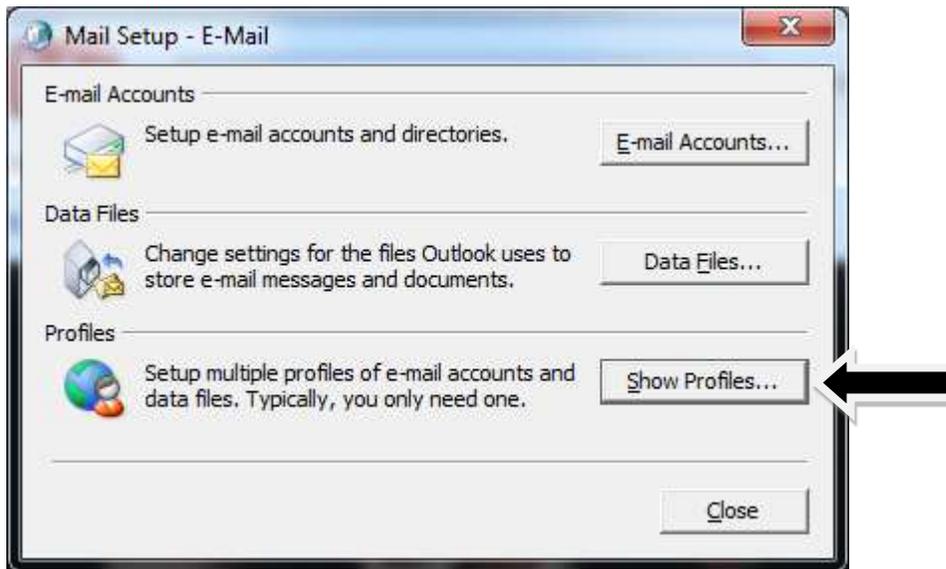


## Exporting Beta Mail using Outlook 2007/2010 Outlook Anywhere Connection

NOTE: If you are already accessing your Beta Mailbox via an Outlook 2007/2010 RPC over HTTP (Outlook Anywhere) configured profile, proceed to the section “Exporting your Beta Mailbox e-mail to a .pst file using Outlook 2007/2010” on page 15 of this document.

- a. Go to the Control Panel.
- b. Click on the **Mail** icon (if using Windows 7, and the Mail icon does not appear, click the drop down next to “Category” and select “Small Icons”),
- c. Click “Show Profiles” as shown on Figure 1

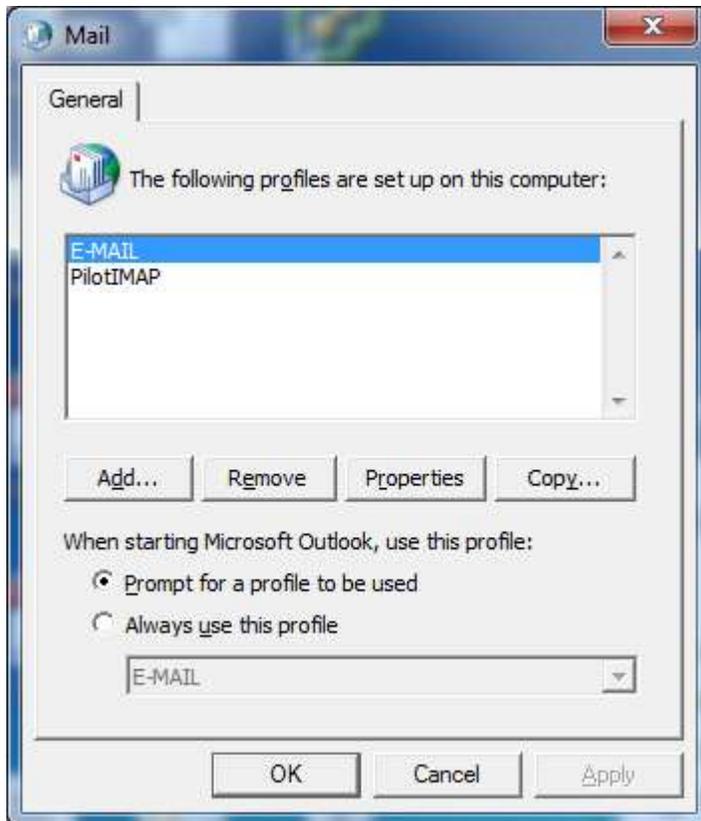


**Figure 1: Click Show Profiles**

- d. After clicking “Show Profiles” you will see the window as shown in Figure 2

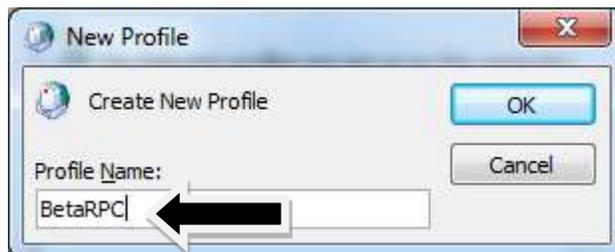
NOTE: If you are using Outlook 2010, you have the two options below after Clicking “Show Profiles”. If you are using Outlook 2007 you have to perform the option 2 step (Add a new profile).

1. Outlook 2010 allows you to access multiple e-mail accounts under the same Outlook profile. To add your Beta Mail account to an existing Outlook 2010 profile, proceed to step e.



