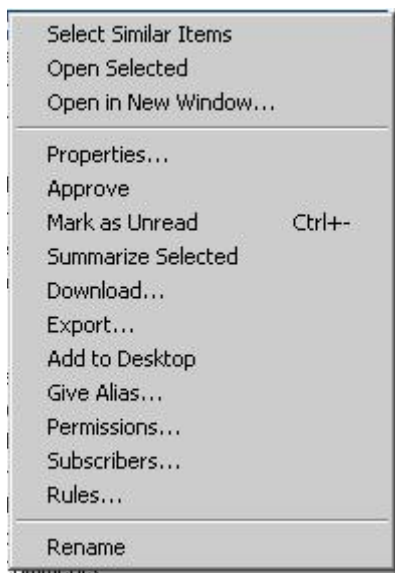


Downloading and Exporting emails

1. Point your mouse cursor to the folder you wish to back-up.

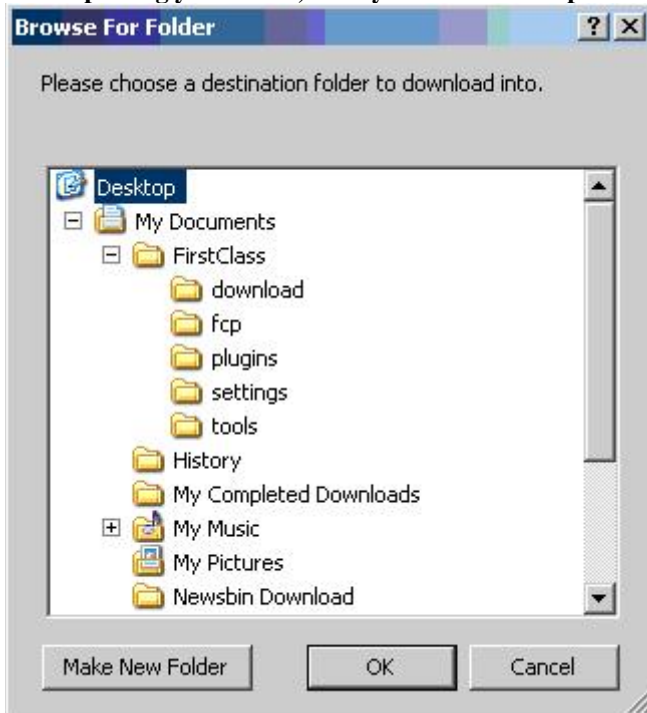


2. Right click on the folder you have selected, a menu should appear.



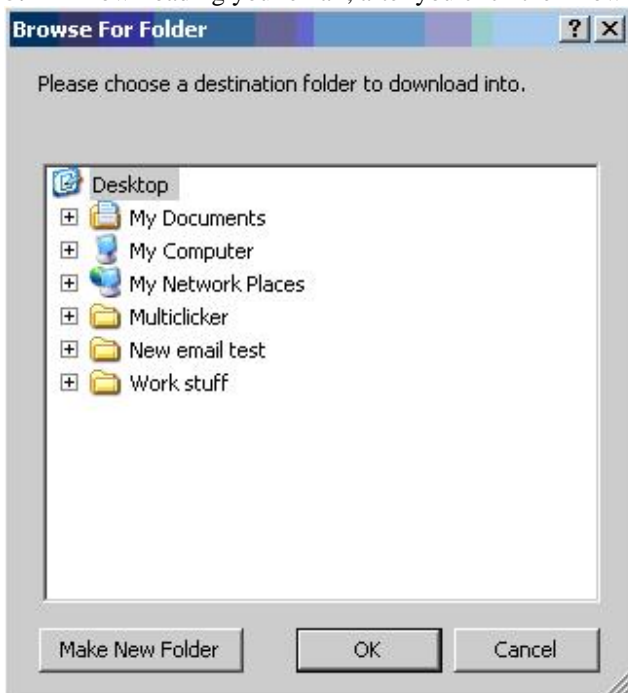
3. Here, you can do one of two things;
 - a. If you wish to save all attachments in your emails, you can select the “Export” option.
This will take quite some time, if you have a fairly large mailbox. If you choose this option, refer to #4.
 - b. If you do not wish to save all attachments in your emails, you can select the “Download” option. This option does not take as long, as it does not download ANY attachments. If you choose this option, refer to #5.

4. Exporting your email, after you click the “Export” option, you will see this screen.



- a. Select where you would like to export your files, typically the Desktop, but if you have a external Hard drive or flash drive you'd like to save them on, select whichever drive letter would correspond to your option. Next, Click “Ok” and wait until it finishes.
- b. Once your export has completed, browse to the folder/location you chose to export your emails, and ensure all emails are there before removing them from your mailbox.

5. Downloading your email, after you click the “Download” option, you will see this screen.



- a. **Select where you would like to download your files, typically the Desktop, but if you have an external hard drive or flash drive you'd like to save them on, select whichever drive letter would correspond to your option. Next, click "Ok" and wait until it finishes.**
- b. **Once your export has completed, browse to the folder/location you chose to download your emails, and ensure all emails are there before removing them from your mailbox.**