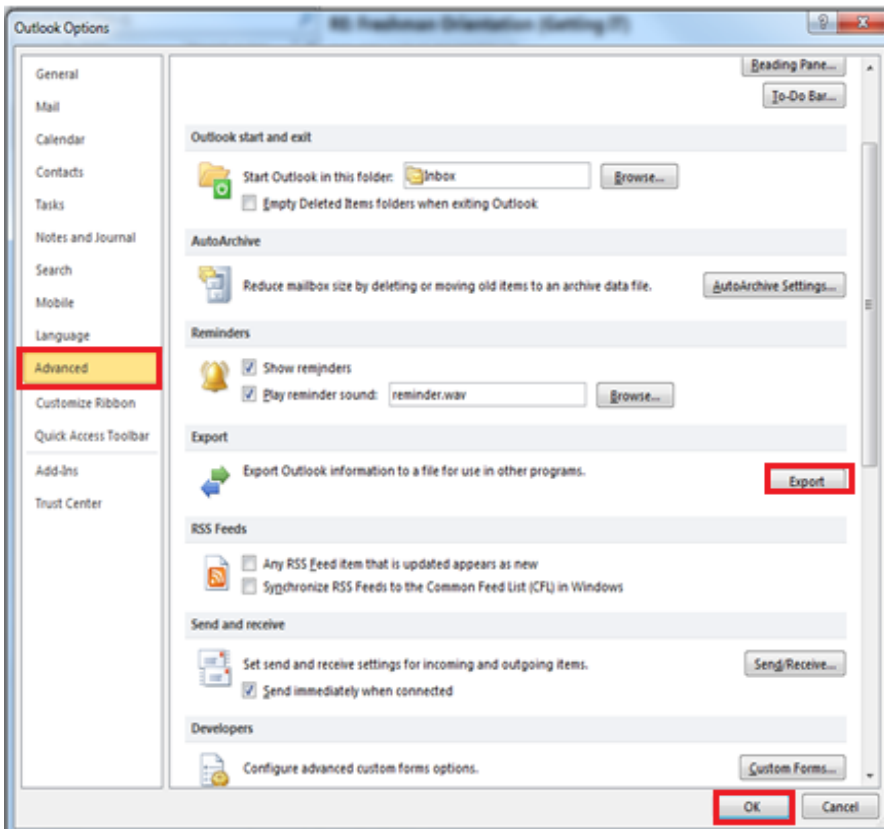
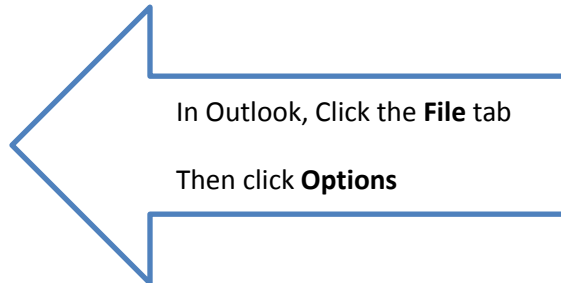
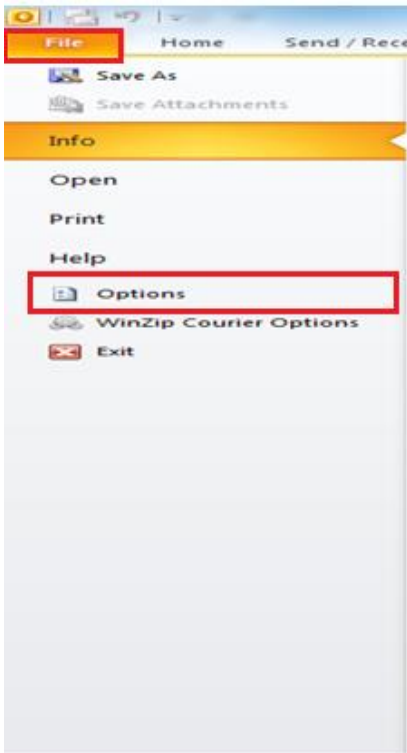