**Figure 2: Option to Add new profiles and Change profiles**

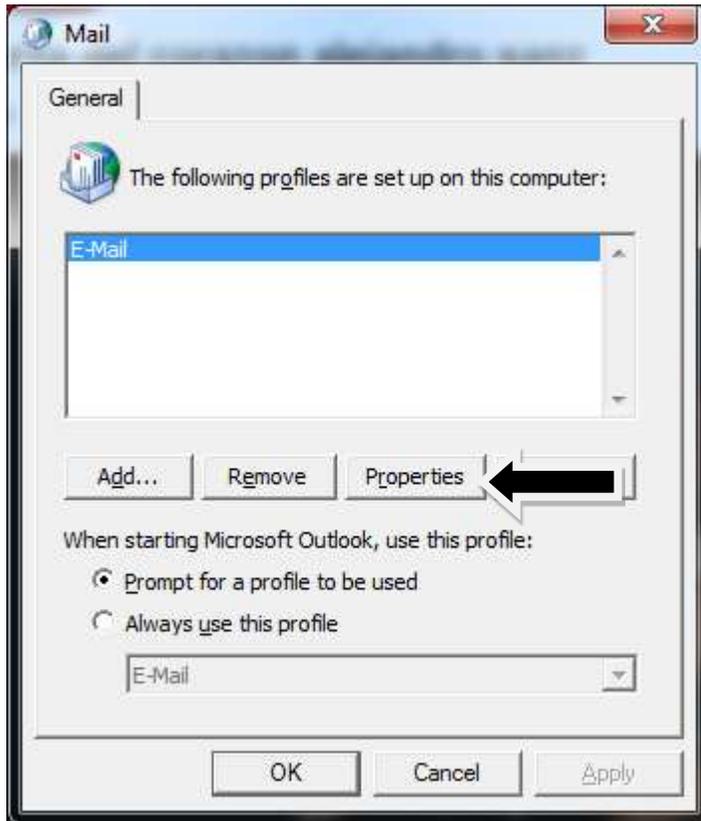
2. You can create a new or separate Outlook profile for your Beta Mail account. To create a new Outlook profile, on step e, instead of clicking on Properties, click on Add and enter a Profile Name as shown in Figure 3 and Click OK:



**Figure 3: Enter New Profile Name**

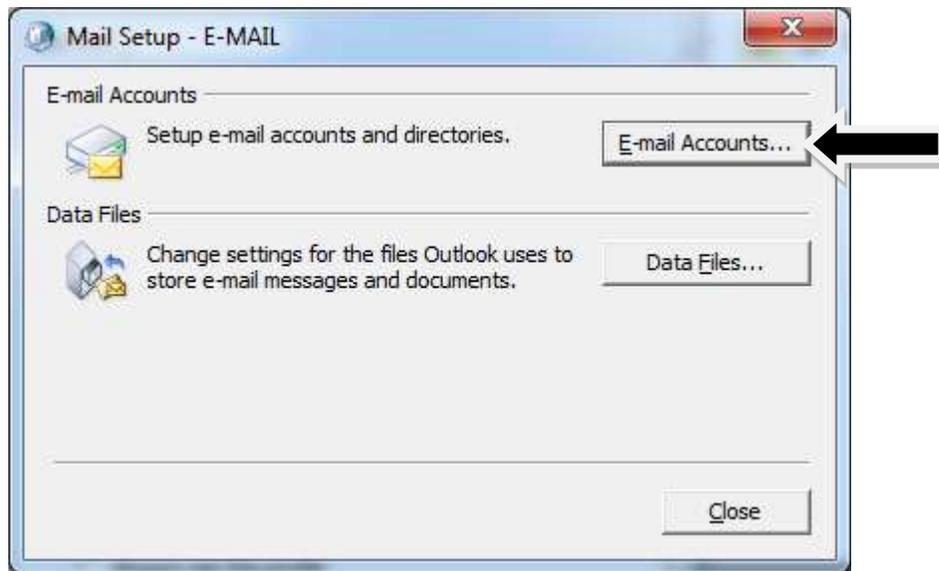
**NOTE: After clicking OK proceed to step i to continue the configuration.**

e. In the Mail window shown in Figure 4, select an existing profile and click on Properties.



**Figure 4: Click on Properties**

f. Click on E-mail Accounts as shown in Figure 5.



**Figure 5: Click on E-mail Accounts**

g. Click on New under the E-mail tab as shown in Figure 6.

