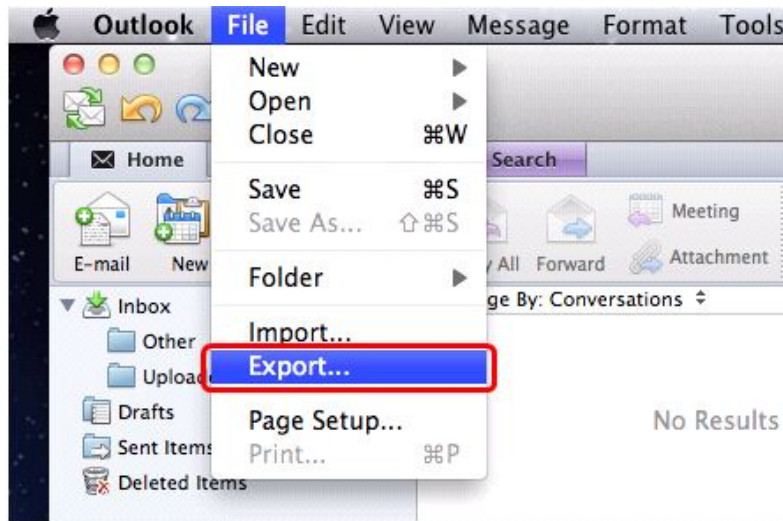


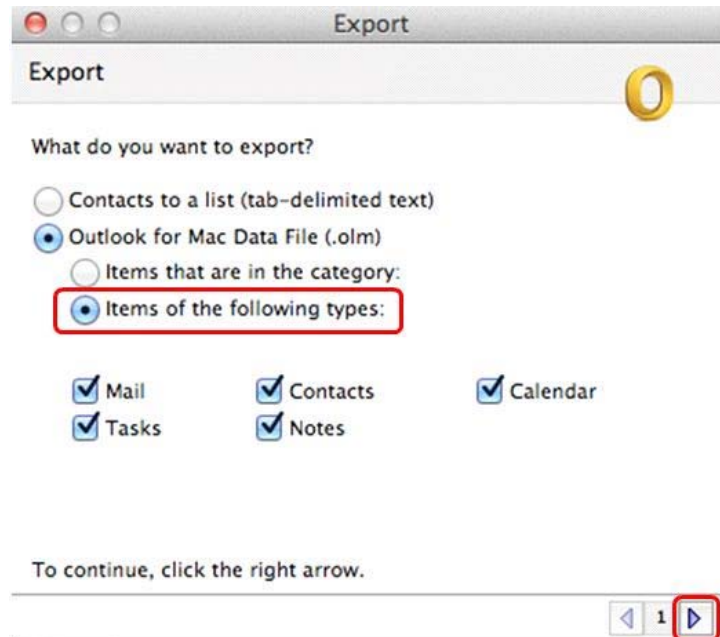
## How do I Back-up and Import my Haas Email on Outlook 2011?

**NOTE:** Make sure that only your Haas Exchange Email is configured to avoid confusion.

Step	Procedure
1	Open Outlook 2011, Select <b>"File"</b> from the menu bar, and select <b>"Export..."</b>



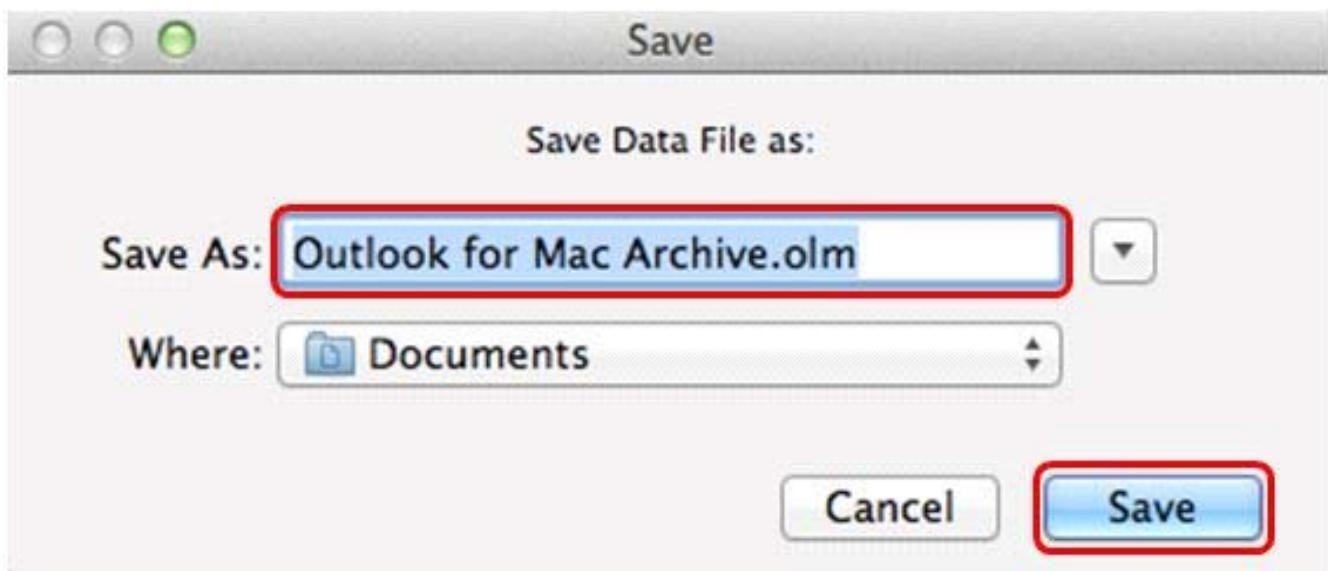
Step	Procedure
2	Select <b>"Outlook for Mac Data File (.olm)"</b> and select the items as shown below. Click the right arrow to proceed.