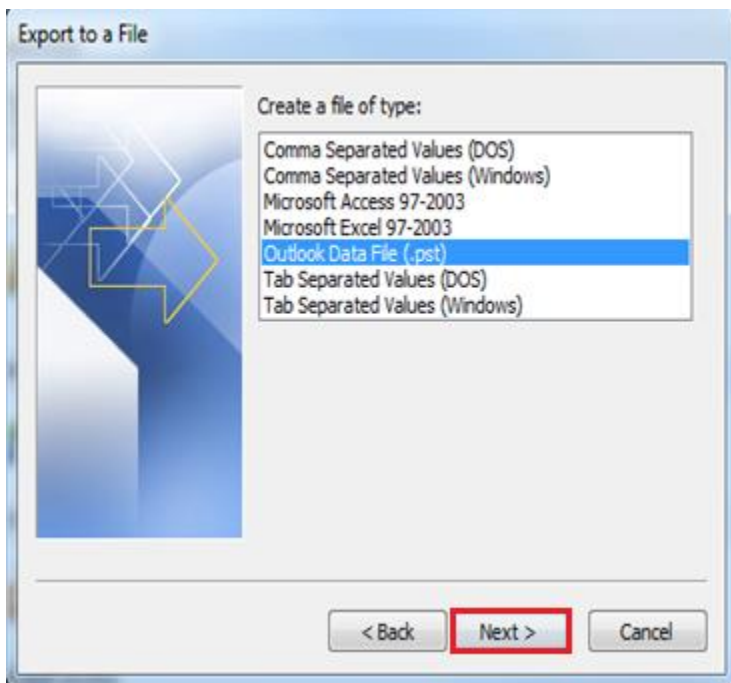
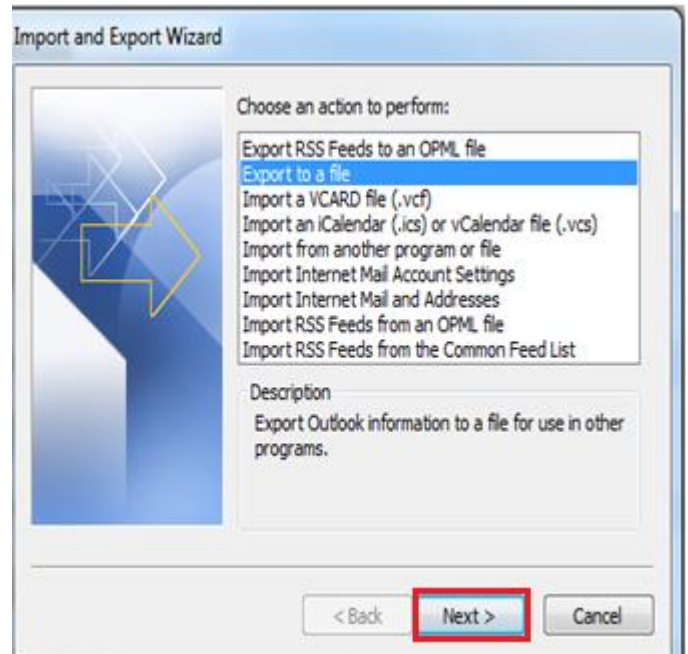


How to Export Outlook items to an Outlook Data File

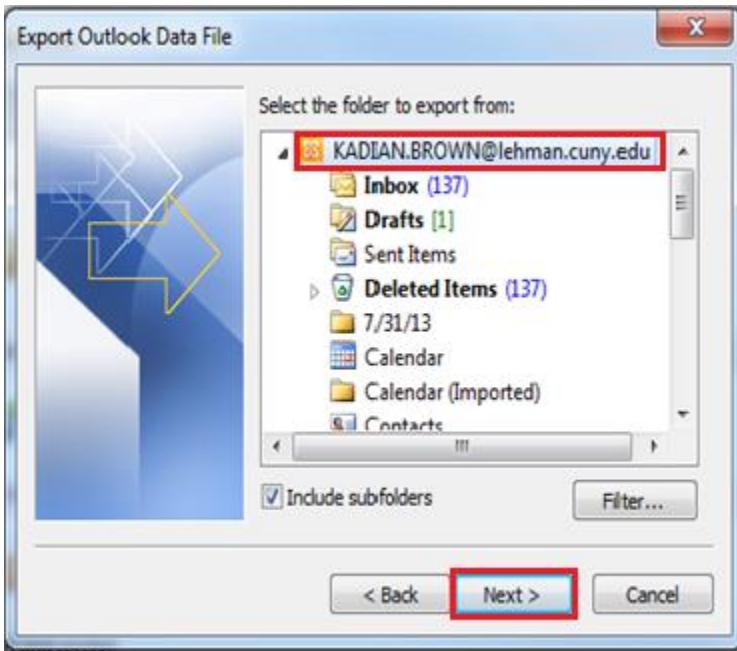




Click **Export to a file**,
and then click **Next**.