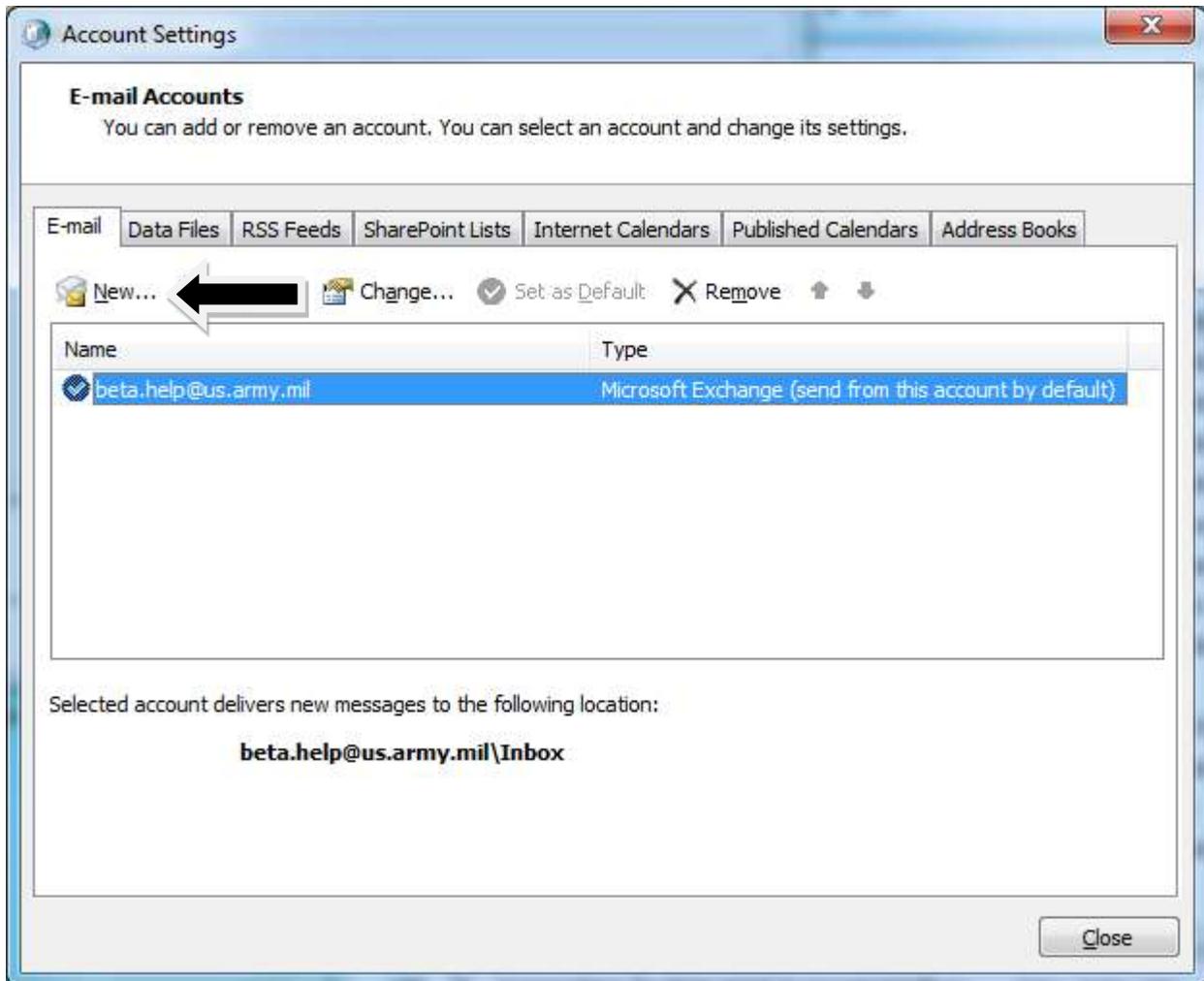


Figure 6: Add New Email Account

h. In the Choose Service window, select “E-mail Account” and click Next as shown in Figure 7.

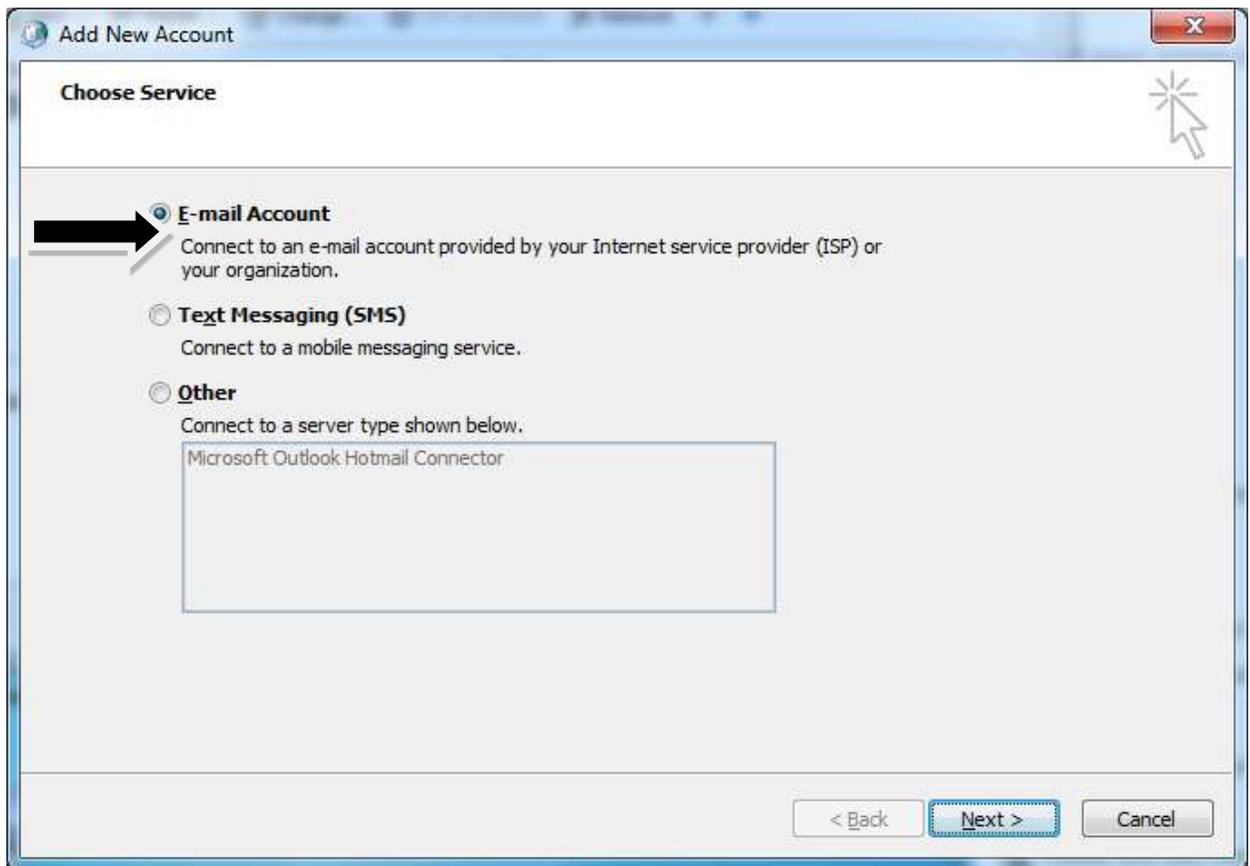
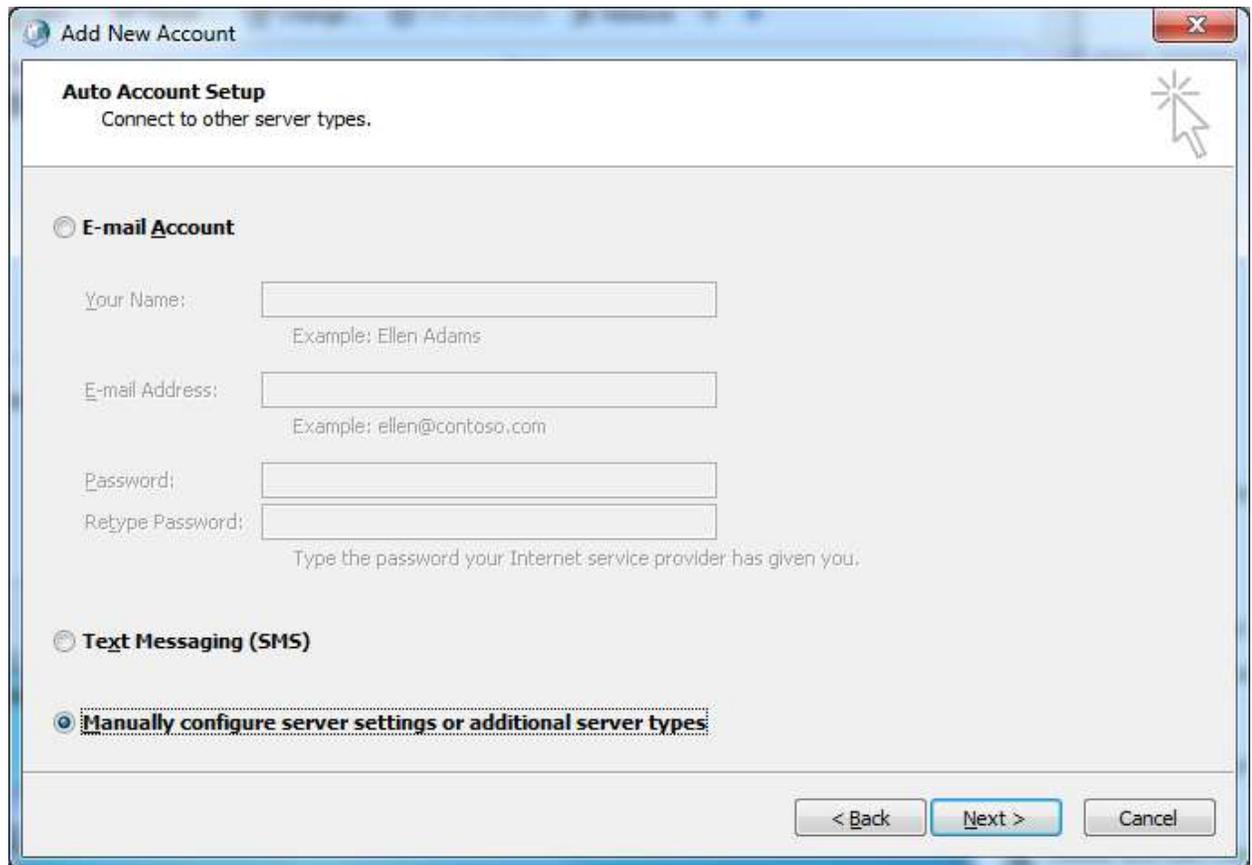