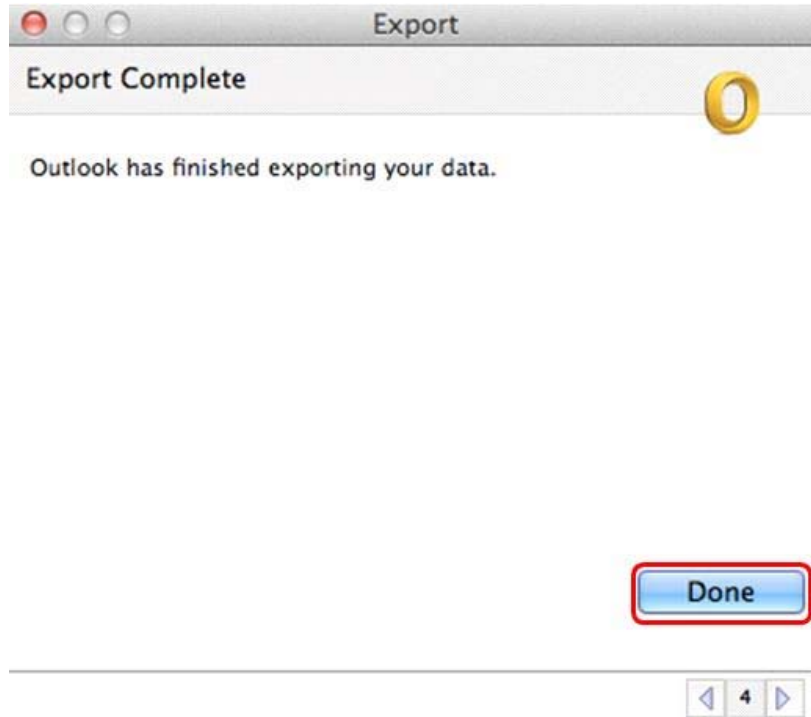
Step	Procedure
3	Select <b>"No, do not delete items"</b> so that your emails remain backed up on our Exchange Server. <b>Click</b> the right arrow to proceed.



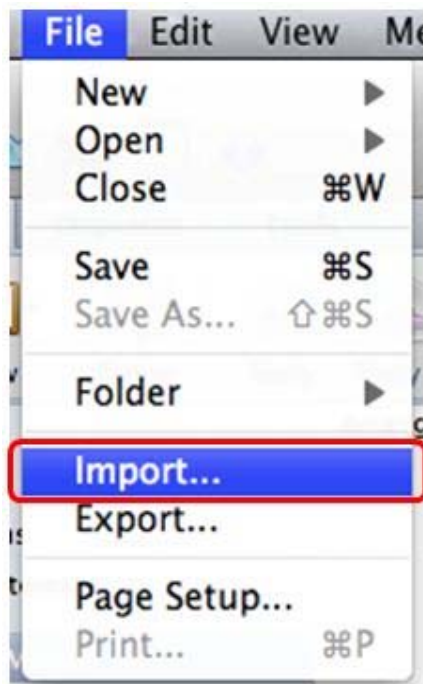
Step	Procedure
4	Name your <b>.olm</b> file (we used: <b>s300t_schedule_back_up</b> for this example). Click <b>"Save"</b> when done.



Step	Procedure
5	Once your back-up is complete, click <b>“Done”</b> and your <b>.olm</b> file should be saved under your <b>“Documents”</b> Folder.

