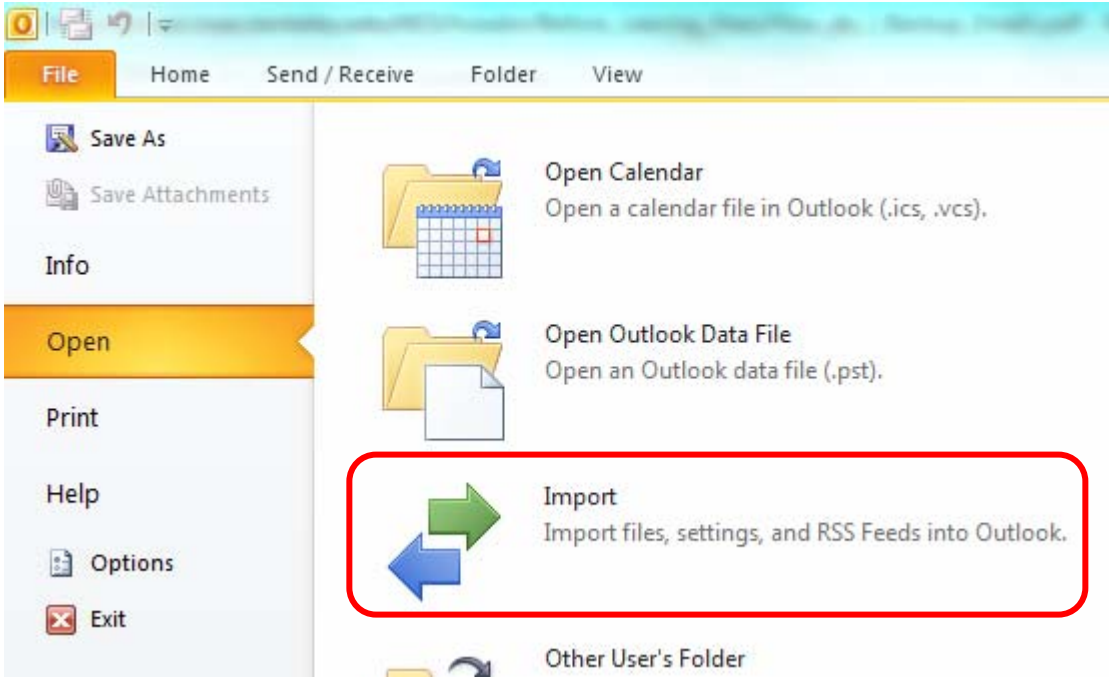
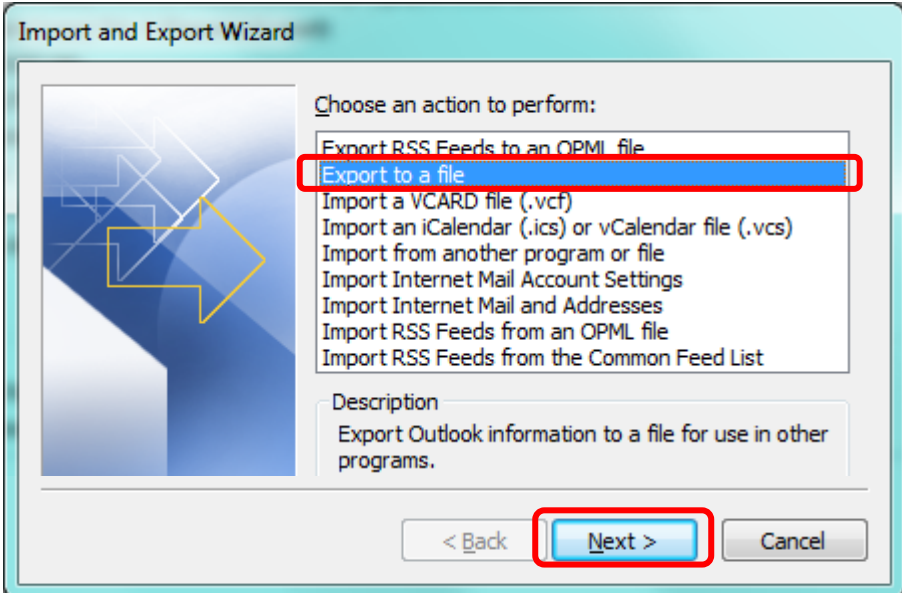
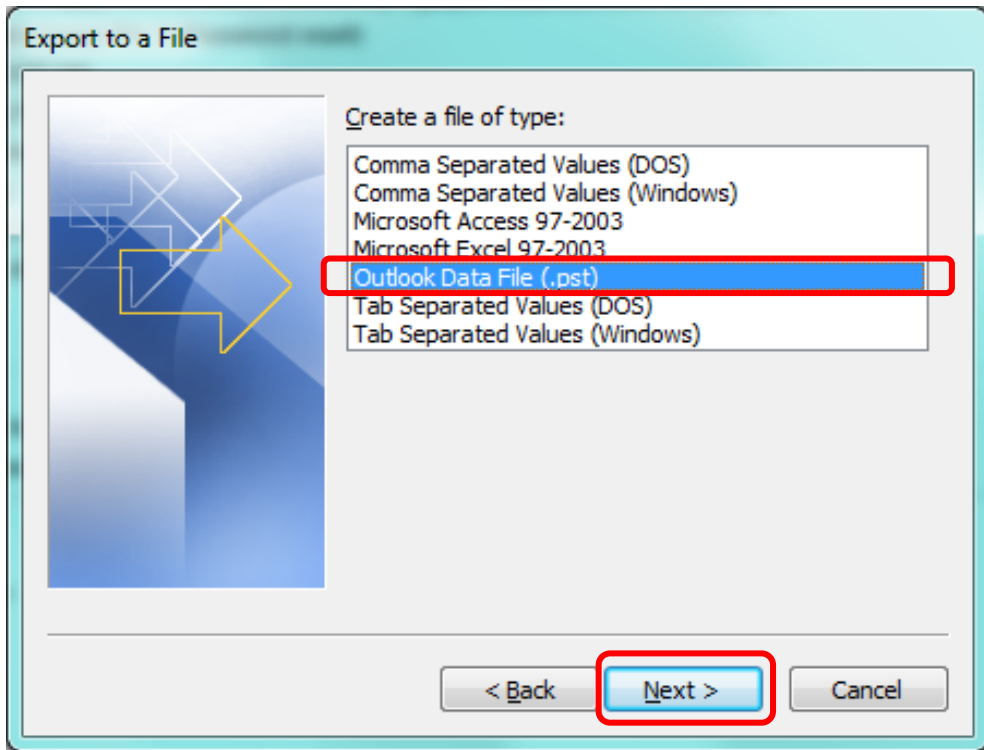