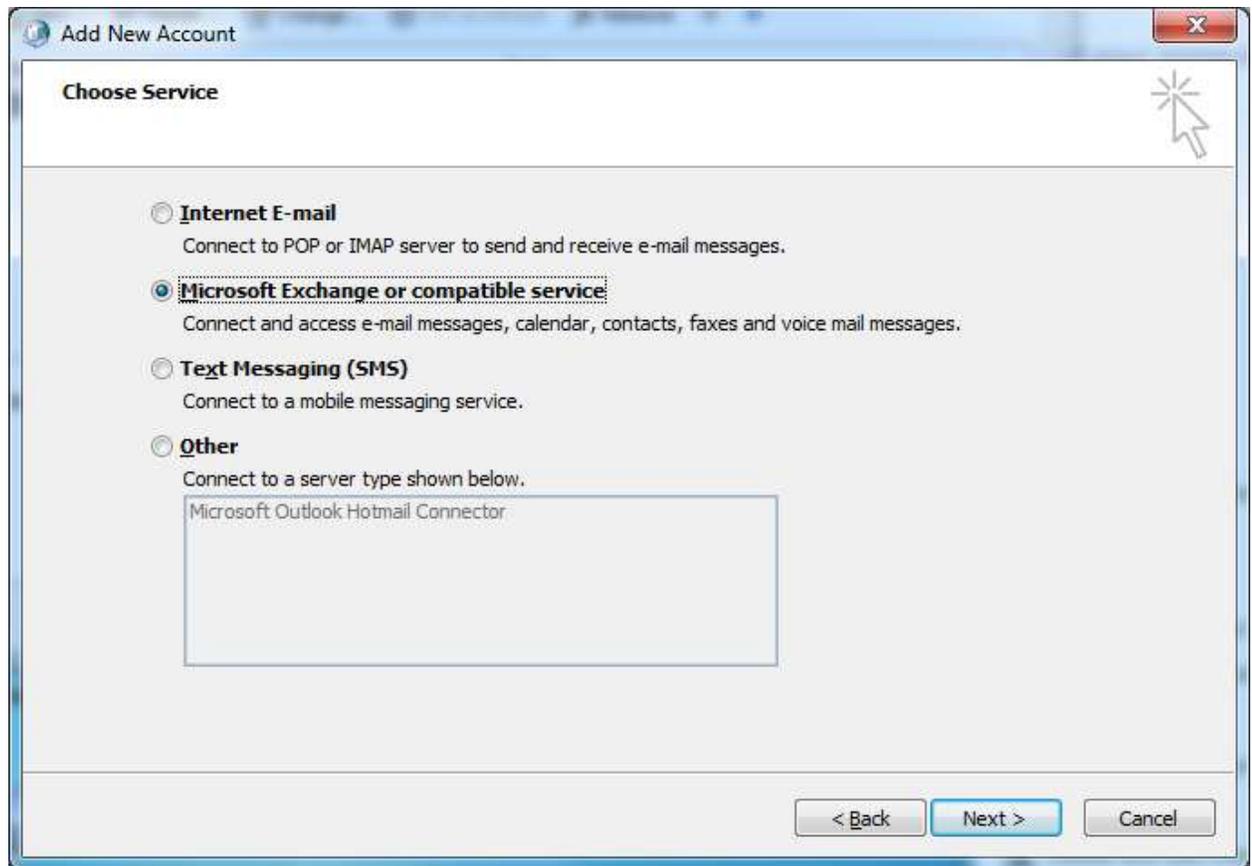
Figure 7: Choose Email Service

- i. In the Auto Account Setup window, select “Manually configure server settings or additional server types” and click Next as shown in Figure 8.



**Figure 8: Choose manually configure server settings or additional server types**

j. Select “Microsoft Exchange or compatible service” and click Next, as shown in Figure 9.