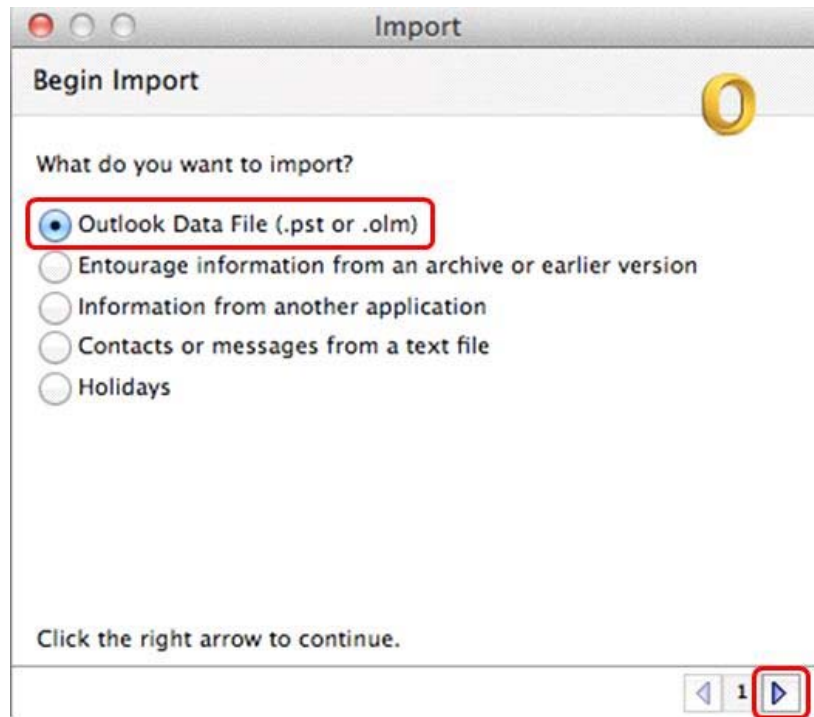


Step	Procedure
6	To import your Haas Email back into a Mac Outlook 2011 Client open up Outlook, click <b>“File”</b> and select <b>“Import...”</b>



