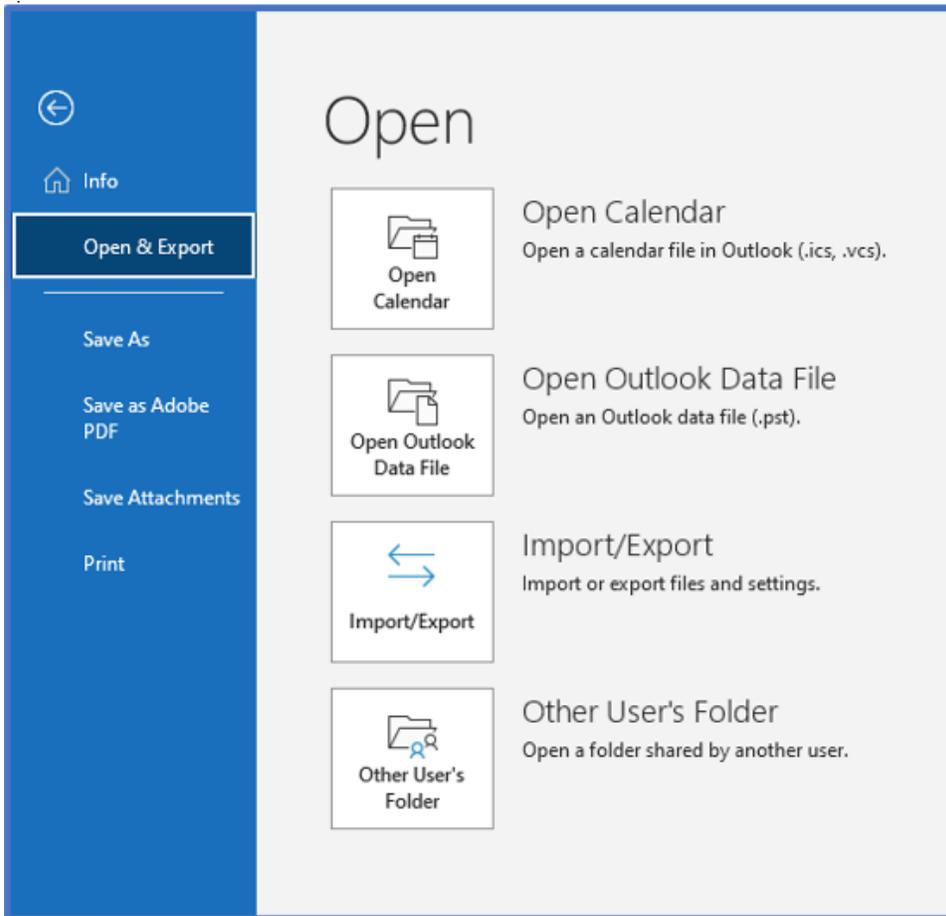


Export emails to Windows device: Create Outlook data file (PST)

Step-by-step guide

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



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

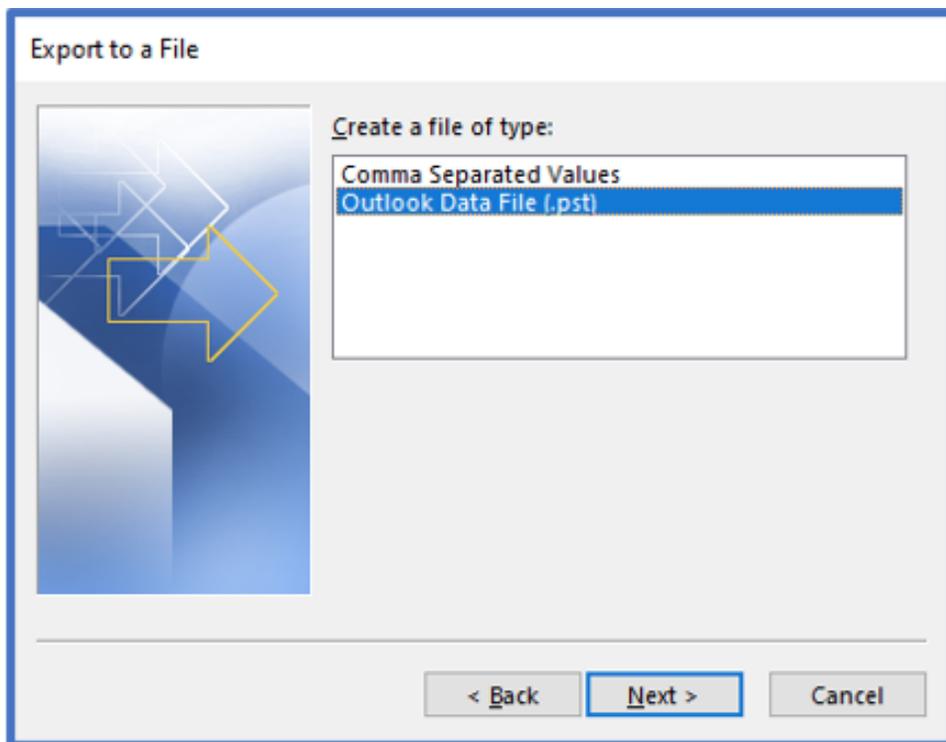
Export Outlook information to a file for use in other programs.

