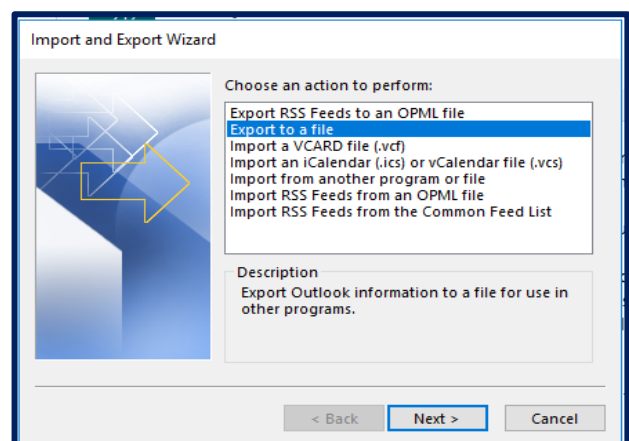
### Step #1: Exporting a PST File

With Outlook open, select **File > Open & Export > Import/Export**



### Step #2: Exporting to a File

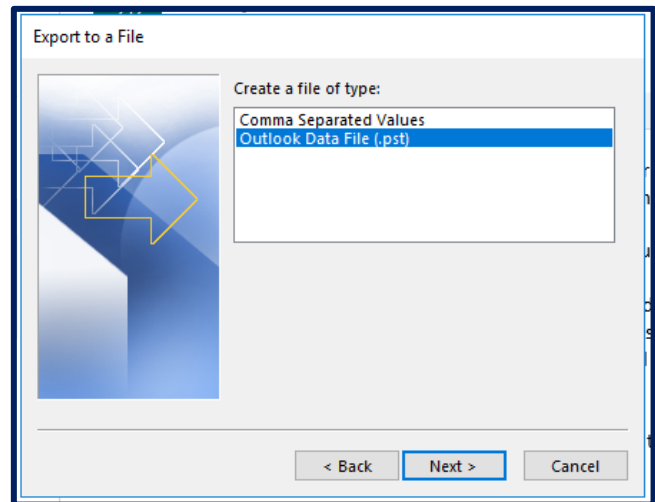
Select **Export to a file** and then select **Next**.