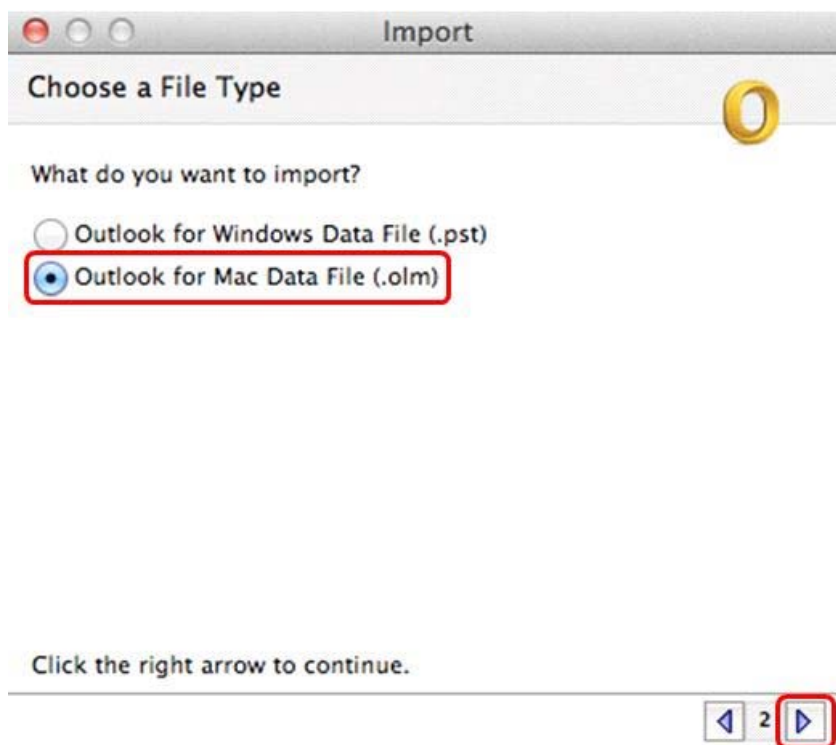
Step	Procedure
------	-----------

7	Select “ <b>Outlook Data File (.pst or .olm)</b> ” , then click the <b>right arrow</b> to continue.
---	---



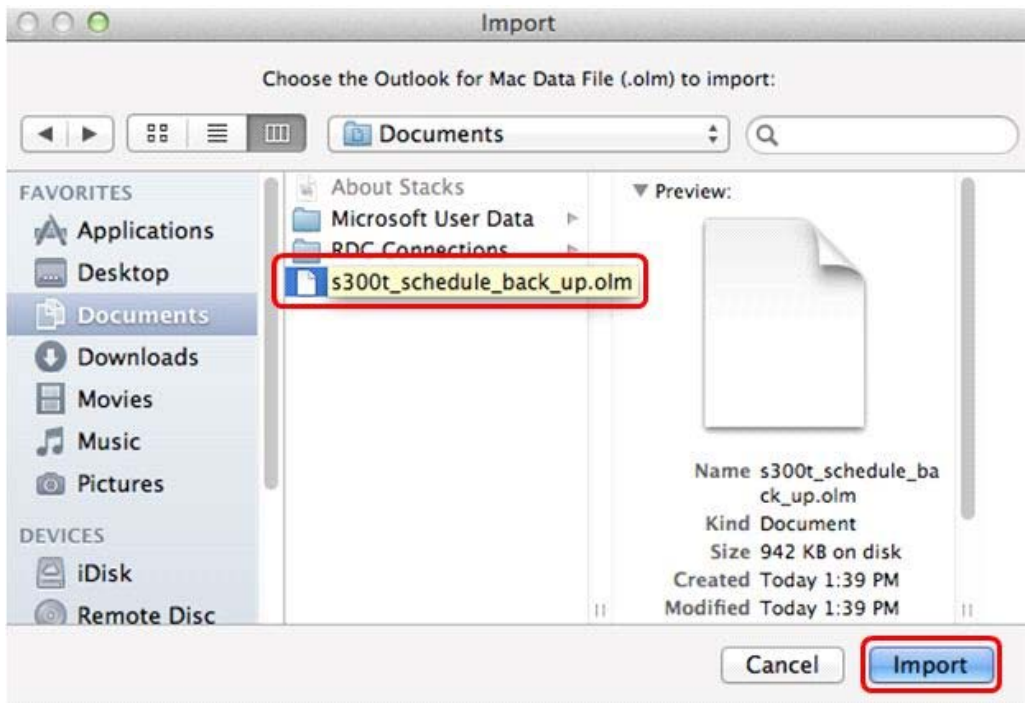
Step	Procedure
------	-----------

8	Select <b>.olm</b> or .pst (depending on what type of file you are trying to import from), then <b>click the right arrow</b> to continue
---	--



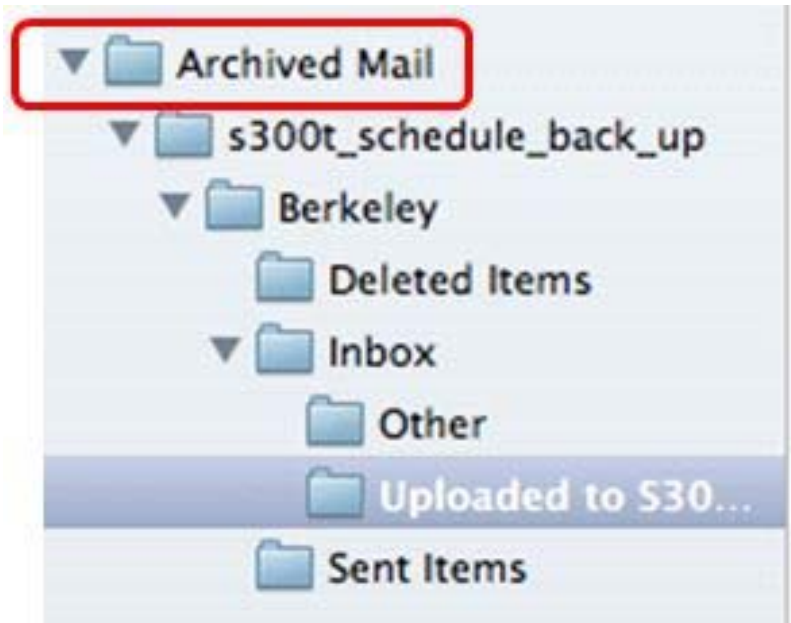
Step	Procedure
------	-----------

<b>9</b>	Select the <b>backup file</b> you had previously exported to your <b>Documents</b> folder in steps 1-5, and click <b>“Import”</b> . In the example below we are importing our sample back-up file: <b>s300t_schedule_back_up.olm</b>
----------	--



Step	Procedure
------	-----------

<b>10</b>	Once complete, you should see a folder on the left detail panel named <b>“Archived Mail”</b> . <b>Click the down arrow</b> to see the mail that you have just imported (as shown below). This is a local copy of your Haas Email.
-----------	---



Step	Procedure
11	<p>You can rename the “<b>Archived Mail</b>” folder by right-clicking on it and selecting rename. I renamed the sample below “<b>S300T Emails</b>”.</p> <p>You are done!!!</p>