How do I Back-up my Haas Mail Before my Haas Email Account Expires?

Step	Procedure
1	Click on File > Open > Import
 <p>The screenshot shows the Microsoft Outlook application window. The 'File' menu is open, and the 'Import' option is highlighted with a red rectangular box. The 'Import' option is accompanied by a green arrow pointing right and a blue arrow pointing left. The text next to it reads: 'Import: Import files, settings, and RSS Feeds into Outlook.'</p>	
2	You'll get the Import and Export wizard . Choose Export to a file then click Next .
 <p>The screenshot shows the 'Import and Export Wizard' dialog box. The 'Choose an action to perform:' section is active, and the 'Export to a file' option is selected and highlighted with a blue background and a red border. Below the list, the 'Description' field contains the text: 'Export Outlook information to a file for use in other programs.' At the bottom of the dialog, the 'Next >' button is highlighted with a red border.</p>	

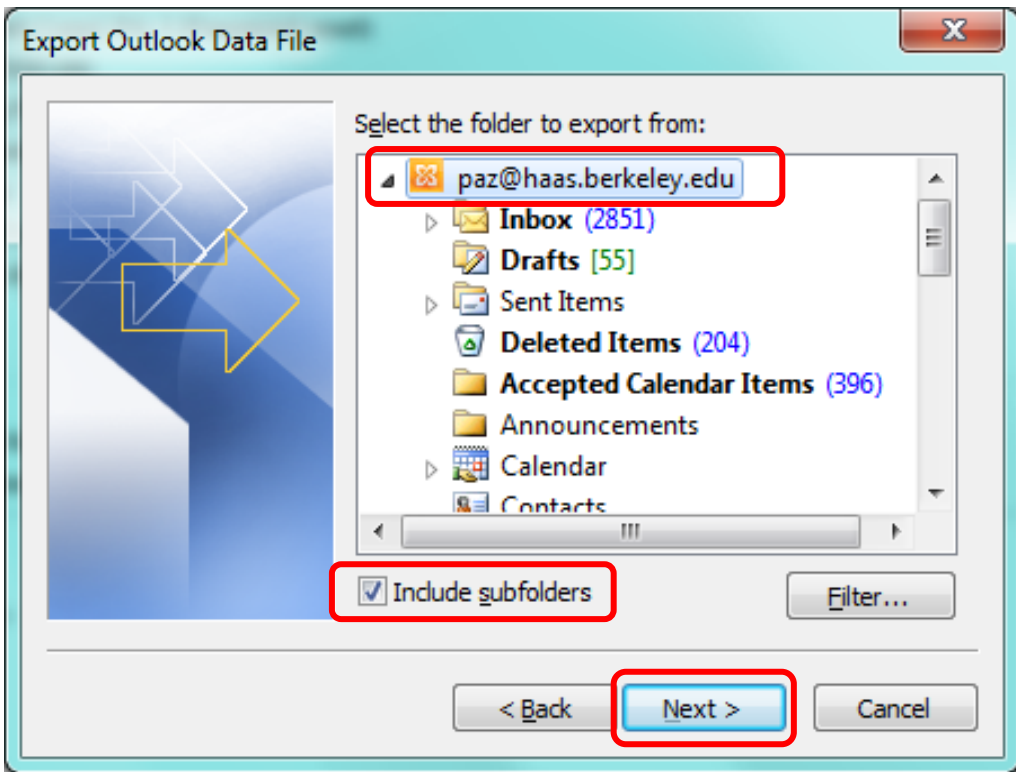
Step	Procedure
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3	Select the Personal Folder File (.pst) and click Next .
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Step	Procedure
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4	Select your account and make sure to check the box Include Subfolders . Click Next to continue.
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Step	Procedure
5	<p>Choose where you want the backup file to be saved, the default location for Outlook 2010 is C:\Username\Documents\Outlook Files\backup.pst but you can choose to save the file somewhere else.</p> <p>Under Options, choose whichever option suits you best regarding duplicates, then click Finish when done.</p> <p>Note: Once this back up is created you can then import this file to any other Outlook account that you may have set up on your computer. But if you want to keep the mail separate, you may first want to create a local Outlook Data File, then import the mail from the backup file you just created into it.</p>