**Figure 9: Choose Microsoft Exchange or compatible service**

k. As shown in Figure 10, in the Server Settings window, enter the server name: mail.beta.army.mil. For username enter your e-mail address:

[user.id@beta.army.mil](mailto:user.id@beta.army.mil) or lastname, firstname (Do not click on Check Name).

l. Click on “More Settings”

NOTE: Even if you click “More Settings”, it may try to contact the server to check the user name and fail. When the message comes up click OK

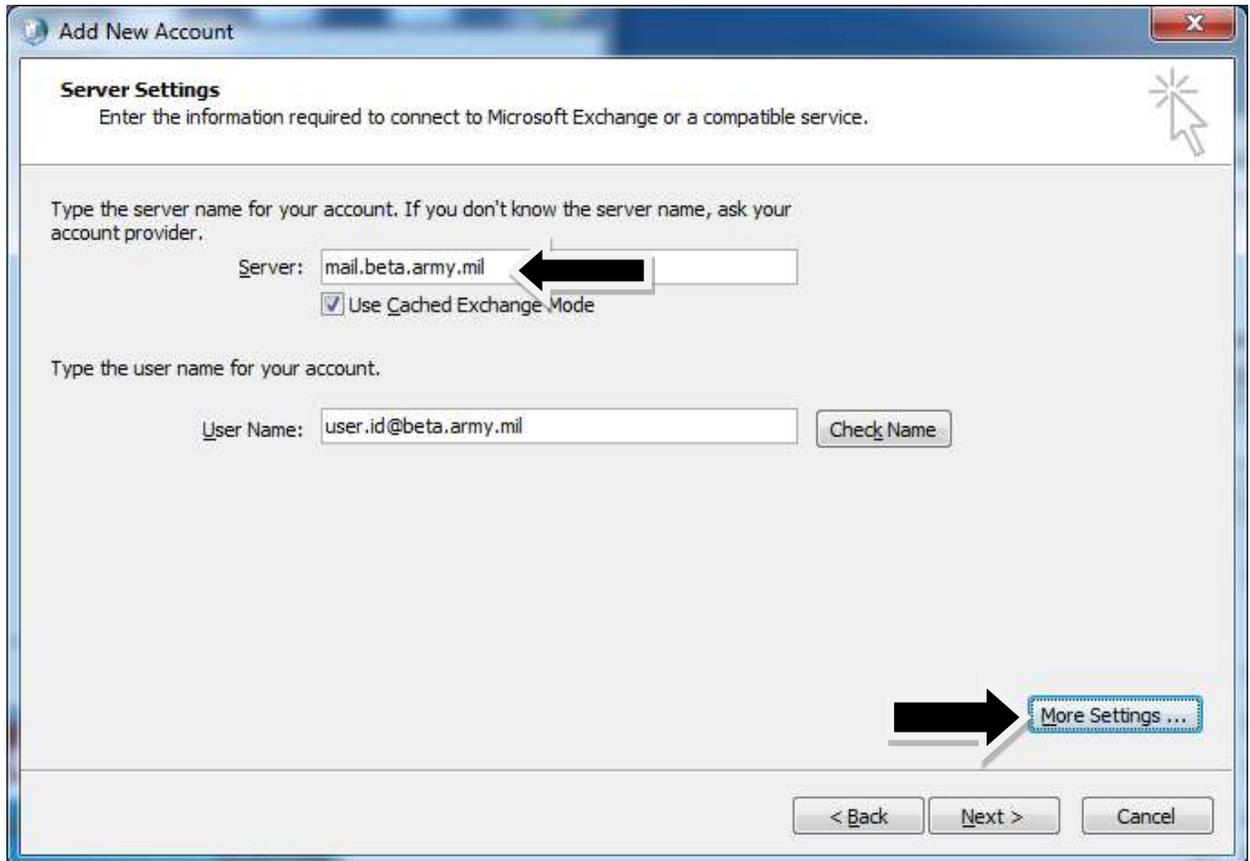
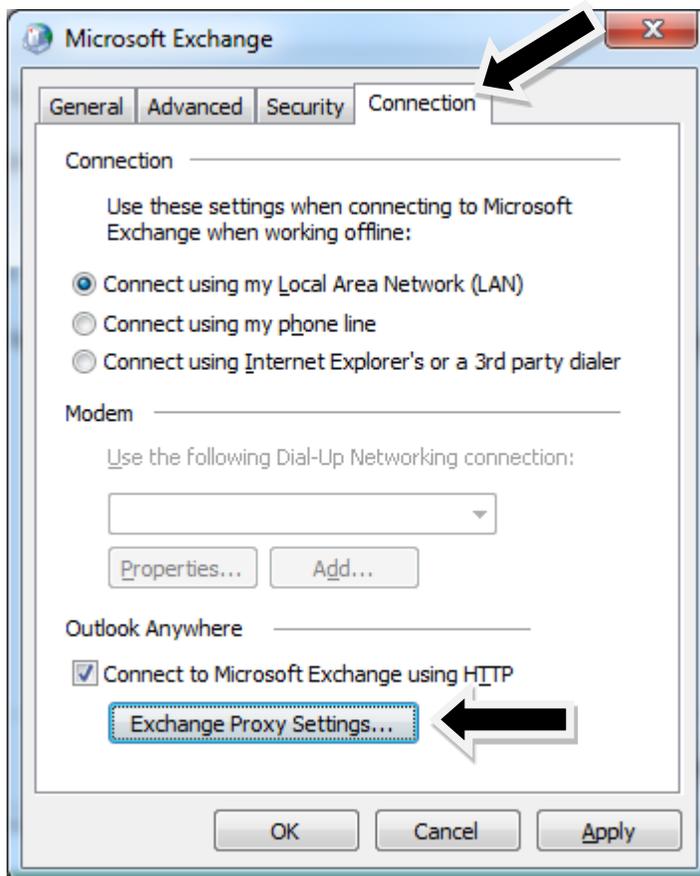


Figure 10: Enter Server Name User Name and click More Settings

m. After clicking on the “More Settings ...” button, you will get the window below. As shown in Figure 11, in the Connections Tab, check the box “Connect to Microsoft Exchange using HTTP” and click on the “Exchange Proxy Settings” button.



