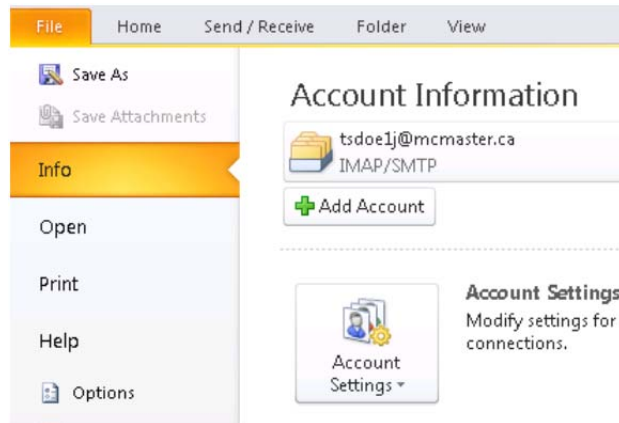
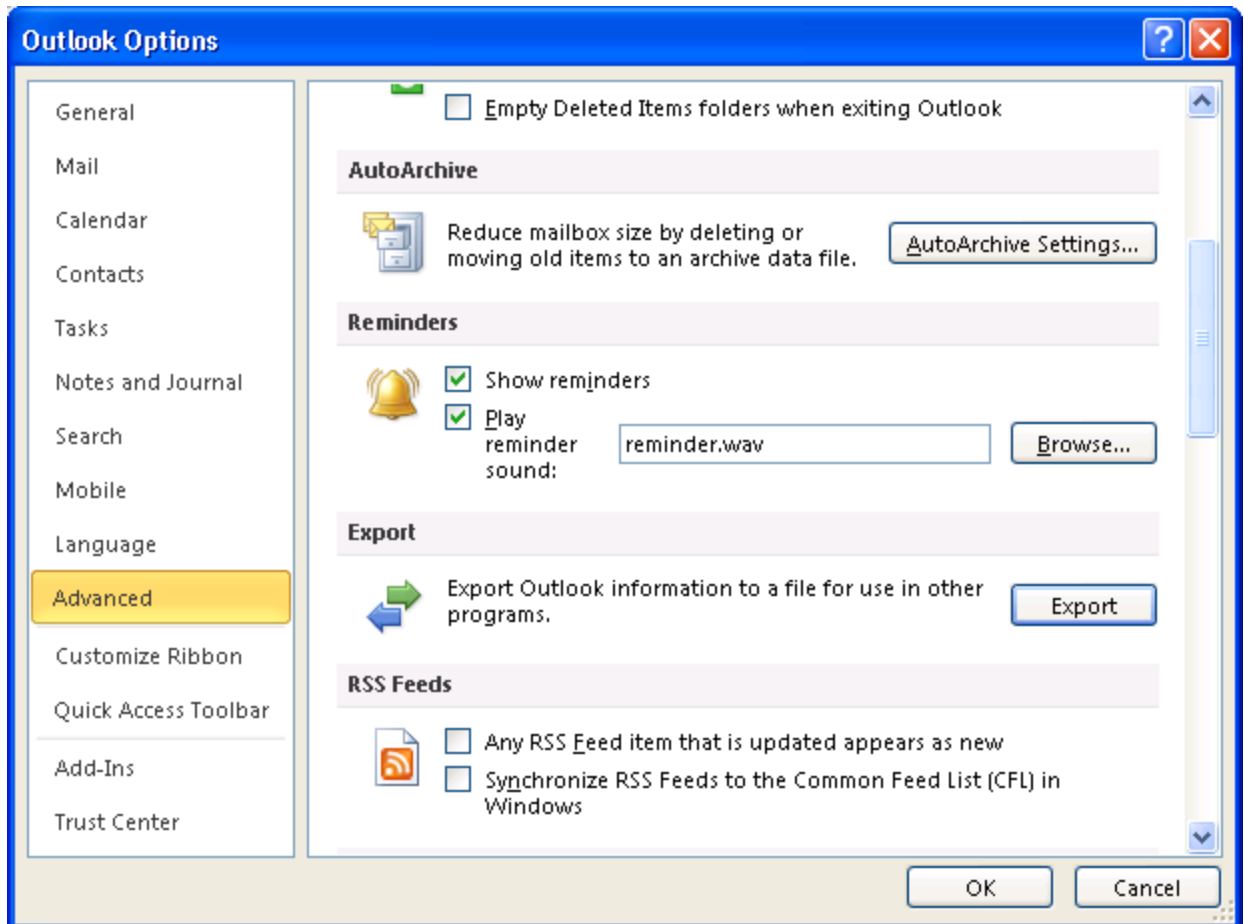


