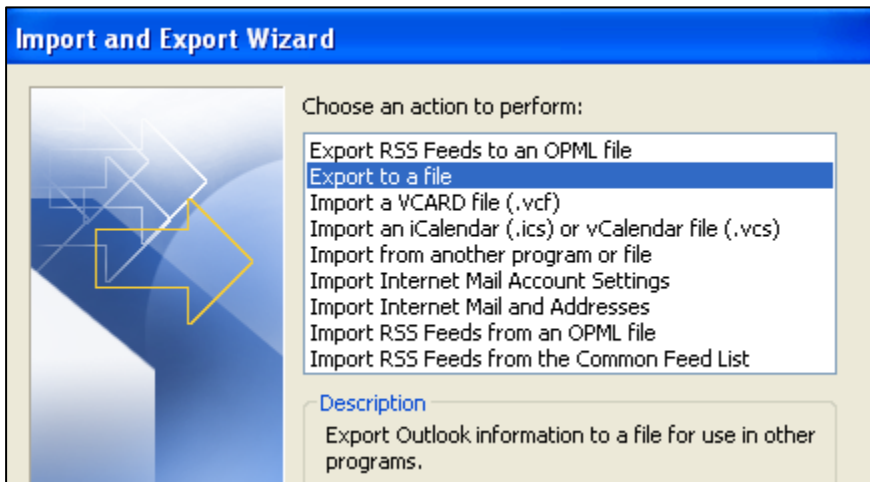
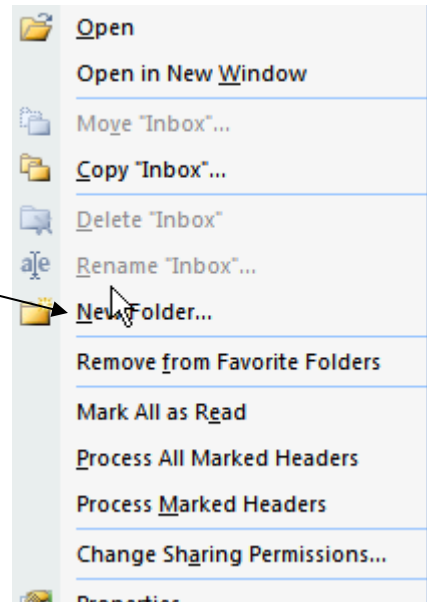


## Archiving Email in Full Outlook

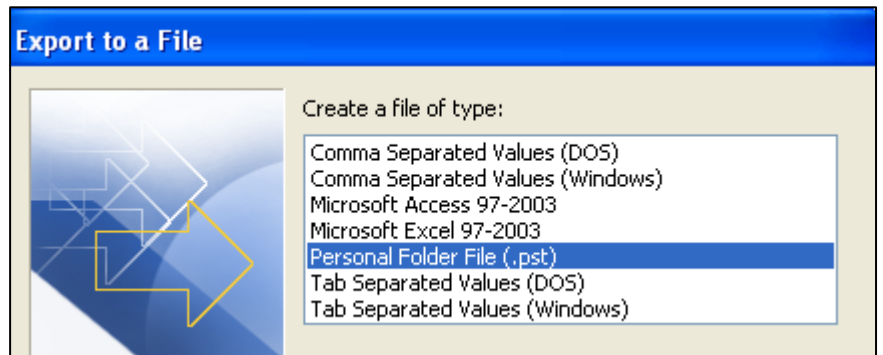
**REMEMBER TO DELETE ALL OLD EMAIL  
ON A WEEKLY BASIS!**

For important email that you need to save:

1. Create a new folder in your Inbox.
  - Right click on the word Inbox and select NEW FOLDER
  - Give the folder a name such as: student info
  - Move the emails that you want to save to that folder
  
2. Export the file
  - Go to FILE and select Import and Export
  - Select Export to a file
  - Click NEXT

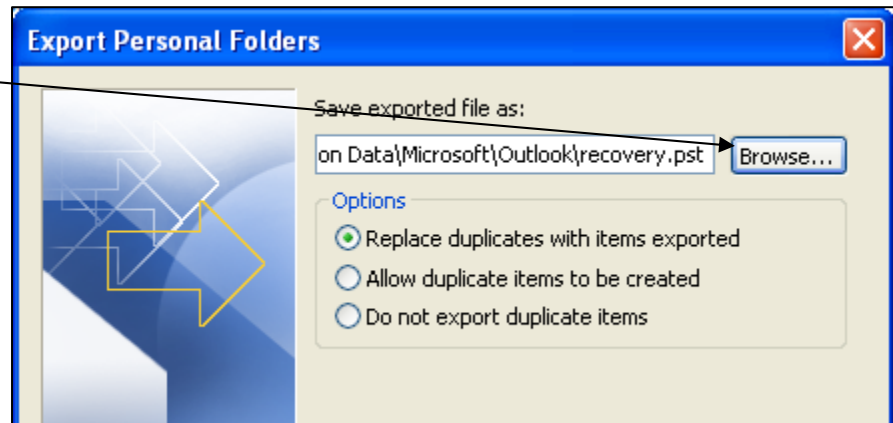


- Under Create a file type select Personal folder file (.pst)
- Click NEXT
- Click on the folder under your Inbox that you want to archive

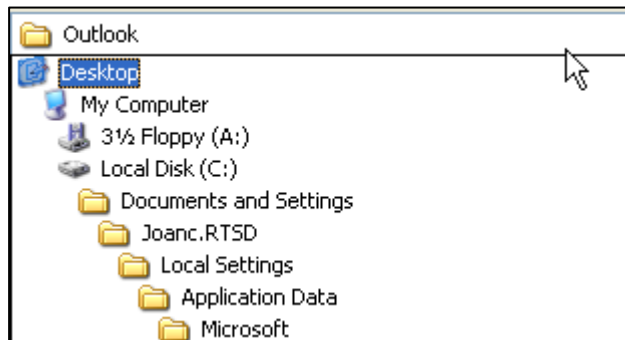


### 3. Save the file to your desktop

- Click **BROWSE** to select the location to save your file.



- Use the drop down arrow to select your desktop
- Rename the file something you will recognize and click **FINISH**



4. You can now burn the file to a CD
5. You will still open it from within Outlook, but it will appear at the bottom of your list of folders