**Figure 11: Check the box “Connect to Microsoft Exchange using HTTP and click on Exchange Proxy Settings**

- n. Configure the Microsoft Exchange Proxy Settings, as in Figure 12 below. After entering the settings click OK. The previous windows you configured will be displayed, Click OK on the Microsoft Exchange window (shown in Figure 10). Click Next on the Server Settings window (shown in Figure 9)

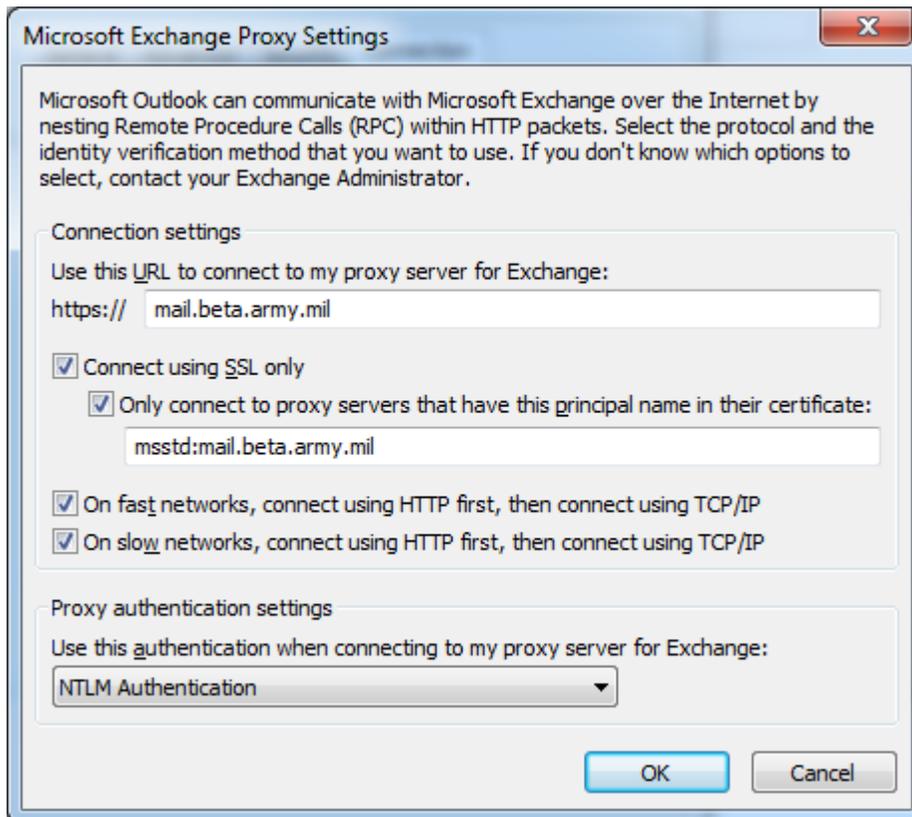


Figure 12: Configure the Microsoft Exchange Proxy Settings with the exact settings shown

- o. At the Windows Security window as shown in Figure 13, enter your Beta Mail account logon credentials.

**NOTE:** you must enter your username in the following **domain\username** format. The domain for Beta Mail is “pilot” without the quotes.

Example:

