

## **Saving Email Messages From Outlook to Your Home Folder**

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Here is a way to save your email messages including attachments, contacts, and calendar from Outlook to your Home Folder (H:\) so that you can delete old messages from Outlook to free up more space.

To save messages to you Home Folder begin by opening Outlook

1. File
2. Import and Export
3. Export to a file
4. Personal Folder File (.pst)
5. Select Mailbox
6. Check the checkbox for Include subfolders
7. H:\OldEmail\backup.pst
8. Finish

To view your old messages open Outlook:

1. File
2. New
3. Outlook Data File
4. Personal Folders File (.pst)
5. H:\OldEmail\backup.pst
6. Ok

Your old saved mail now appears in Outlook under Personal Folders