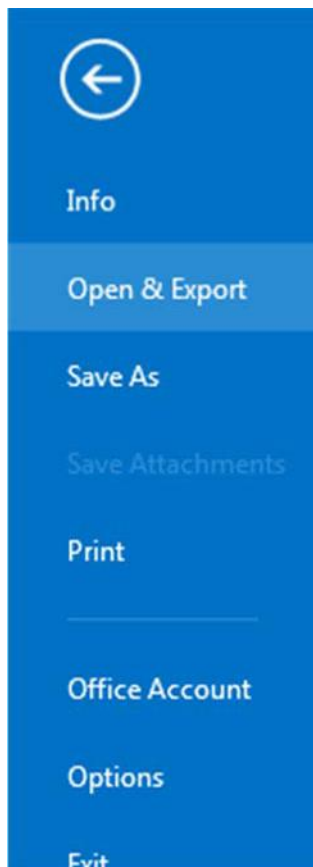


How do I Backup (Export) my bMail Before my Account Expires?





Please note that this document assumes that you are using Outlook 2013 as your mail client. If your bMail has not been configured on Outlook yet, please see the document [“How Do I Backup my bConnected Data Before I Graduate?”](#) to see the different options you may have.

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 bConnected account to do a backup of your bMail, bCal, 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.*

Step	Procedure
1	Open Outlook, then click on File > Open & Export > Import / Export

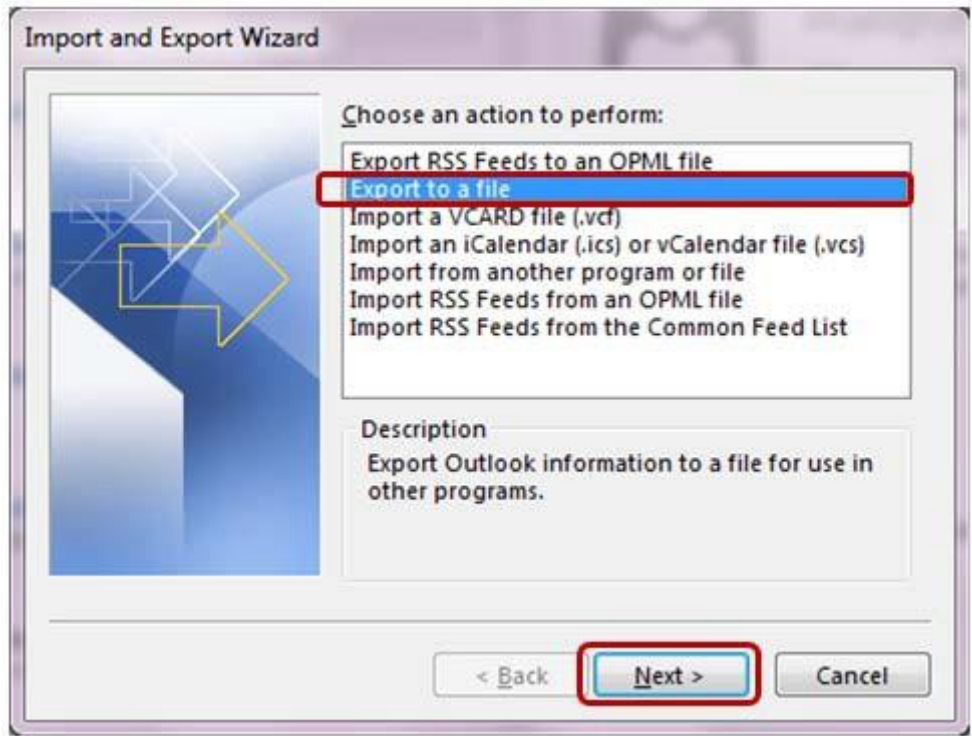


Open

- 
Open Calendar
 Open a calendar file in Outlook (.ics, .vcs).
- 
Open Outlook Data File
 Open an Outlook data file (.pst).
- 
Import/Export
 Import or export files and settings.
- 
Other User's Folder
 Open a folder shared by another user.

