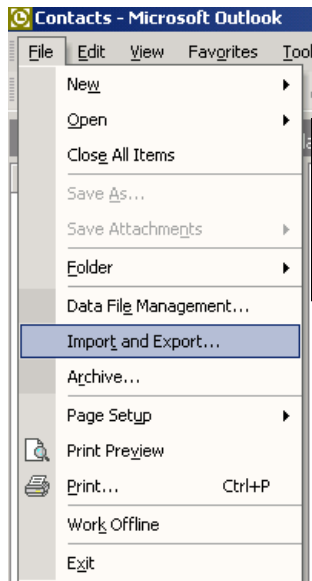
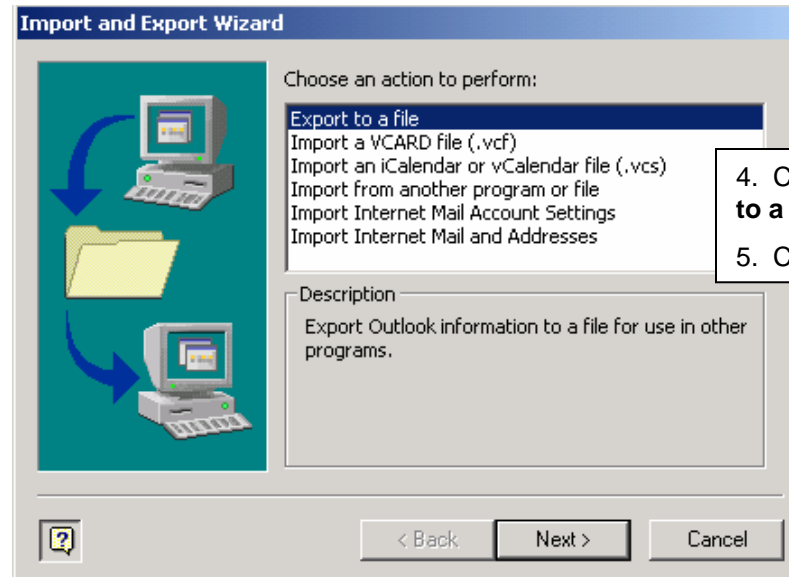


