1:
Sort your email in separate folders. A good idea is to first create a folder with the name of the year (i.e. "2007"). Inside this folder you can create one Inbox folder and one Sent folder for the year. For ex. **Inbox_2007** and **Sent_2007**. In your Inbox, mark all emails that you have received during 2007. Rightclick on the marking and chose "Move to Folder" and then browse to the subfolder **Inbox_2007**. Do the same with all emails you have sent during 2007. The result should be like this:
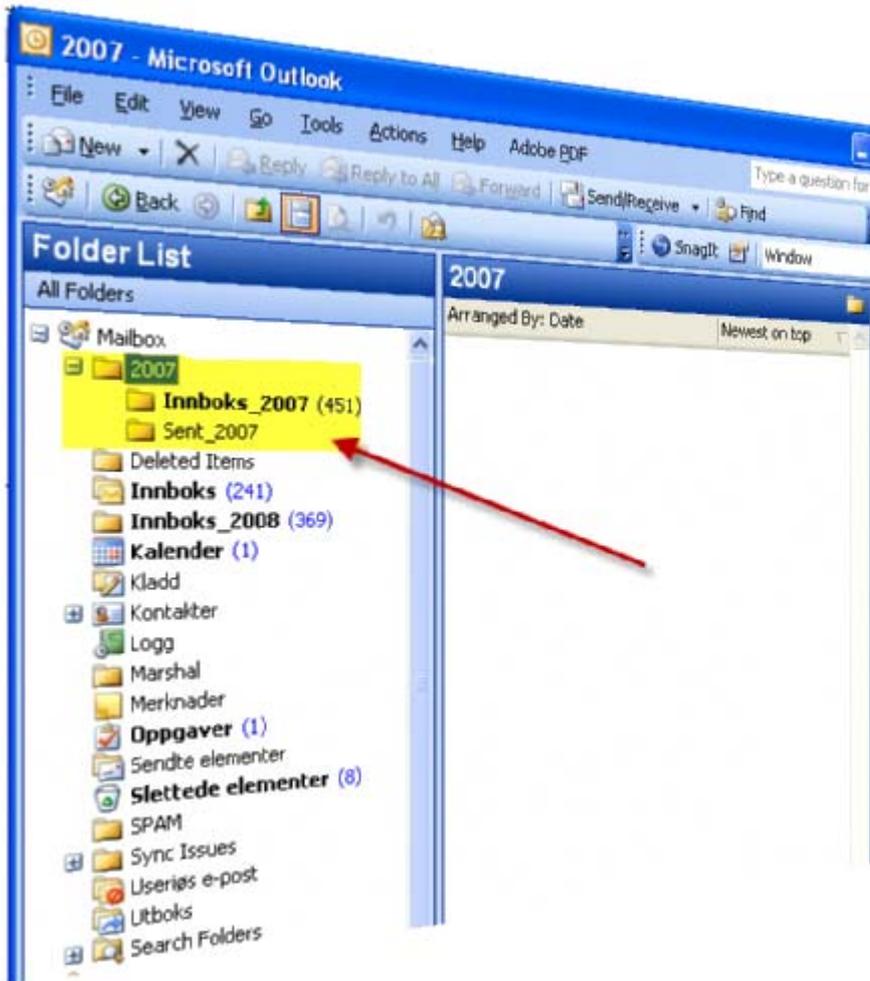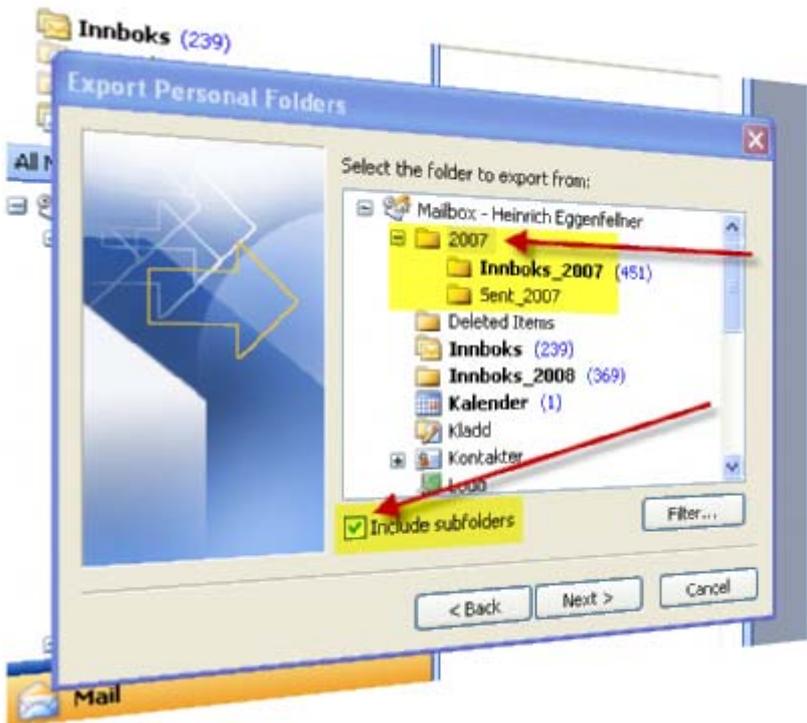

[You should now have no emails dated 2007 in your Inbox nor Sent (box).]