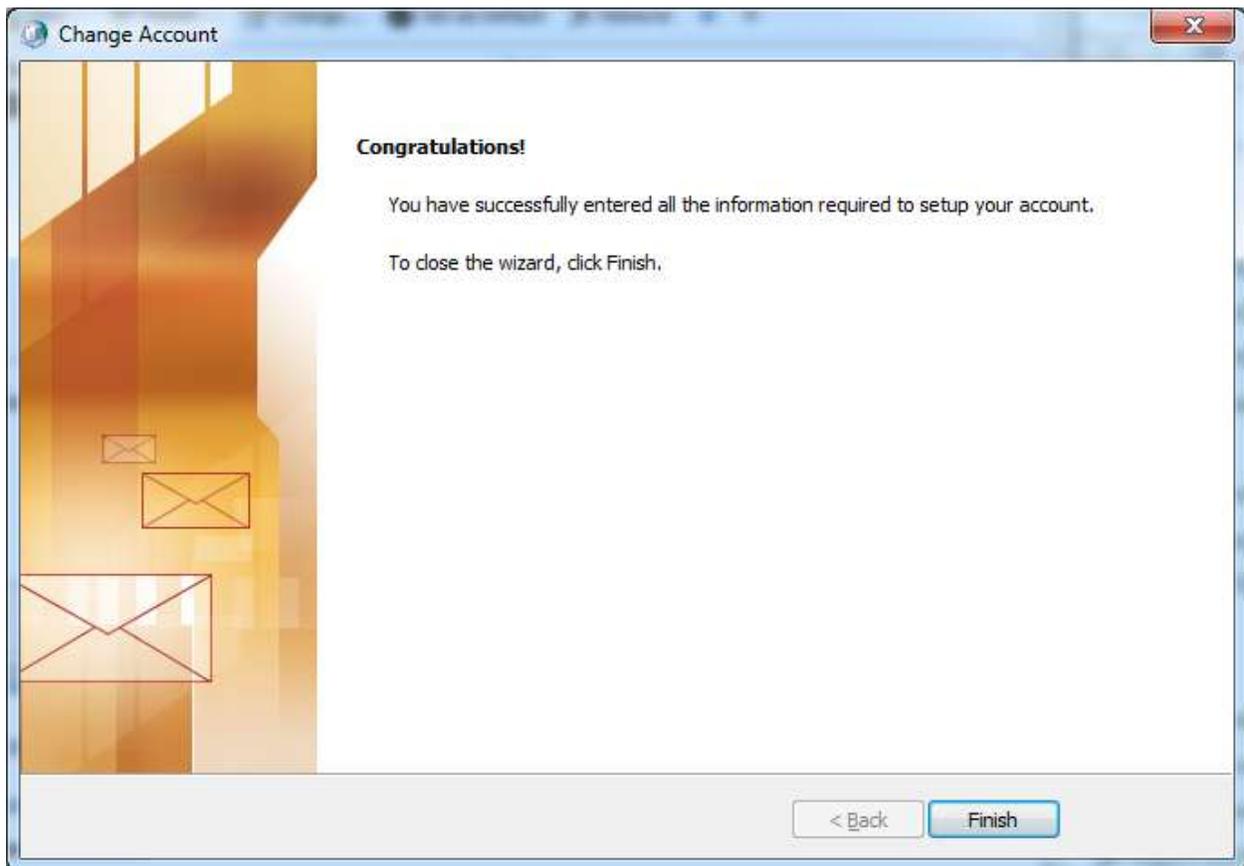
Username: pilot\john .doe

Password: Your Beta Mail account password, NOT AKO password



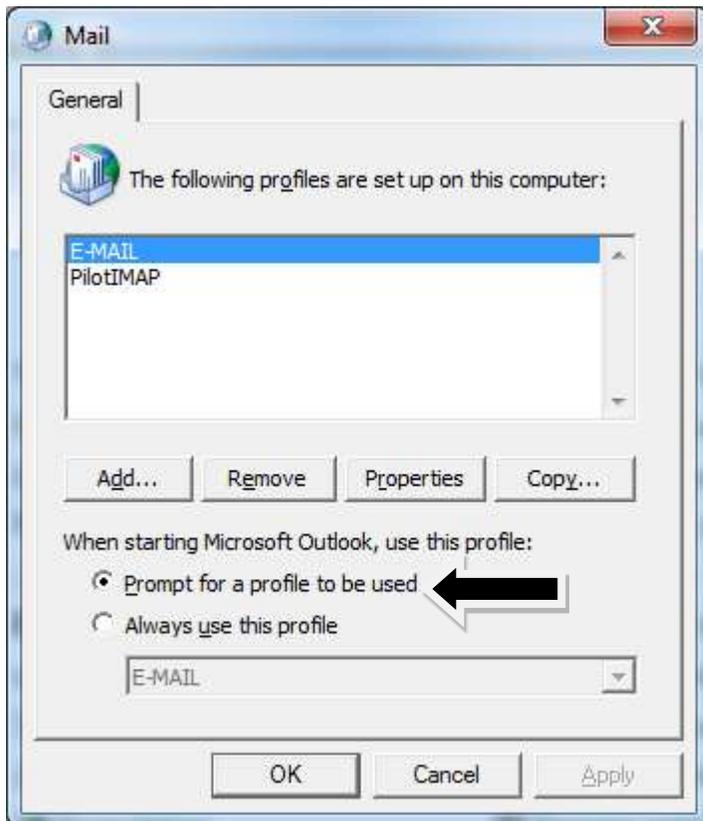
**Figure 13: Enter your Beta Mail account logon credentials**

p. Click Finish at the successful installation window as shown in Figure 14



**Figure 14: Successful Beta Mail account configuration**

- q. If you have other Outlook profiles setup on the computer, you will want to configure it so that you get prompted for the profile you want to logon to as shown in Figure 15:



**Figure 15: Set Outlook to prompt for profile to used**

When you launch Outlook, select the profile you just created for your Beta Mailbox

## Exporting your Beta Mailbox e-mail to a .pst file using Outlook 2007/2010

1. Logon to your Outlook profile that has your Beta Mail account mailbox
2. **In Outlook 2010** Click “File” and continue with step 3; **In Outlook 2007** Click File and Click “Import and Export” and go to step 5, as shown in Figure 16
3. Click Options from the menu
4. Click Advanced on the left hand window pane and then Click Export on the right hand side window pane
5. On the Import and Export Wizard window select “Export to a file” as shown in Figure 16, Click Next

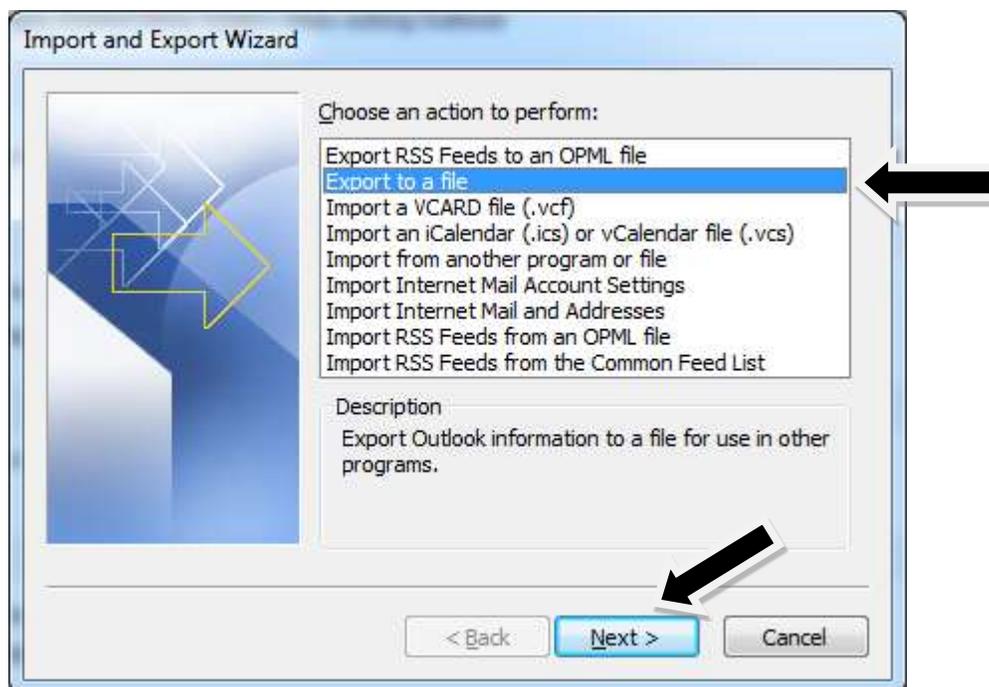


Figure 26: Import and Export Wizard

6. If you have **Outlook 2010** Select “Outlook Data File (.pst)”, as in Figure 17 and Click Next; If you have **Outlook 2007** the option will be “Personal Folder File (.pst)”