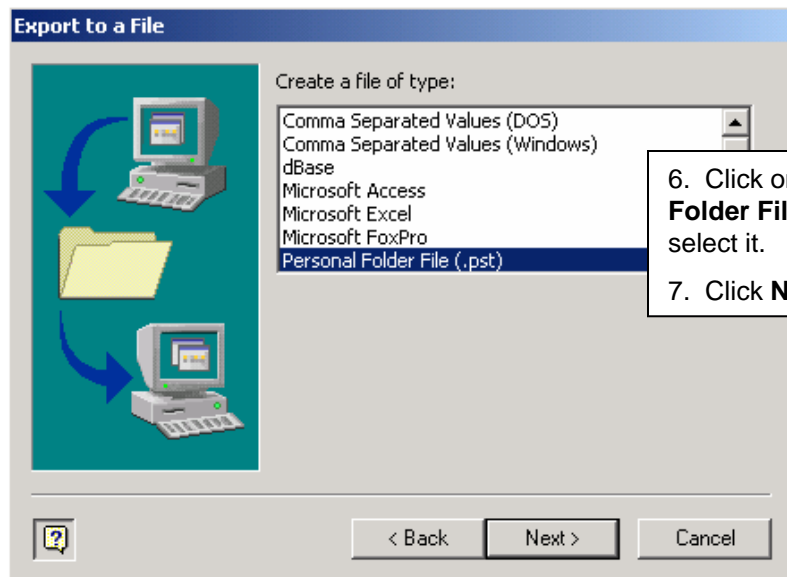
# How to Export Your Contacts Folder



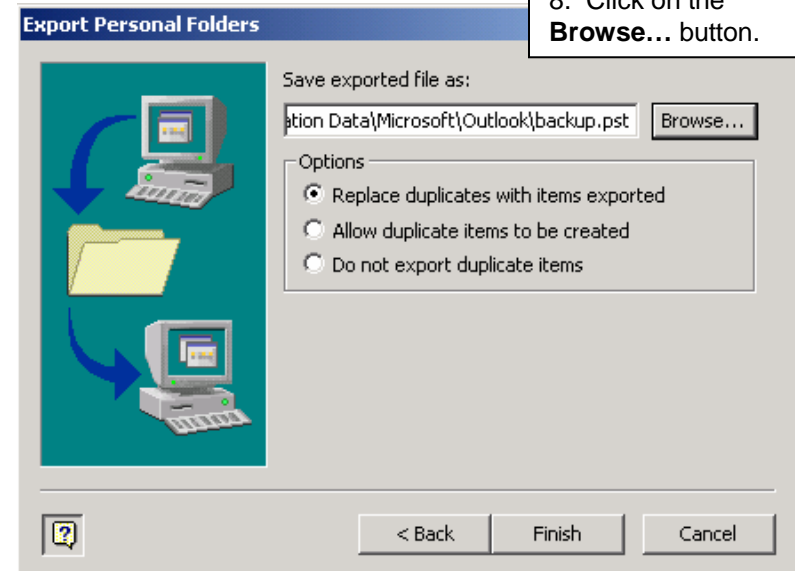
1. Open **Outlook**.
2. Click on the **Contacts** folder.
3. On the **File** menu, select **Import and Export...**



