

## Exporting your Beta Mailbox e-mail to a .pst file using Outlook 2013

1. Logon to your Outlook profile that has your Beta Mail account mailbox
2. Click “File”
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 1. Click Next

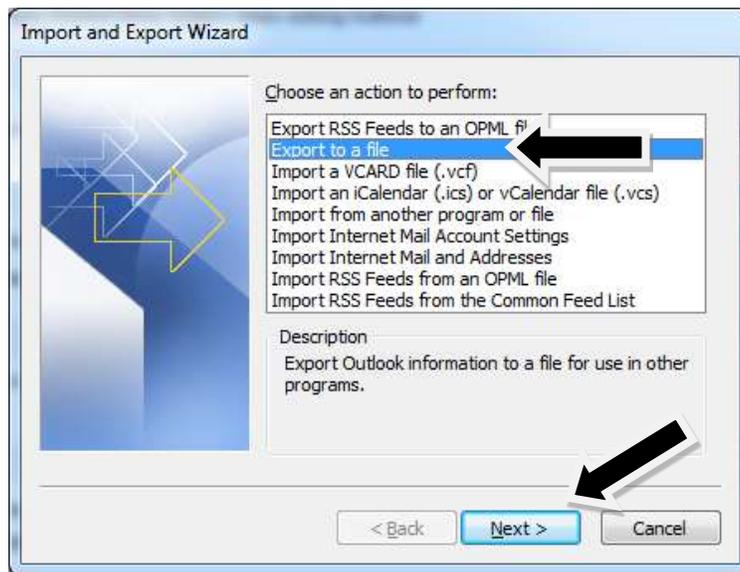


Figure 1: Import and Export Wizard

6. Select “Outlook Data File (.pst)”, as in Figure 2

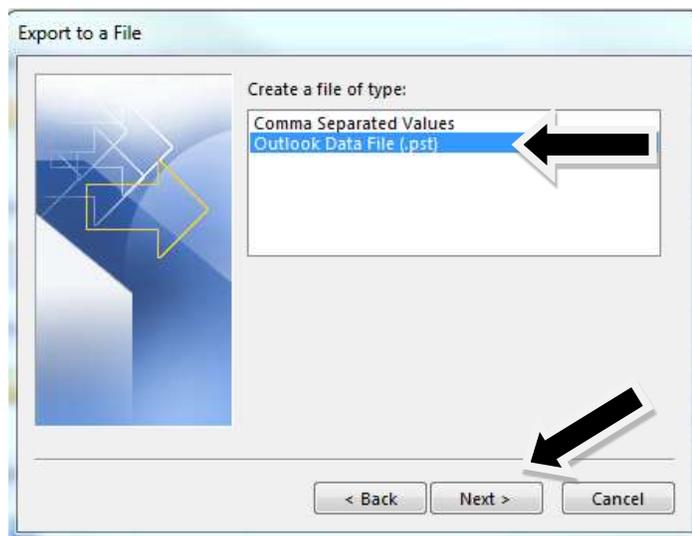
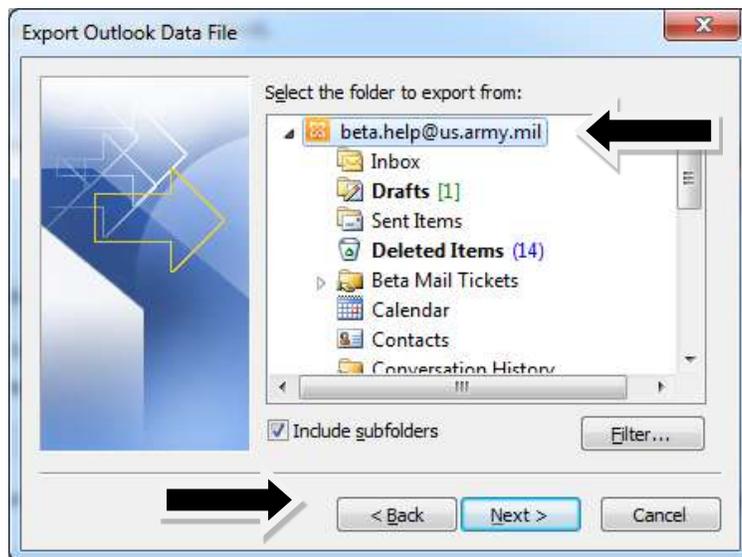


Figure 2: Export to a (.pst) file

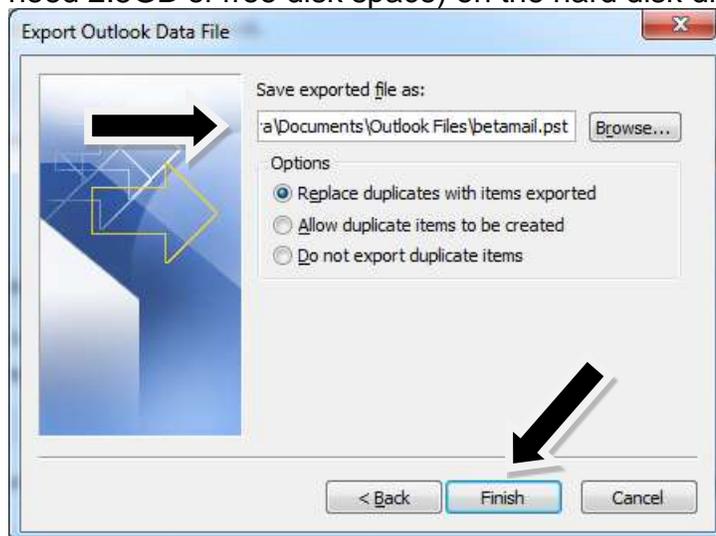
7. Select your Beta Mail mailbox and check the “Include subfolders” box and Click Next



**Figure 3: 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 4: 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 5: 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.