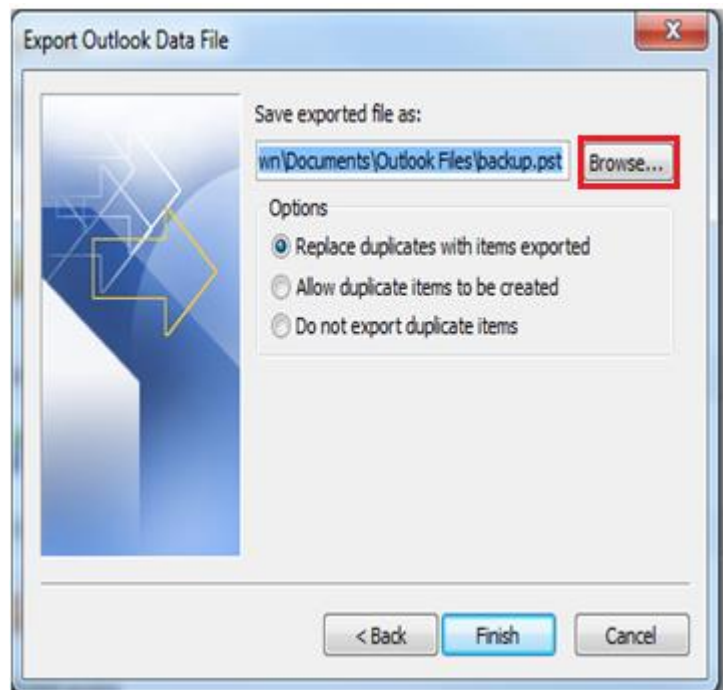
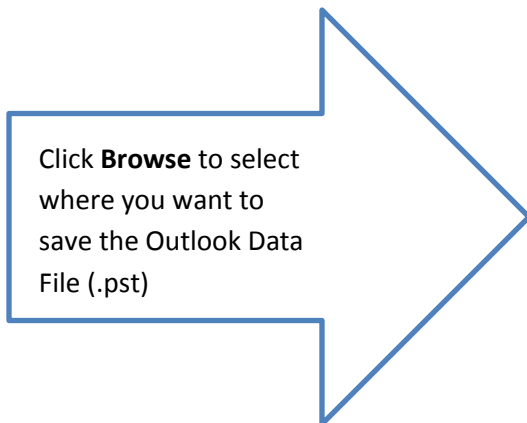


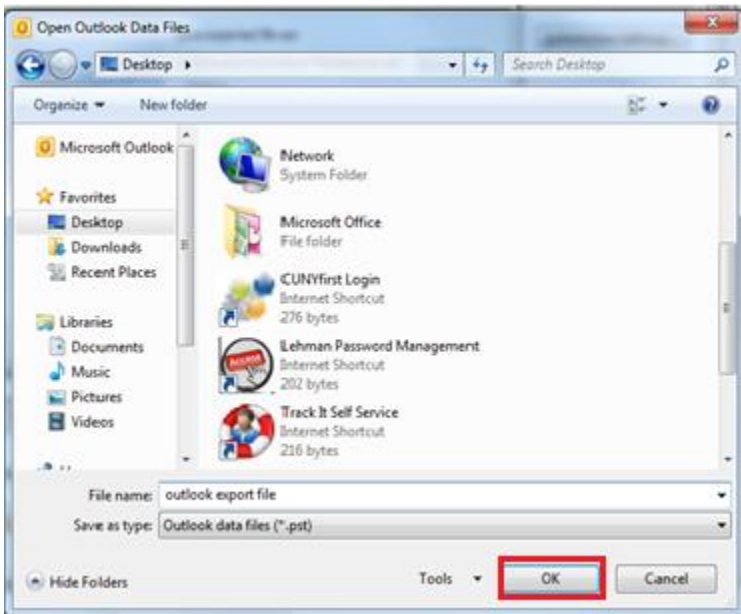
Click **Outlook Data File (.pst)**,
and then click **Next**.



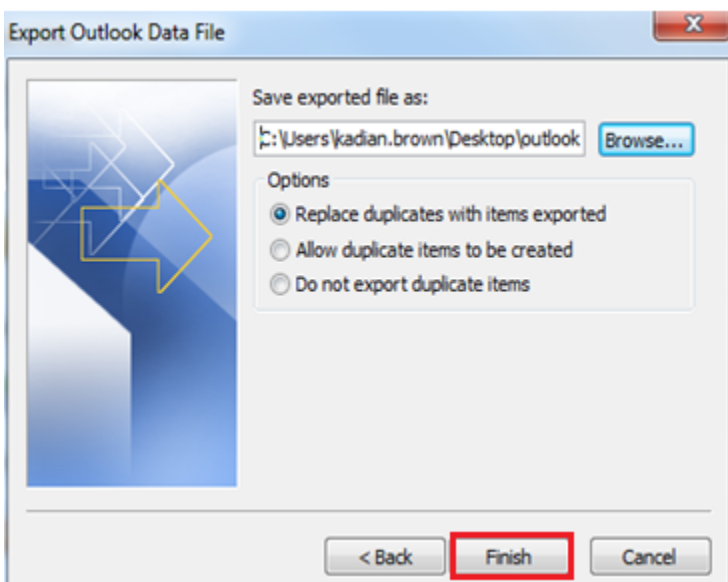
Select the account top level folder that you want to export. This enables exporting all mail, calendar, contacts, and task.

Click **Next**





Enter a file name.
Click **OK** to continue.



Click **Finish**

Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.