< Back

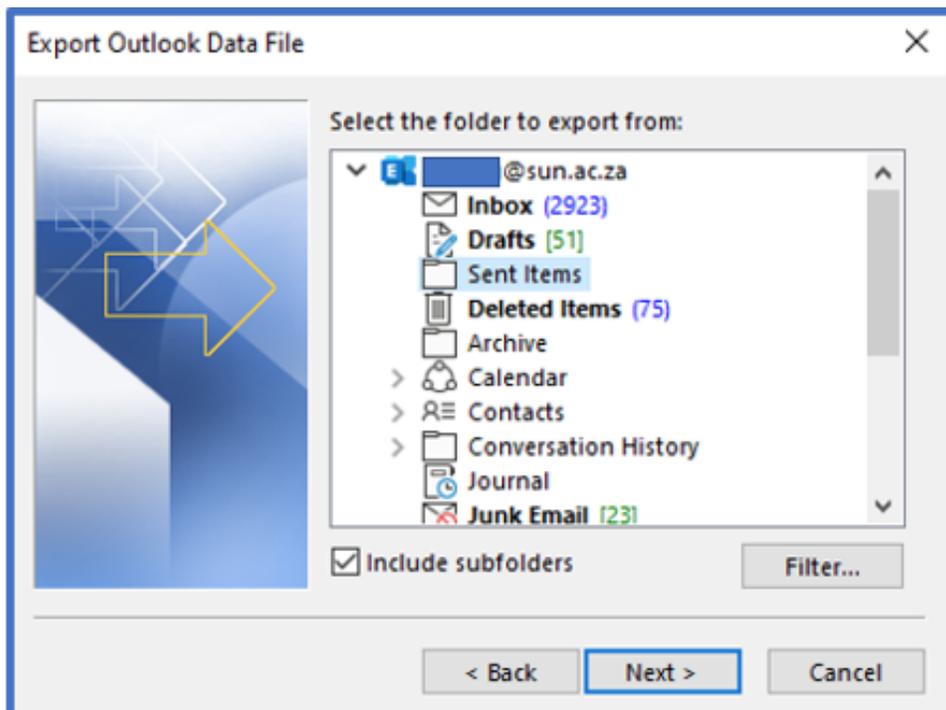
Next >

Cancel

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

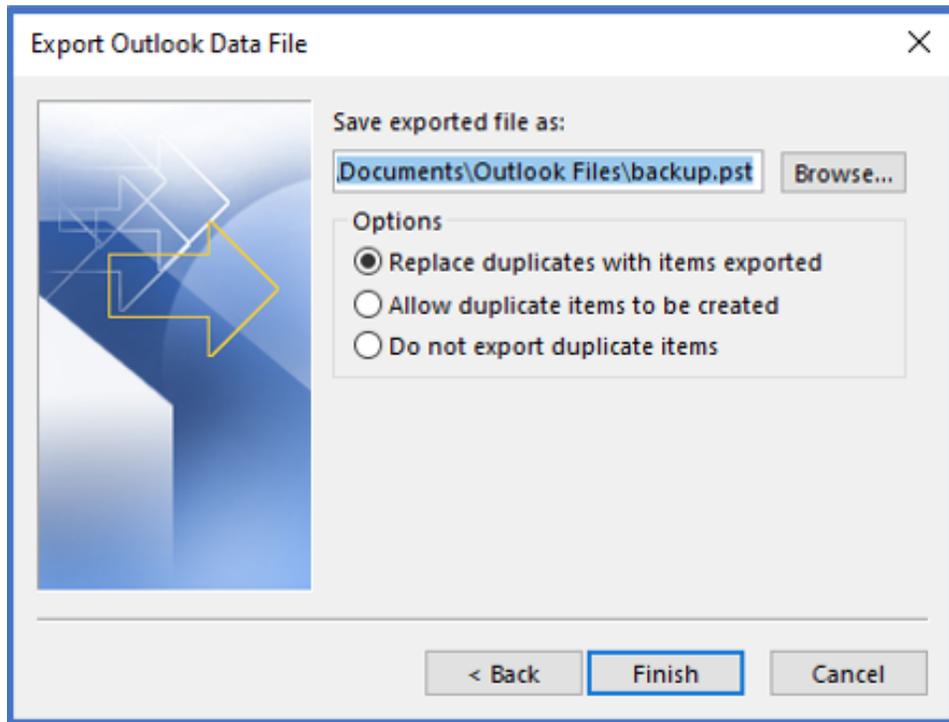


4. Select your "Inbox" folder or any other email folder you wish to back up and click "Next".



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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