## Export emails to Windows device: Create Outlook data file (PST)

## Step-by-step guide

1. Click on "File", select "Open & Export" and click on "Import/Export".

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File Home Send / Receive	Folder View Help Acrobat		
New New Private New New New New New New New New New Ne	e Archive Reply Reply Forward & More - All Respond Team	Image: NB EMAILS     → To Manager       Image: Team Email     ✓ Done       Image: Team Email     ✓ Done       Image: Team Email     ✓ Create New       Image: Team Email     ✓ Create New       Image: Team Email     ✓ Done       Image: Team Email	
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Open & Export	Open a cale Open Calendar	ndar file in Outlook (.ics, .vcs).	
Save as Adobe PDF	Open O Open Outlook Data File	Open Outlook Data File Open an Outlook data file (.pst).	
Save Attachments			
Print	Import/ Import/Export	'Export «port files and settings.	
	Other U Open a fold Other User's Folder	Iser's Folder er shared by another user.	

2. Select "Export to a file" and click on "Next".

Import and Export Wizard			
	Choose an action to perform: 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		

3. Select the "Outlook Data File (.pst) option from the list below and 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

4. Select your "Inbox" folder or any other email folder you wish to back up and click "Next".

Export Outlook Data File		×
	Select the folder to export from: Select the folder to export from: Sent items Deleted items (75) Archive	
	Include subfolders	lter
	< Back Next >	Cancel

Note: To import your entire outlook account, please select the email address on top and click "Next". Please ensure that you select "Include subfolders" to backup all emails.

5. Please click "Browse" to specify the location to save the Outlook Data File to. You can leave options as is and click "Finish".



Note: You can review email files after email back up has been imported into Gmail. It is important to take note that exporting your entire email account will take time.

You must ensure that the Outlook Data File (.pst) file size you import to Gmail after exporting to your device does not exceed the storage space available on your Gmail account.

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