Export Outlook Contacts, Notes, Calendar, Journal, and Tasks

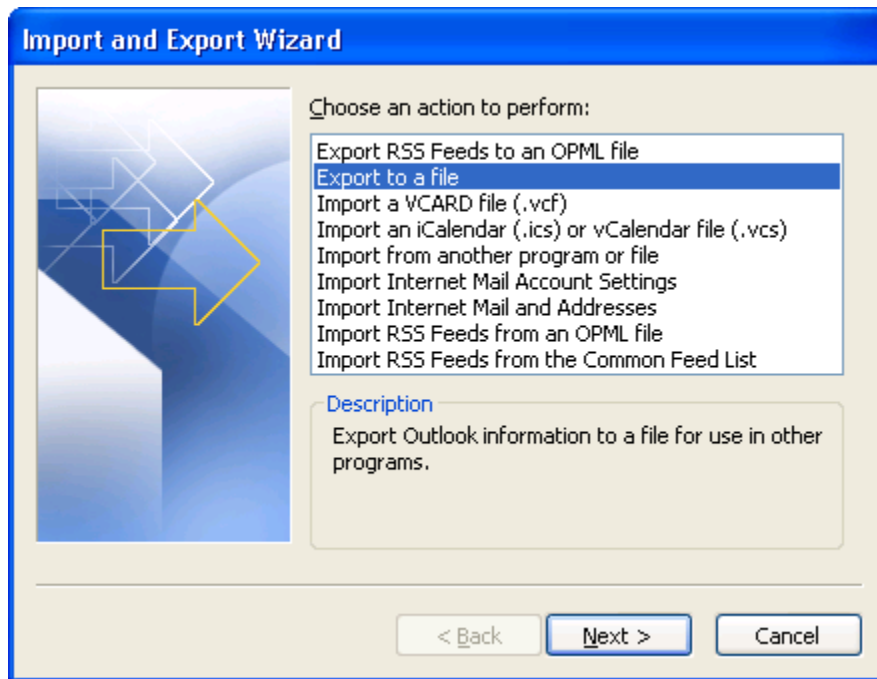
1. Open Outlook profile with UnivMail configuration.
2. Click on **File** in the menu bar and select **Options**



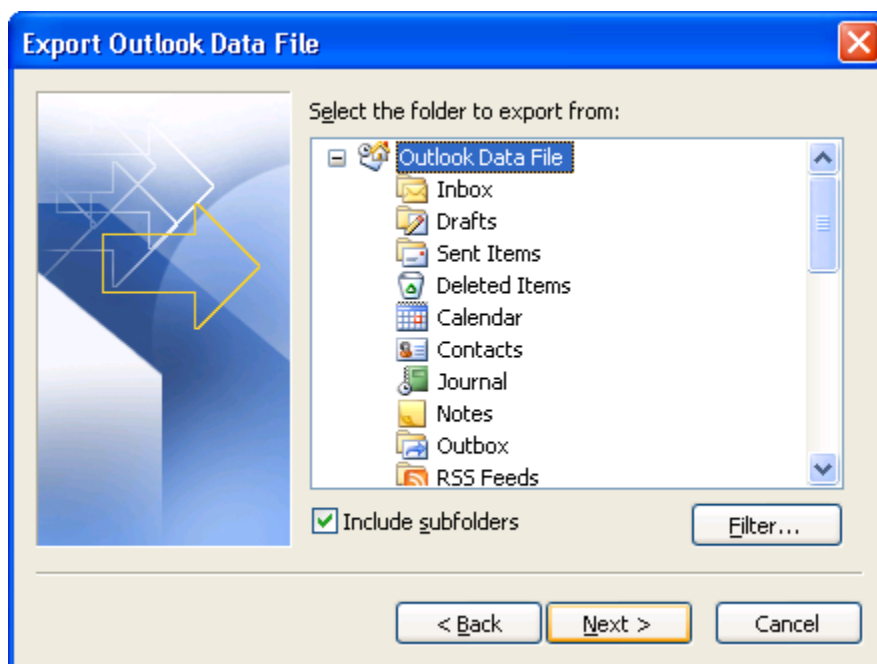
3. Click on **Advanced** and click on **Export**.



