

# Archiving your emails for take-home.

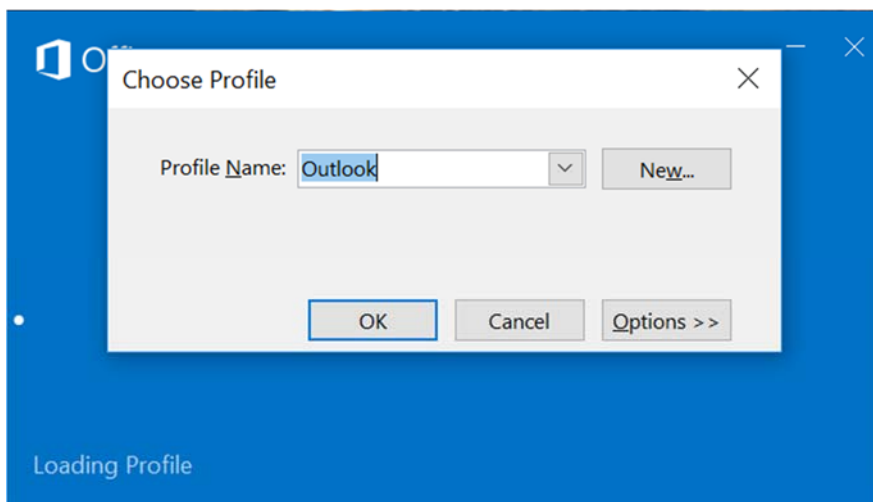
This document will illustrate the steps necessary for you to archive your ship emails into an export .pst file for extraction at the end of the expedition. This pst file is a standard Microsoft **Personal Storage Table** .pst export file and is ready available for import into other various email systems.

This document is structured into two parts, your profile setup and email export. The four Windows 10 PCs in the Lower Tween Science Study (referred to as the Userroom) has Microsoft Outlook 2016 clients installed. The client is necessary for the exporting and extracting of your email messages. No export function is available through the Outlook Web App referred to as OWA.

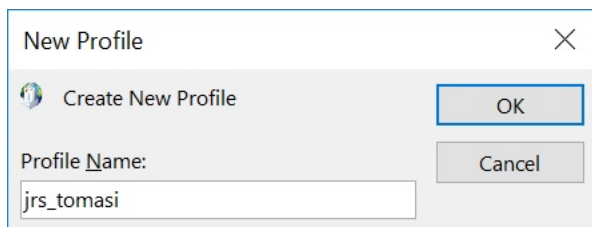
## Step 1. Setup your profile:

Pick one of the Userroom PCs for your email export and configure your profile on that PC as illustrated.

Start by clicking on the Windows Start Menu , left-click the flag in the lower left corner of a Windows screen. Type Outlook and a selection will appear, left-click this selection and the following dialog box appears.



Click the New... button to enter your **Profile Name**. Type *jrs\_<your\_lastname>* and click the **OK** button.



The **Add Account** dialog box opens. Enter your name, ship email address and password as illustrated in next image.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   **Next >**   Cancel

Click the Next button and enter your email password again.