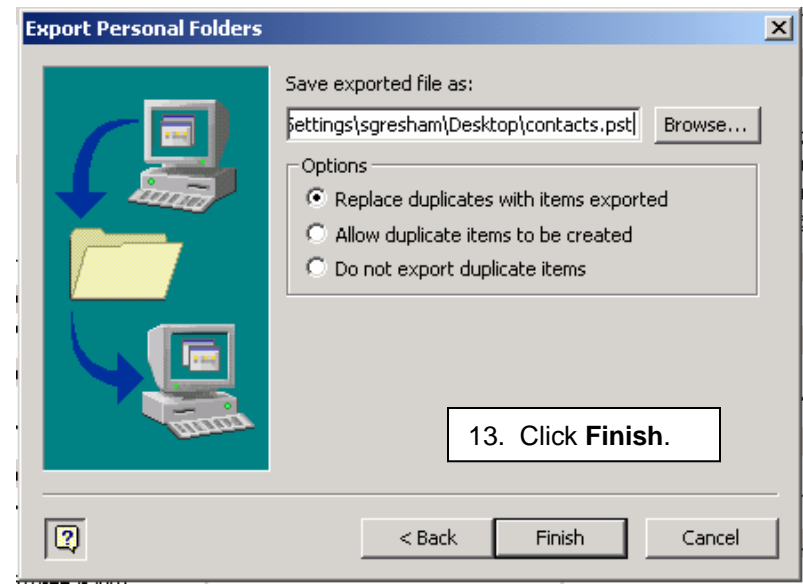
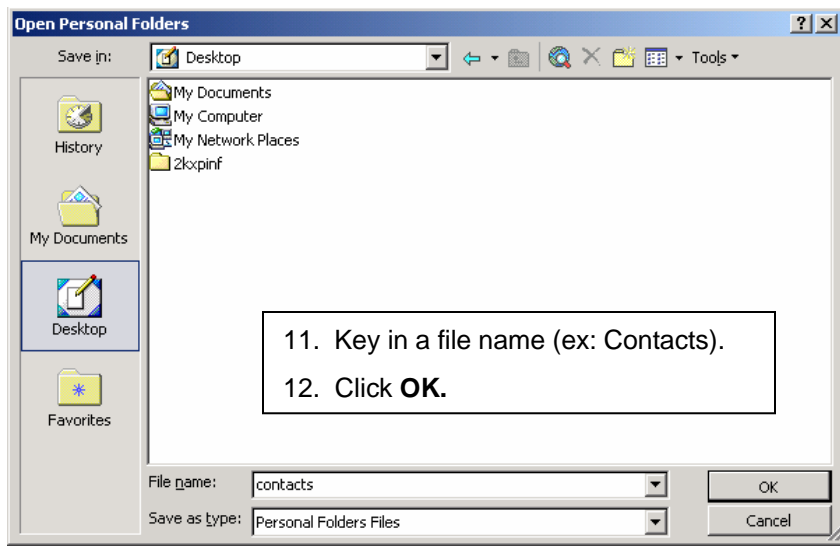
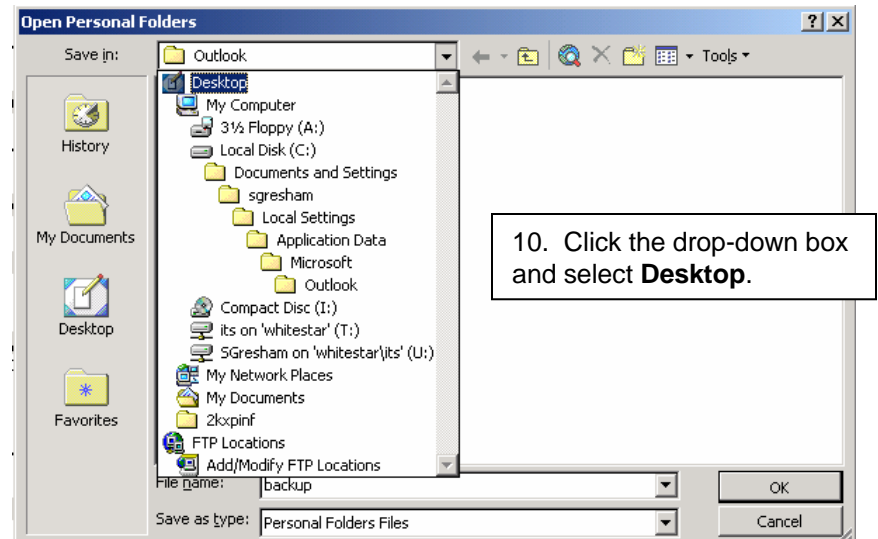
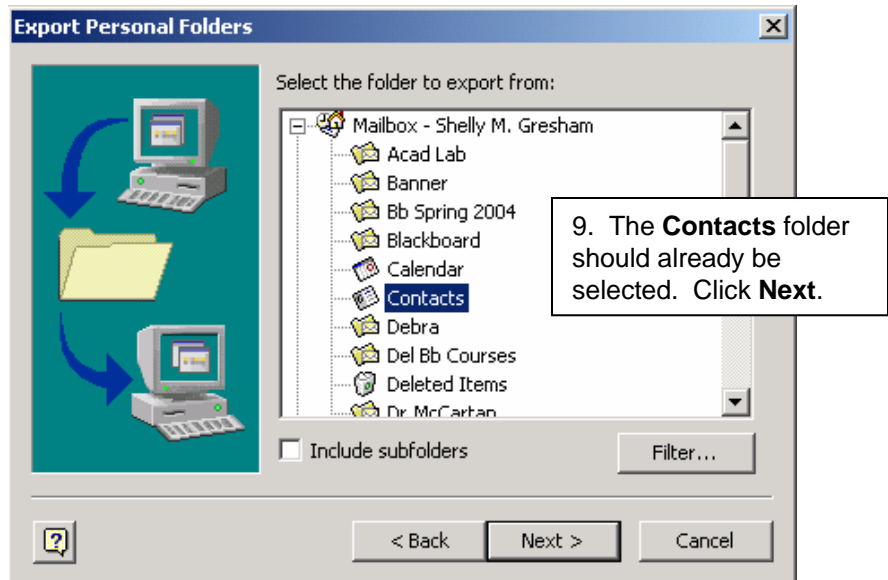
4. Click on **Export to a file** to select it.
5. Click **Next**.



6. Click on **Personal Folder File (.pst)** to select it.
7. Click **Next**.



8. Click on the **Browse...** button.



**Create Microsoft Personal Folders** [X]

File: C:\Documents and Settings\sgresham\Desktop\  
Name: Personal Folders

Encryption Setting

No Encryption  
 Compressible Encryption  
 Best Encryption

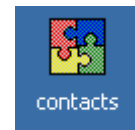
Password

Password:   
Verify Password:

Save this password in your password list

OK Cancel Help

14. Leave the default settings as they are and click **OK**.



The file will be saved to your desktop. This file is useful for importing your contacts folder back into Outlook- this won't be necessary but we recommend doing this as a precautionary measure.