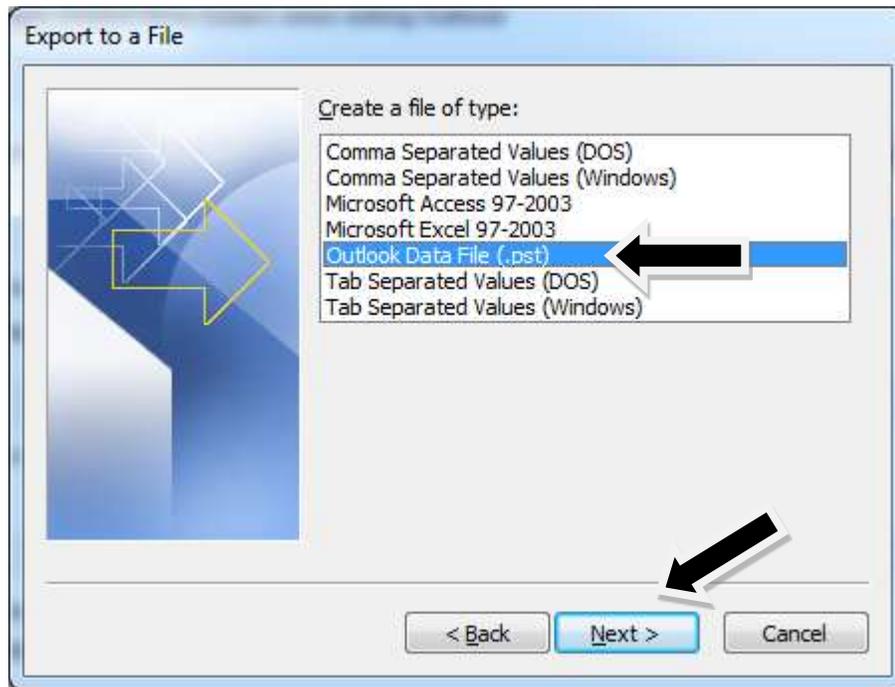


Figure 37: Export to a (.pst) file

7. Select your Beta Mail mailbox and check the “Include subfolders” box and Click Next

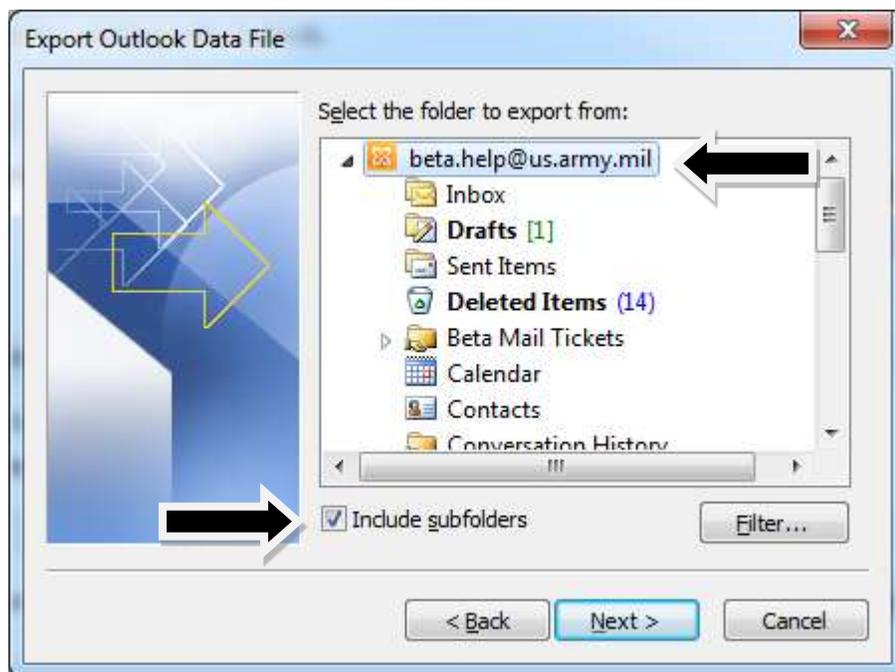


Figure 48: Select your mailbox and Include subfolders

8. Save the file to the Microsoft default location or a different location. You can save it using the Microsoft default name or change it. Take note of where the .pst file will be saved and Click Finish.

NOTE: Make sure you have enough free disk space (at a minimum you will need 2.5GB of free disk space) on the hard disk drive where it will be saved).

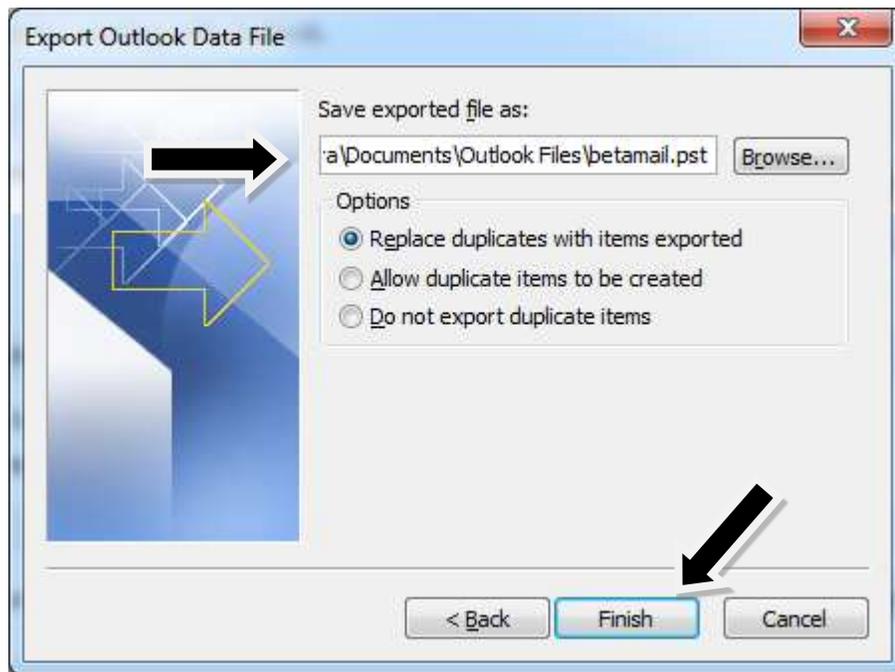


Figure 59: You can save to the default location using the default file name or change them

9. Note: **This step is optional.** Entering a password is optional. If you create a password and lose it, the data cannot be recovered. If you don't want to set a password, leave the fields blank and click OK



Figure 20: Outlook 2010 Setting a password (optional)

If you have Outlook 2007 the window will look as shown in Figure 20



Figure 21: Outlook 2007 Setting a password (optional)

10. Your Beta Mail has been exported to an Outlook .pst file and can now be accessed using an Outlook profile.