Outlook 2007 Export PST

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Exporting a PST file in Outlook 2007

1. Go to File > Import and Export

2. Select **Export to a file** and click Next

3. Select **Personal Folder File (.pst)** and click **Next**

4. Select **Personal Folders**, check the **Include subfolders** box, and click **Next**

5. By default, Outlook is configured to use the same location for the PST file and any backups you make of it. In Win XP, the location is typically %appdata%MicrosoftOutlook. In Win 7, the location is typically %appData%LocalMicrosoftOutlook. Because this process will over-write any existing backups in that directory, you may want to use the **Browse** button to select an alternate location, such as the Desktop. Click **Finish**.

6. By default, the exported file will be named Personal Folders. You may change the name or add a password as you see fit, but there is no harm in leaving them as default / blank. Click **OK**. The export process may take several minutes to complete, depending on the amount of mail, contacts, appointments, etc. being exported.