2:
FILE → OPEN → IMPORT → EXPORT TO A FILE → NEXT → PERSONAL FOLDER FILE (.pst) → NEXT

3:
Select the folder you want to export. In this example the folder named **2007**. Remember to set the Include subfolders mark.


4:
Browse to a folder where you want to save the email-file. A good idea is to store it on the D:\ - drive where you create a folder named for example **Email-archive**. Since your D:\ - drive is a locally drive inside your computer we are not taking backup of the file. Therefore you should also, when the export is finished, copy the file to a secondary media (your laptop, external harddrive, DVD, CD, etc.).
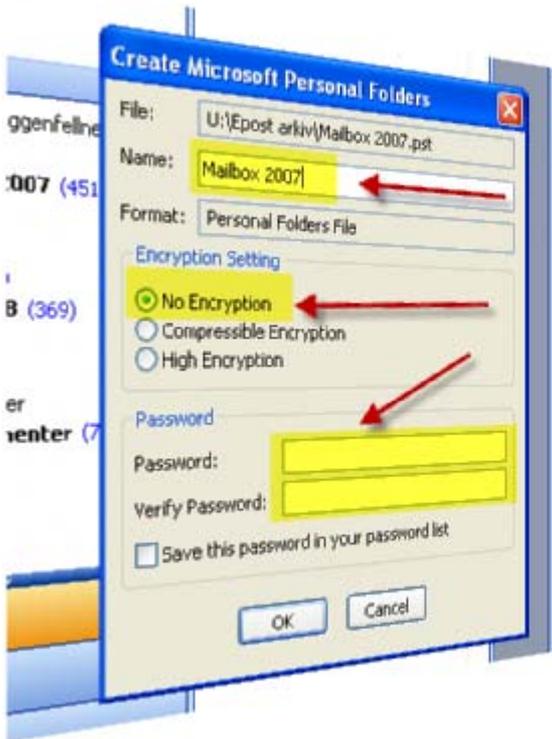
Give the file a logical name. The ending is always .pst .
Since this is a on-time-task the questions about duplicates are not relevant in this case.
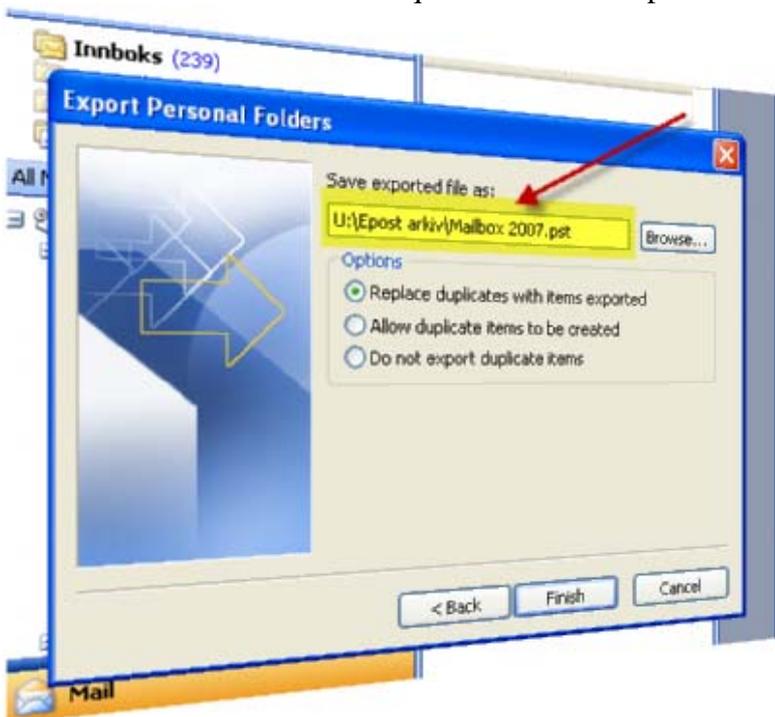
5:
Click FINISH – and this dialog box pops up:

Give the mail-folder a name. A good idea is to use the same as the file-name (without the .pst).
Encryption and password is a good idea to protect the file from others to read your old email, but it
makes it almost impossible to recover the emails if you forget the password.

6:
When you click OK the emails are exported. It normally takes some time.

7:
Remember to create a backup of the file.

HOW TO OPEN THE PST FILE?

1:
If the file is on a DVD or a CD you have to copy it to your harddrive. If not you might get problems
because a DVD and CD is write "protected".

2:
In OUTLOOK:
FILE – OPEN – OUTLOOK DATA FILE – Browse and find your .pst file.

3:
The file will show as an emailfolder in your OUTLOOK with the name you gave it when you
exported the emails.

4:
You can close the folder by rightclicking on it and choose CLOSE "Foldername".