# Exporting Microsoft Outlook Data to a PST File

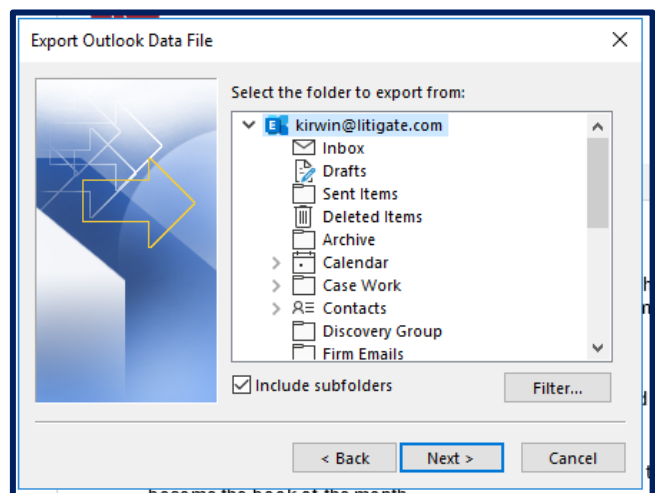
## Step #3: Select Outlook Data File

Select **Outlook Data File (.pst)** and select **Next**



## Step #4: Select the Mail Folder

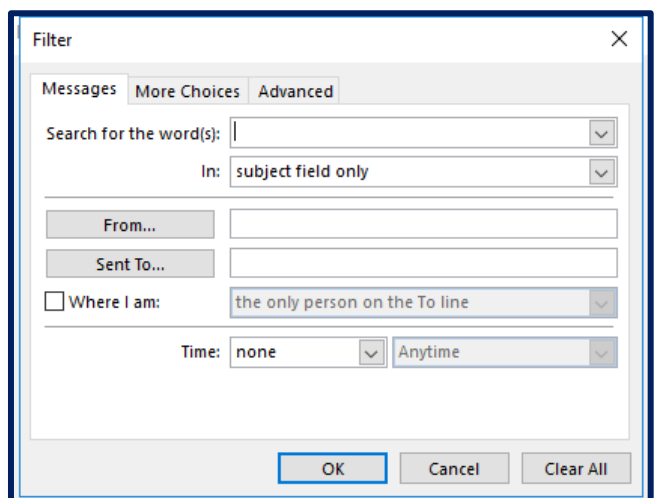
Select the mail folder you want to back-up. If you want to export all mail contained within the mailbox, select the account email (i.e., kirwin@litigate.com). Select **Include subfolders** and then select **Next**.



## Step #5: Filtering

If you want to apply a filter for the mail being exported, select **Filter** as shown in the accompanying screenshot.

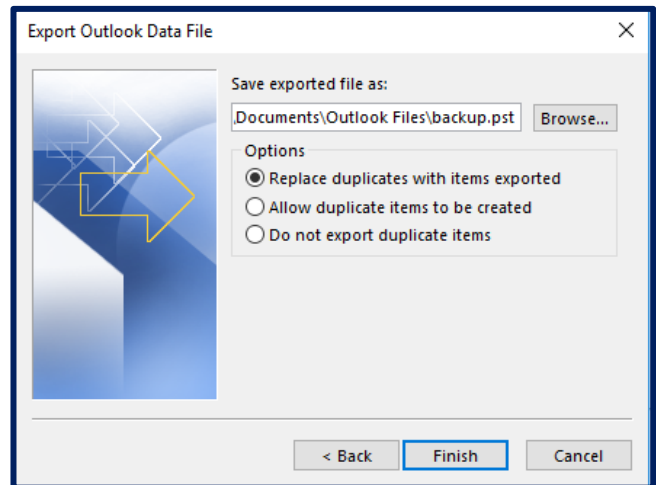
Using the “More Choices” and “Advanced” tabs, users can apply more complex filters. As an example, users can filter by date, metadata and/or sender/recipient conditions. Input the desired search parameters, select **OK** and then select **Next**.



## Exporting Microsoft Outlook Data to a PST File

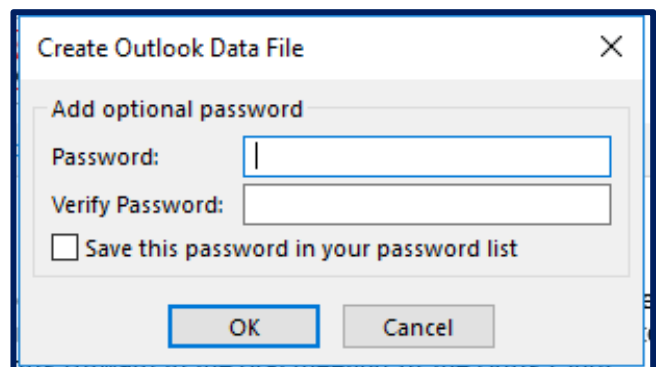
### Step #6: Select File Save Location

Choose a location and name for your backup file. Select **Replace duplicates with items exported** and then select **Finish**.



### Step #7: Apply Password

If desired, apply and confirm the password to protect the PST file and then select **OK**. If no password is required, leave the password fields blank and select **OK**.



## Exporting Outlook Data to an MBOX File

An MBOX file is a container file that can be used to store copies of messages, calendar events, and other items from Microsoft Outlook from an Apple or Mac device.

The following steps can be followed to export an entire mailbox or select folders from a mailbox to an MBOX file:

**Step #1: Open Outlook** so that the Folder Pane is visible. Open a Finder window and navigate to where the MBOX file(s) should be saved.

**Step #2:** Drag and drop the contents of the Inbox and/or desired folders into the Finder window. Every folder that is “dragged and dropped” will create a new MBOX file.

