

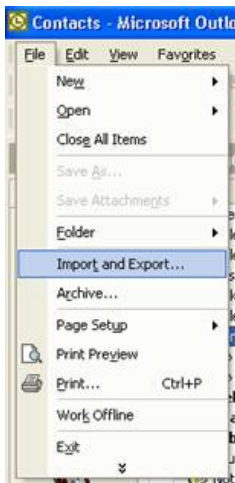


How to Export Your Outlook Contacts for Backup or for Transfer to other Systems.

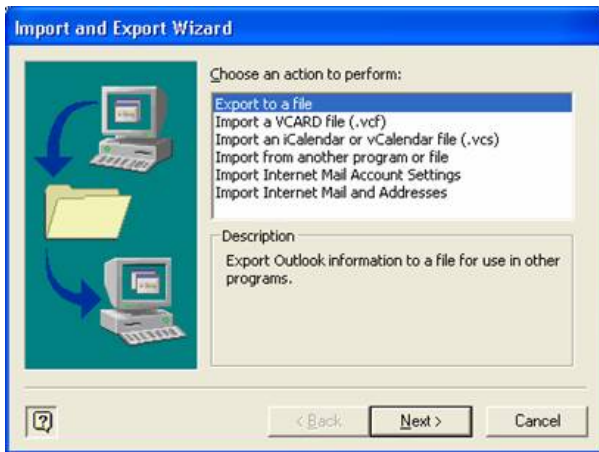
1. Open Outlook



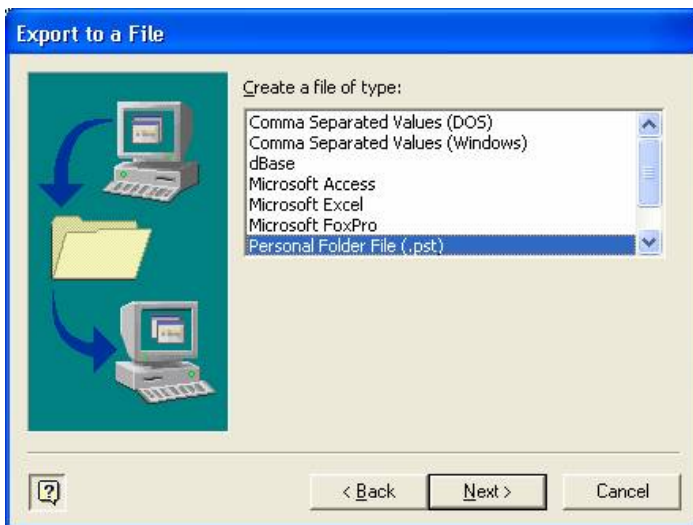
2. Next, click the **File** menu and choose **Import and Export**.



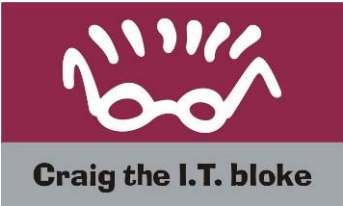
3. The Export Wizard appears. Choose, **Export to a File** and click **NEXT**.

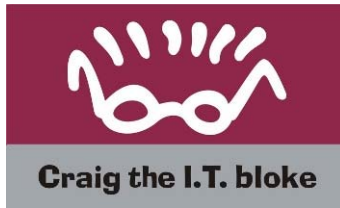


4. On the next screen, click **Personal Folder File (.pst)** and click **NEXT**.



5. On the next screen, **choose the folder you wish to export**. Next **choose whether you want to include sub-folders** by clicking the “include subfolders” checkbox. You can also choose filter parameters here by using the **Filter** button. Then click **NEXT**. (Notice Contacts is chosen here)





6. On the next screen, use the **Browse** button to choose the location where you want your exported document to be stored. Other options are available about what to do with duplicates. Click **FINISH** to export your contacts.