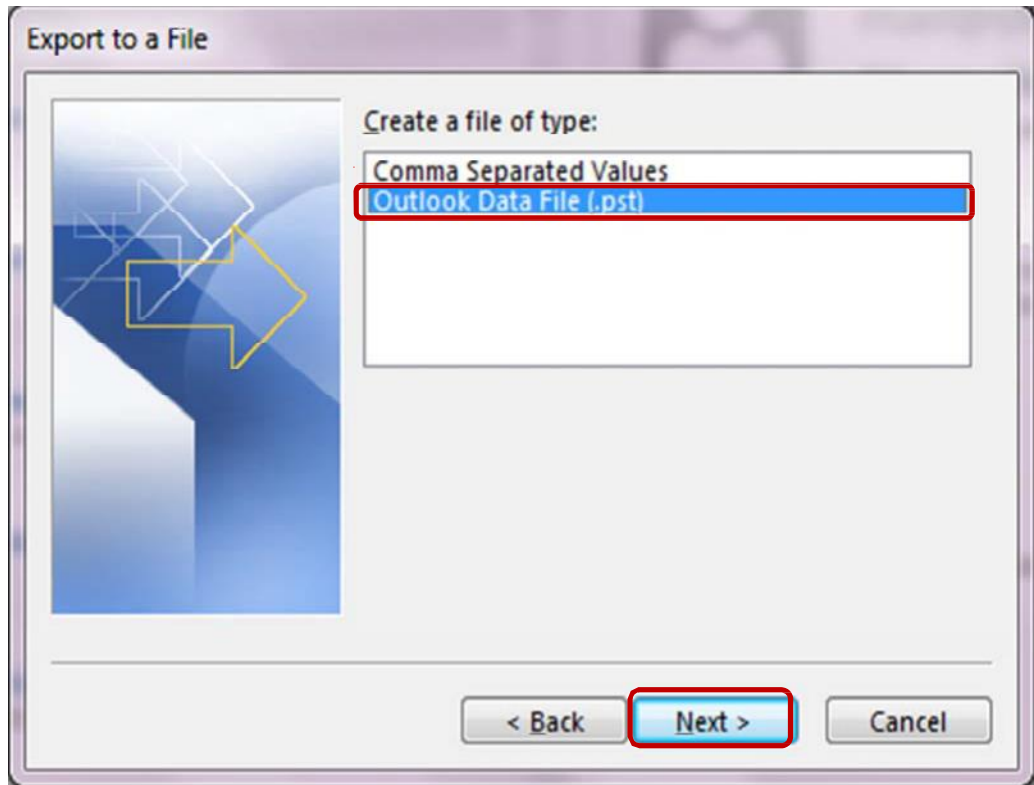
Step	Procedure
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2	You'll get the Import and Export wizard . Choose Export to a file then click Next .
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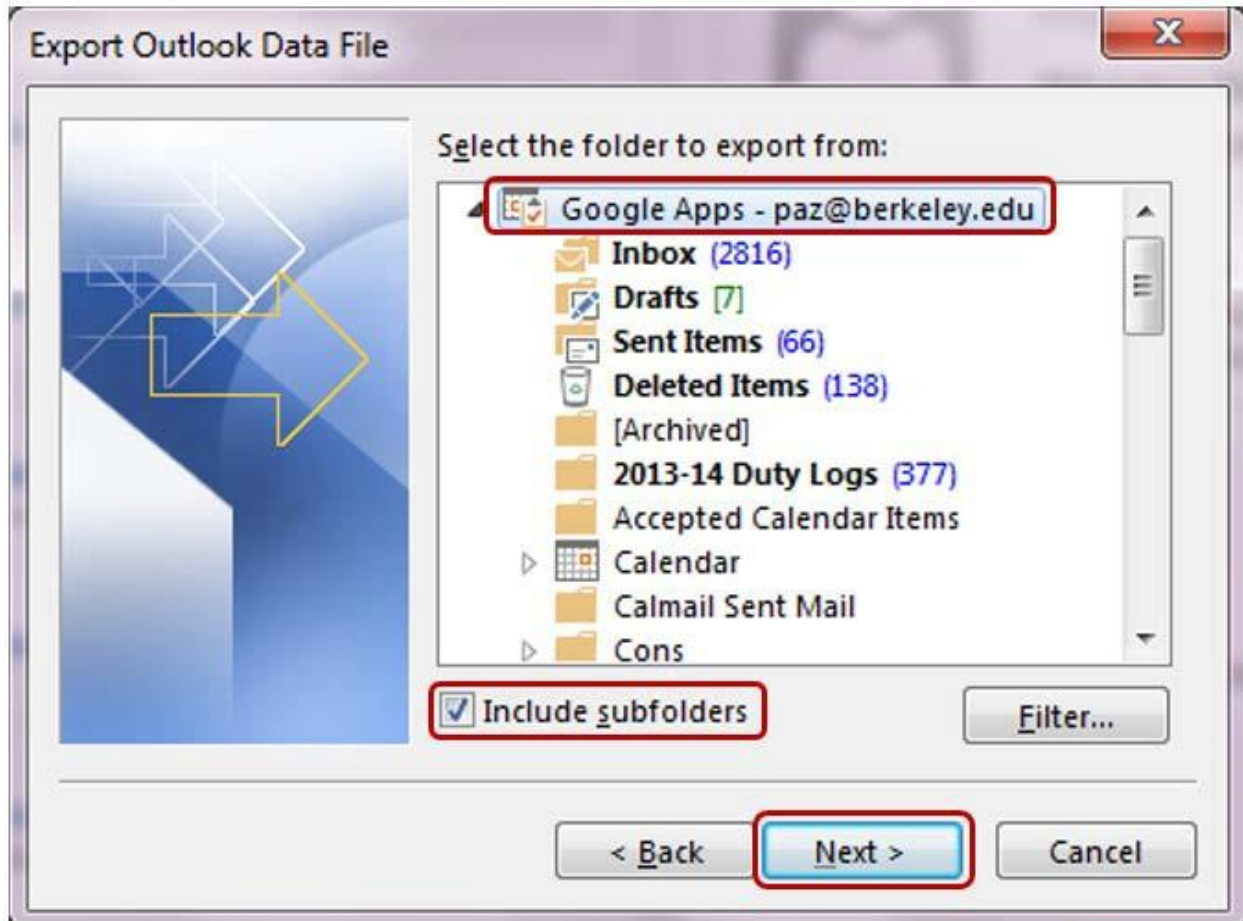