Windows Security

Microsoft Outlook

Connecting to jrs\_tomasi@ship.iodp.tamu.edu

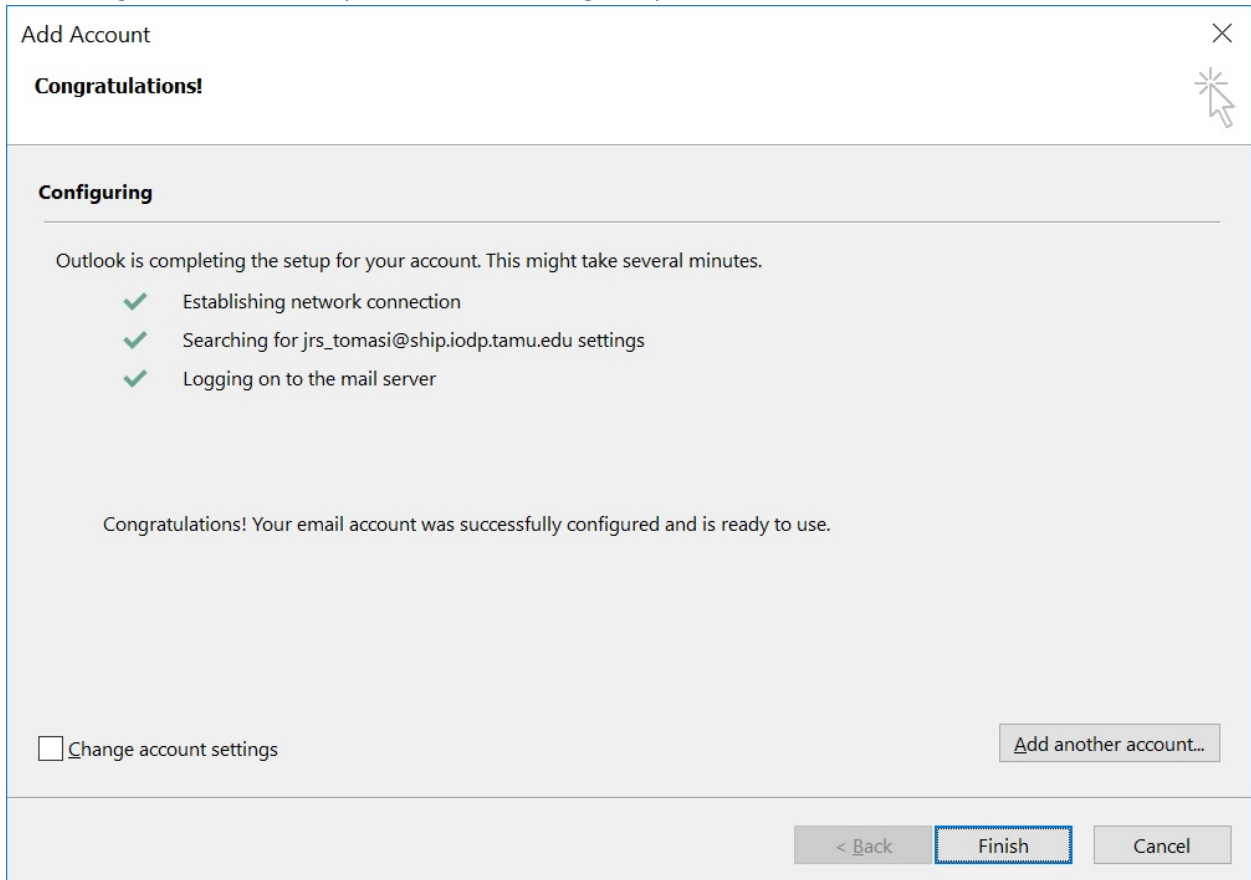
jrs\_tomasi@ship.iodp.tamu.edu

Remember my credentials **DO NOT CHECK**

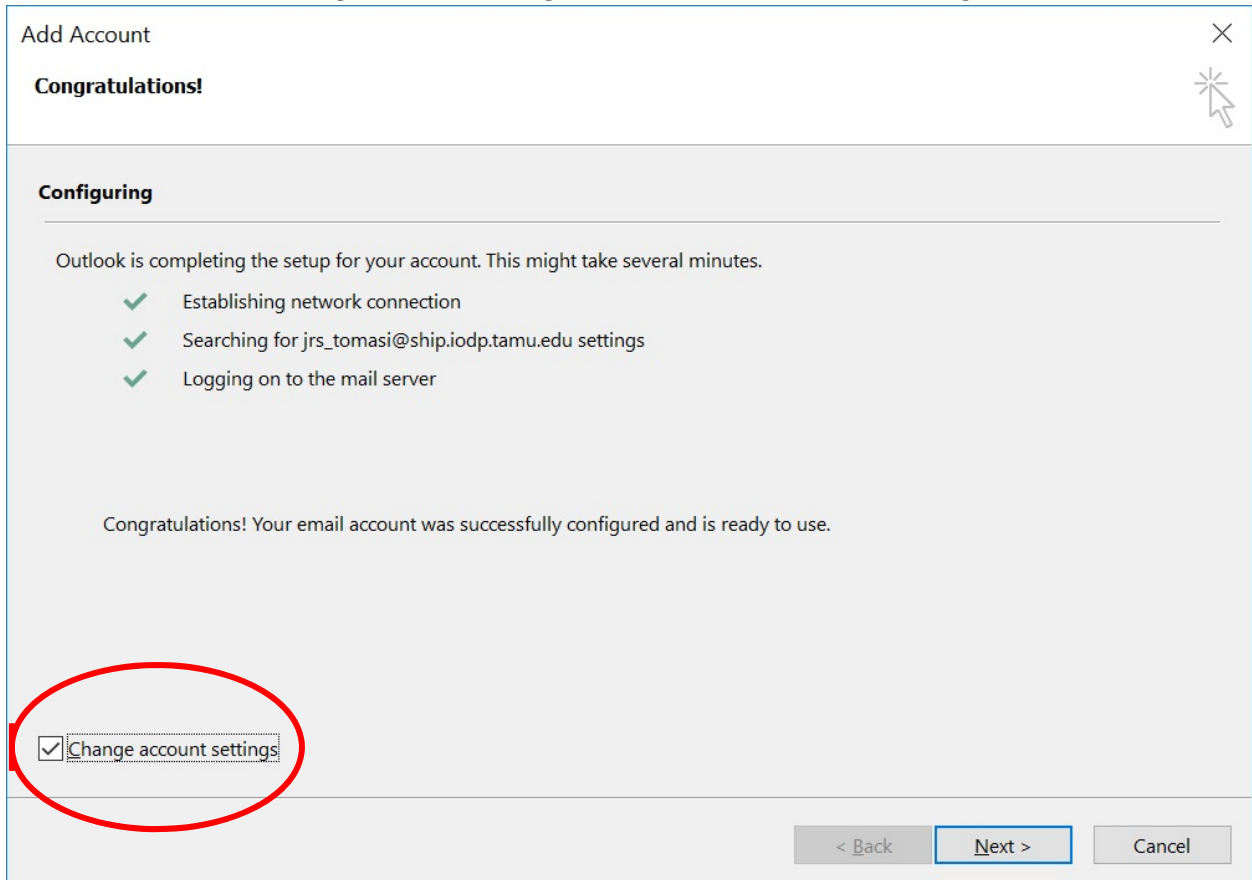
[More choices](#)

