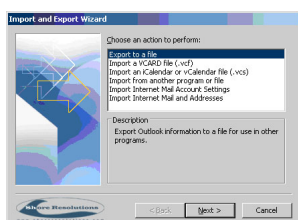


Shore Resolutions has created a quick set of easy to follow instructions on backing up your Microsoft Outlook Files.

Shore Resolutions has spent a lot of time walking people through backing up their Microsoft Outlook, so we decided to create a quick set of easy to follow instructions. These instructions will allow you to backup your Outlook Calendar, your Contacts, your E-Mail, Tasks, and whatever else you save in Outlook. We HIGHLY recommend following this procedure periodically to make sure you always have a backup of Mail/Calendar/Contacts. The output will be 1 file which you can then burn to a CD or DVD (pending how big the file is), and should be kept in a safe place.

### STEP 1:

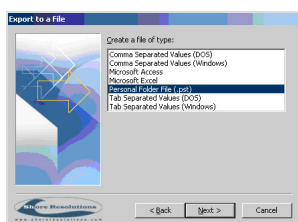
Open Microsoft Outlook and go to "File" -> "Import and Export"  
The following Window will appear:



Select "Export to a file" and Click "Next".

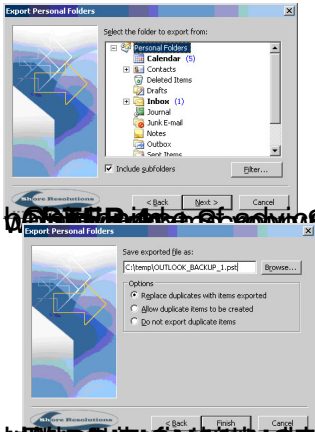
### STEP 2:

When the next window comes up, scroll down and highlight (single mouse click) the option "Personal Folder File (.pst)"



### STEP 3:

On the next Window, Select "Personal Folders" (If you had renamed it, select the top level folder to make sure you back up everything). Then make sure to check the box that says, "Include Sub Folders" and hit "Next":



to save your calendar, you can also select

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