



## How do I Backup my bConnected bMail, bCal, and Contacts via Outlook?

Before leaving Haas, MBA students can back up their bMail account by setting it up in Outlook and then exporting their mail, calendar and contacts into an Outlook .PST file. A .PST file can later be imported into a local Outlook data account where it can be accessed locally, or to another account. Below are the steps you need to take to back up your bMail account and to ensure that you continue to receive email sent to your @mba.berkeley.edu address.

**WARNING:** *We highly recommend that you backup your bMail before you set up any type of forwarding, especially via the campus @cal service. Once you set up lifetime forwarding via the campus @cal service you will no longer have access to your bMail account to do a backup of your mail, calendar, contacts, etc.. So in order, 1) Backup via instructions below, 2) Update @mba.berkeley.edu email forwarding, 3) Convert bMail email to a forwarding alias.*

### *Backing up your bMail Account via Outlook*

To back up your bMail, calendar and contacts, we recommend that you set up your account on a client like Outlook. If you set up Outlook to synchronize with the **Google Apps Sync Tool** you will be able to view your current mail, calendar, and contacts in Outlook and you can then **export** them in the form of a .PST file. A .PST file can be **imported** into another account configured in Outlook, such as a personal Gmail account, or to another email client such as Thunderbird.

If you only want a backup of your @mba bMail, you also have the option of configuring Outlook with an IMAP setup. Your mail can then be exported into a .PST file.

When you follow the instructions below your mail will stay on the bMail server, once you have everything you need from your bMail account you can simply stop using it. Please follow all three steps below to ensure you have a local backup of your mail on your computer.

1. You will first need to set up your @mba bMail account in Outlook. Please choose one of the methods below:
  - o To **back up bMail ONLY** [configure Outlook 2013 with an IMAP setup](#).
  - o To **back up bMail, bCal and contacts**, [configure Outlook 2013 with the Google Apps Sync Tool](#).
2. After you configure Outlook with your @mba bMail account, you can export your data to a .pst file.
3. Once your mail/data is backed up to an Outlook .pst file, you can then
  - o [Import it into an existing Outlook profile](#) that has a working account such as a personal Gmail or Hotmail account. You can use the existing account to send/receive mail, and you will be able to view and read the email, and calendar/contacts you backed up from bMail—depending on what you chose in number 1 above.
  - o Or, you can [import your bMail .pst file into a new Outlook profile](#). Your Haas mail will be totally separate from any current Outlook profile and account you have set up, but you will only be able to view and read your backed up mail.

### ***Setting up your Alumni Forwarding Service***

After your Haas email account expires you will no longer be able to access it, but we do offer an ongoing email forwarding service that will forward any mail that goes to your “[@mba.berkeley.edu](mailto:@mba.berkeley.edu)” address to an account of your choosing. There has been communication from the CIO about transitioning your email to email forwarding.

Self-service email forwarding setup is also available online:

<http://www.haas.berkeley.edu/groups/alumni/connections/email.html>

If you have any questions, please contact the Haas Alumni Office. They can be reached at:

[alumnihelp@haas.berkeley.edu](mailto:alumnihelp@haas.berkeley.edu)

### ***Backing up my bDrive, Google Docs, etc...***

You can use the Google Takeout tool to backup your other bConnected data. Please see the document [“How Do I Archive my bConnected Data Using Google Takeout?”](#)