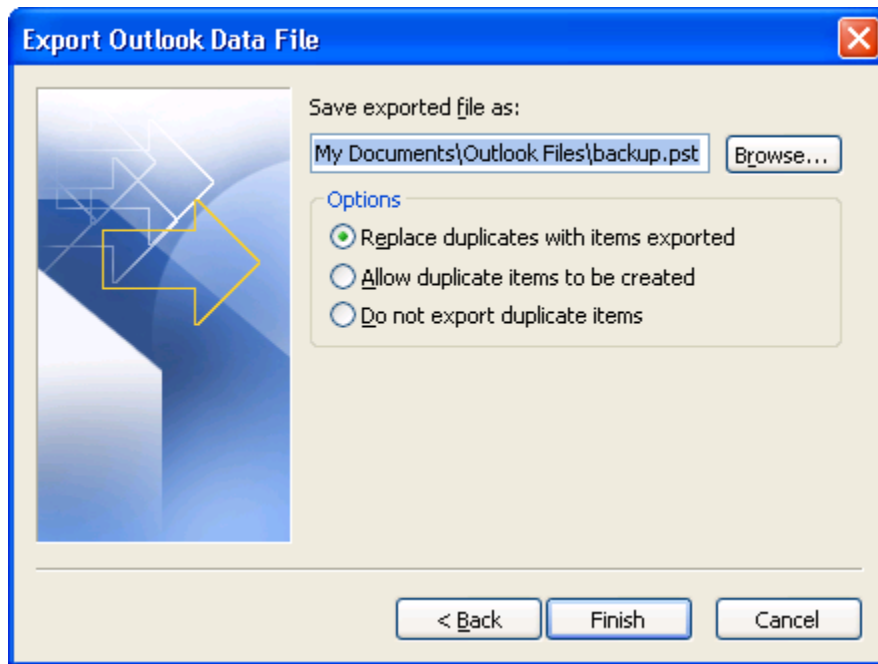
4. Click on **Export to a file** and click on **Next**.



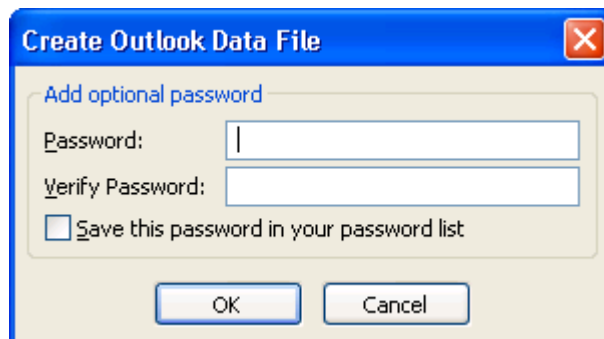
5. Select **Outlook Data File (.pst)** and click on **Next**.
6. Click on **Outlook Data File** and click on **Next**.



7. **Note the location where the exported file will be saved and the file name.** Change the location as needed using Browse to navigate to the desired location.
8. Click on **Finish**.



9. An Add optional password screen is displayed. Enter password if desired and click **OK**. Note your password.



10. Click on **OK**.