Step	Procedure
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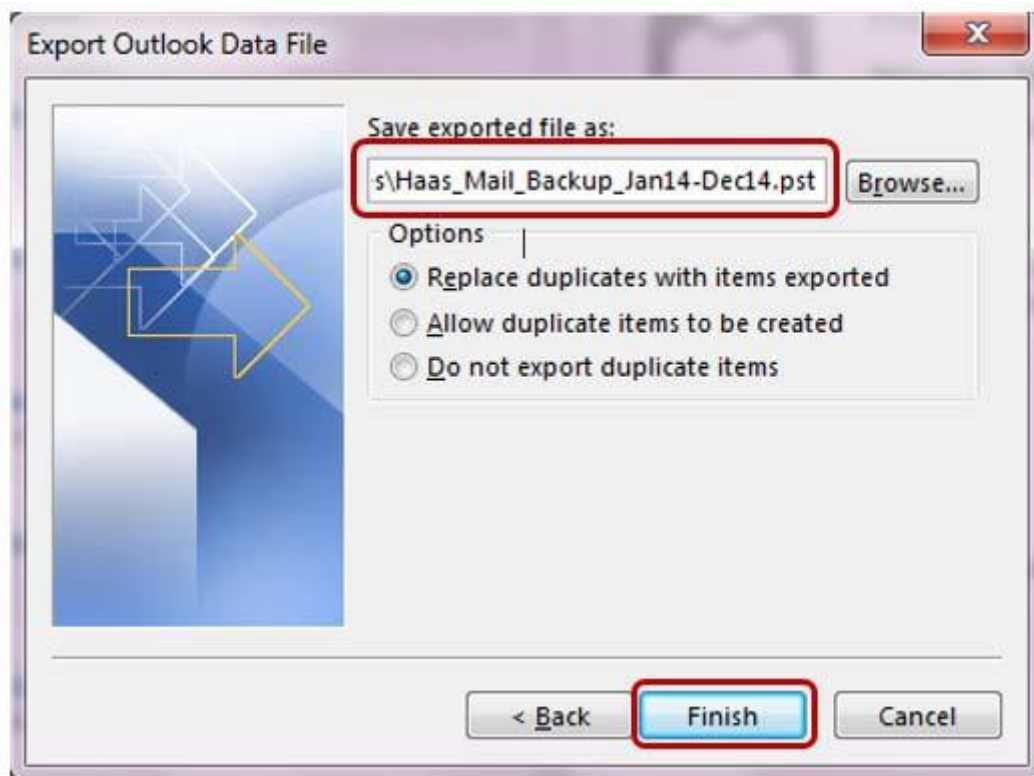
3	Select the Outlook Data File (.pst) and click Next .
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Step	Procedure
4	Select your account and make sure to check the box Include Subfolders to include everything. Click Next to continue.



Step	Procedure
5	<p>Choose where you want the backup file to be saved. The default location for Outlook 2013 is C:\Users\<i>Your Username</i>\Documents\Outlook Files, but you can choose to save the file somewhere else and under any name you wish. It might be helpful to name the file with the type of mail it contains and the dates (e.g. <i>Haas_Mail_Backup_Jan14-Dec14</i>).</p> <p>Under Options, choose whichever option suits you best regarding duplicates, then click Finish when done.</p> <p>Note: Once the backup is created you can then import this file to any other Outlook account that you may have set up on your computer, such as your personal Gmail account. Please see the document “How Do I Import my bMail .pst File Into an Existing Outlook Profile?” for instructions. However, if you want to keep your Haas mail, calendars, and contacts separate, you will need to create a new Outlook Profile. See the document “How Do I Import my bMail .pst File Into a New Outlook Profile?” for instructions.</p>



Step	Procedure
6	<p>You will have the option of setting up a password for your backup file. Unless you are sure of that you will remember the password in the future, we recommend that you do not setup a password for the backup because you will not be able to access it without the password if you ever lose it or forget it. Click OK to continue.</p>

