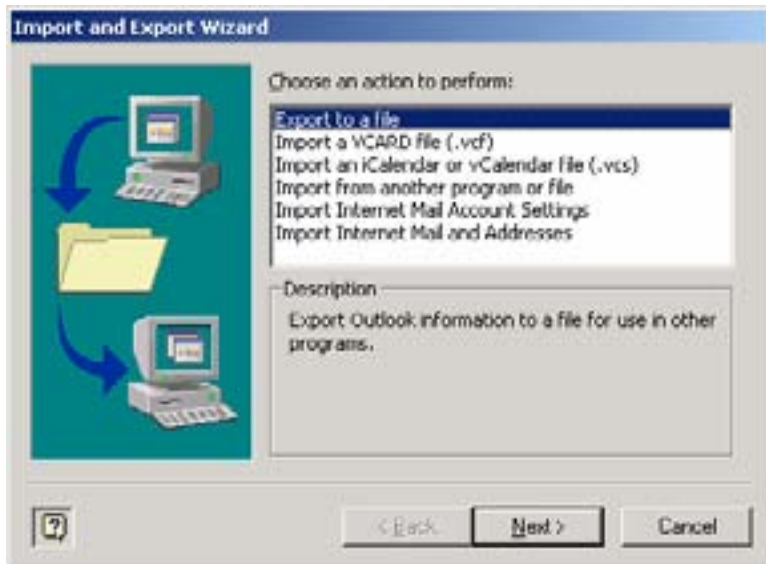


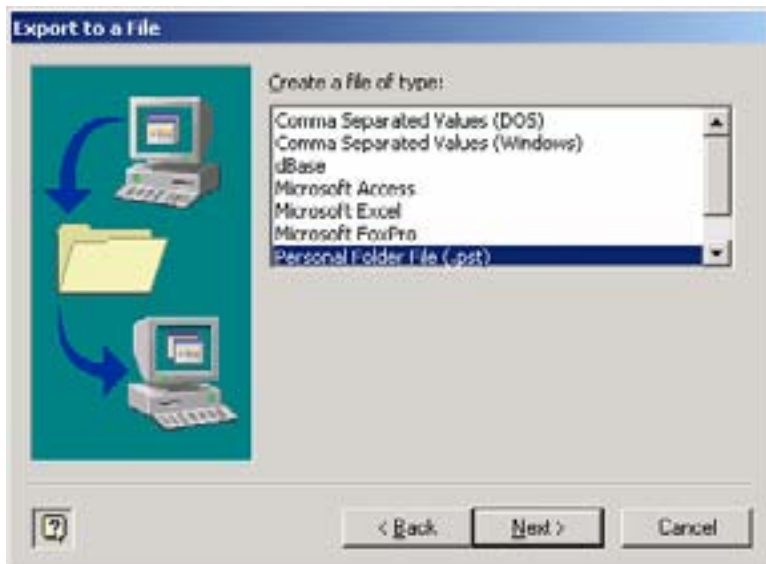
# How to Export Data from Outlook



Step 1: Click on File – Import and export...



Step3: Choose folder to export  
Click to choose subfolders (if applicable)



Step 2: Click on Personal Folder File



Step 4: Choose location to save file  
Click finish