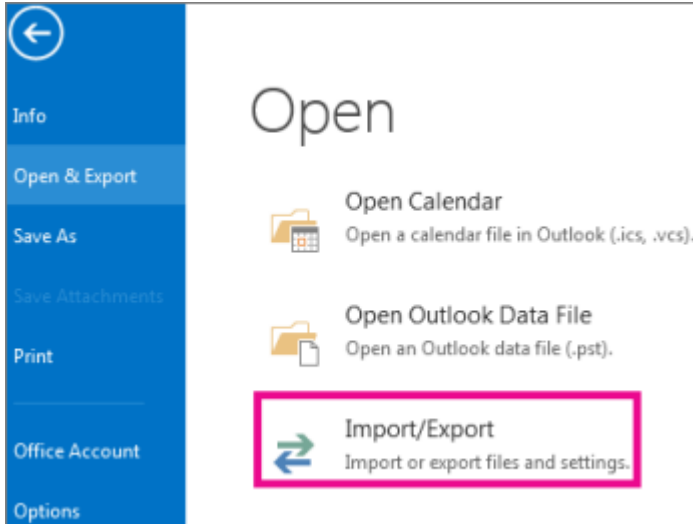


## User Guides

If any of the following is unclear or does not work, please call our technical support team on 01608 434 000.

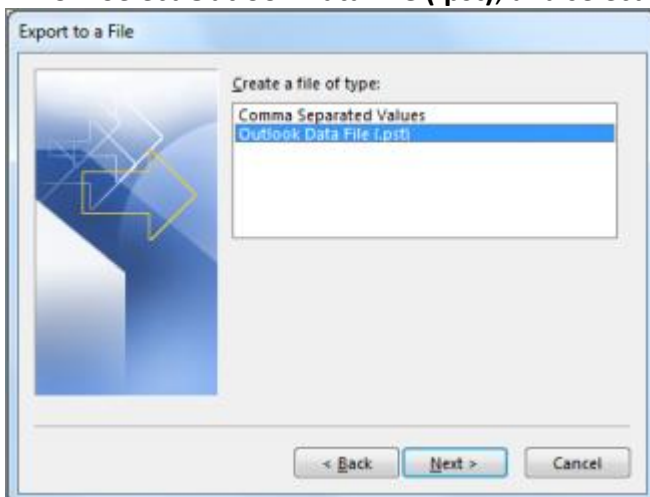
1. Select **File > Open & Export > Import/Export**.



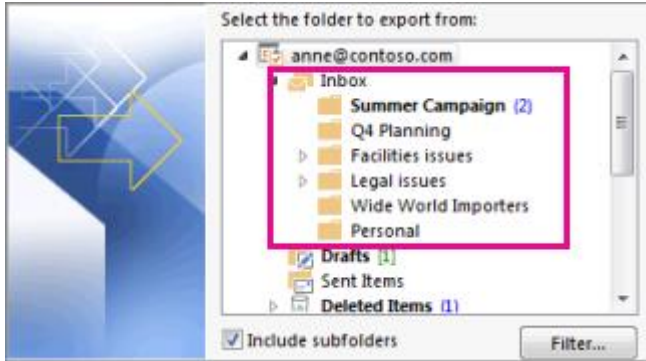
2. Select **Export to a file**, and then select **Next**.



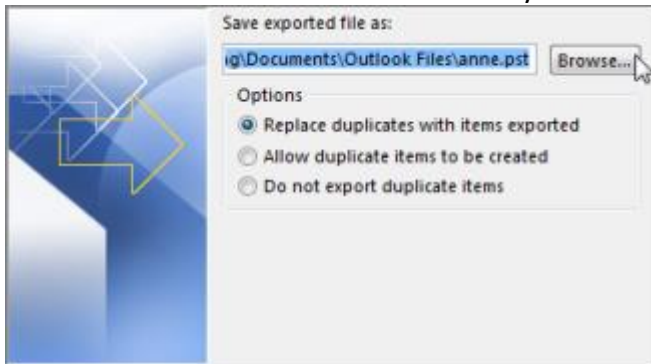
3. Select **Outlook Data File (.pst)**, and select **Next**.



4. Select the mail folder you want to back up and select **Next**.



5. Choose a location and name for your backup file, and then select **Finish**.



6. If you want to ensure no one has access to your files, enter and confirm a password, and then select **OK**.