

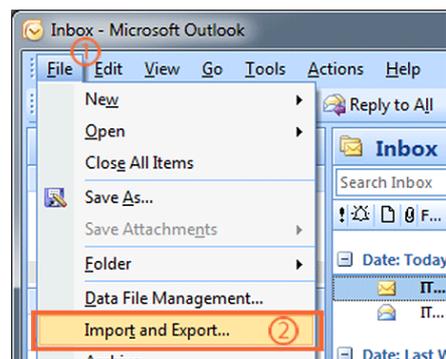
# HGC SUPERHUB HOSTED EXCHANGE EMAIL - BACKUP MAILBOX INSTRUCTION

V2014.1

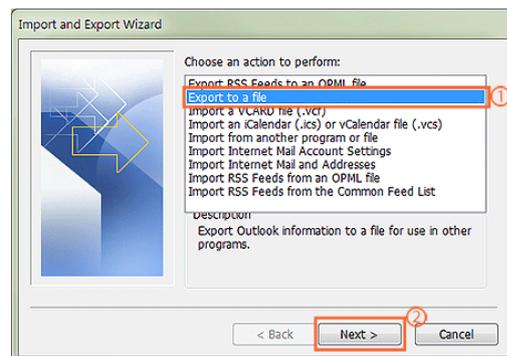
## Backup Mailbox Instruction – Export a PST file

How to export a PST file from Outlook 2007

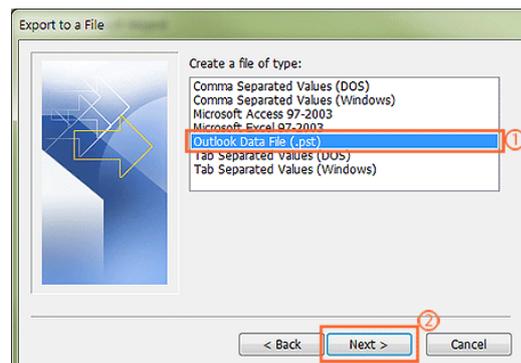
- Step 1: Outlook 2007 - On the **File** menu  
> click **Import and Export**



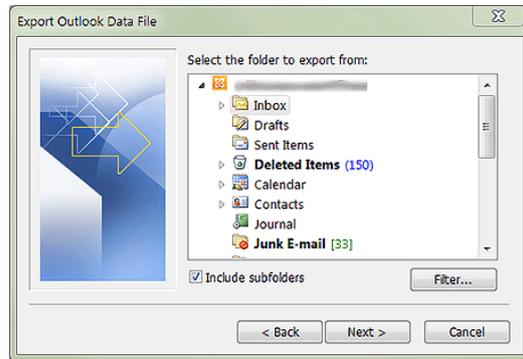
- Step 2: Click **Export to a file** > click **Next**



- Step 3: Select **Outlook Data File (.pst)** > click **Next**



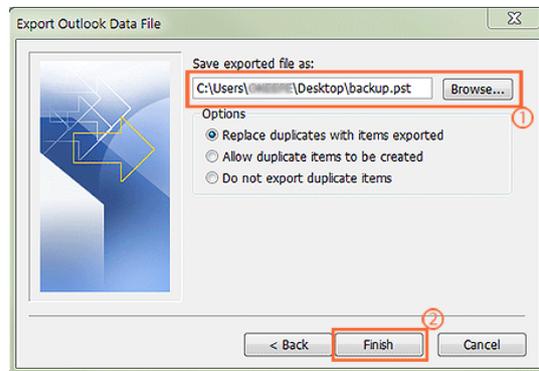
Step 4: Select the **folder** that contains the messages you want to back up. If the folder contains a subfolder that you want to include, select the **Subfolders check box**, and then click **Next**  
*Note: if you want to export the entire mailbox, make sure you select **Mailbox – Your Name** or your **email address** for Outlook 2010 and make sure **Include subfolders** is selected.*



Step 5: Under Save exported file as, click Browse, and then specify a name and location for your backup file, for example, Mail Backup. If you back up a .pst file that you have backed up to before, click one of the following:

- Replace duplicates with items exported: Existing data will be overwritten with the information in the file being exported.
- Allow duplicate items to be created: Existing data will not be overwritten, and duplicate information will be added to the backup file.
- Do not export duplicate items: Existing data will be kept, and the duplicate information in the folder will not be copied to the backup file.

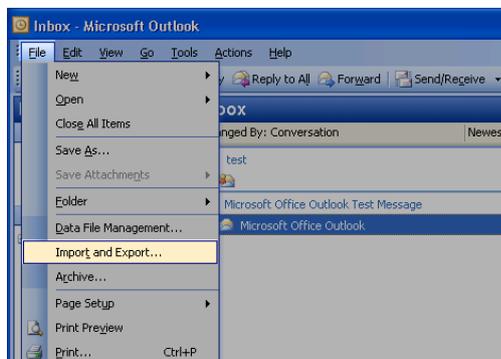
Click **Finish**.



## How to export a PST file from Outlook 2003

A5: Step 1: Outlook 2003 - On the File menu

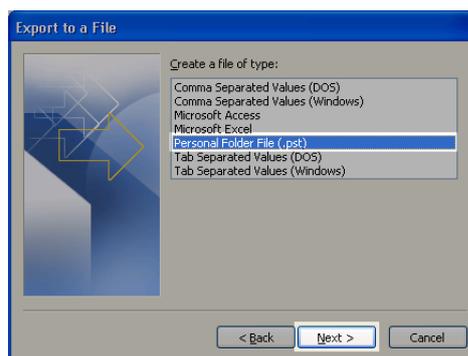
> click Import and Export



Step 2: Click Export to a file > click Next



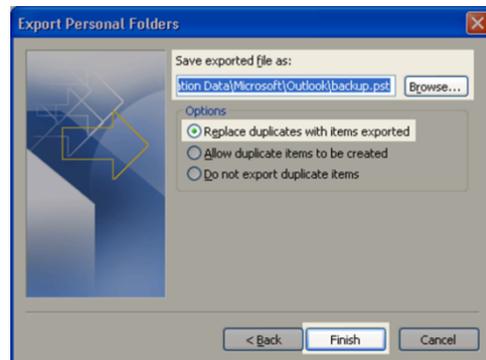
Step 3: Click Personal Folder File (.pst) > click Next



Step 4: Select the Mailbox or Folder that contains the messages you want to back up. If the folder contains a subfolder that you want to include, select the Subfolders check box, and then click Next



Step 5: Name your file, select the save location, click Replace duplicates with items exported and then click Finish.



Step 6: Click OK