OK   Cancel

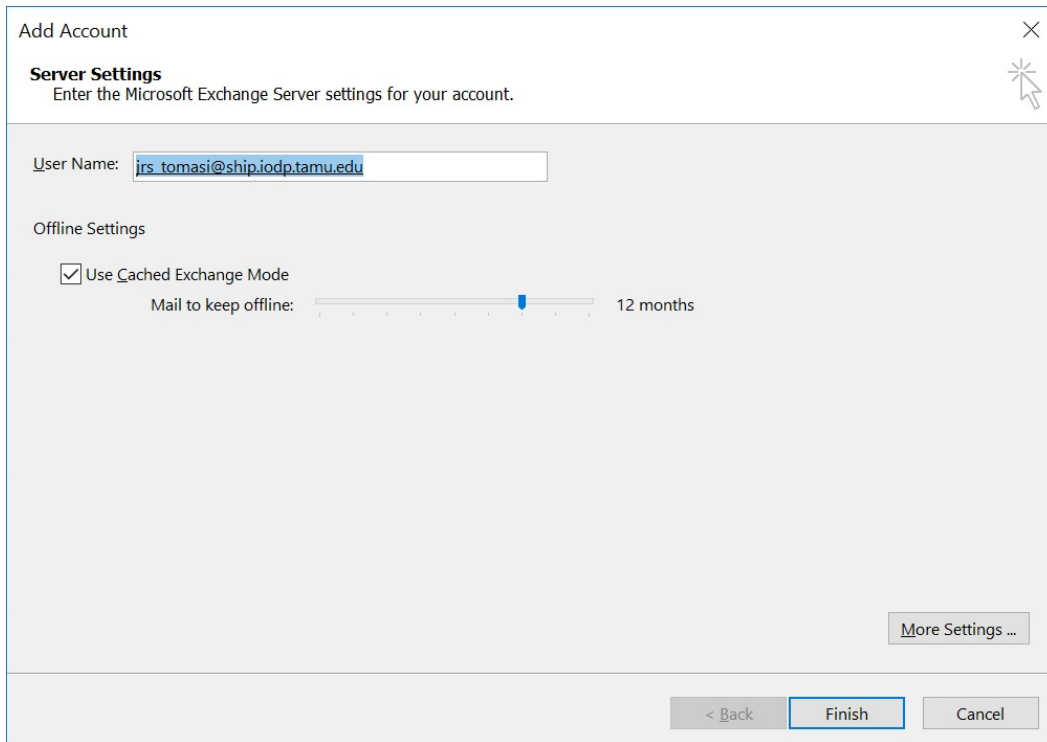
The dialog box should show your account is being setup.



When done check the **Change account settings** box located at lower left in dialog box.

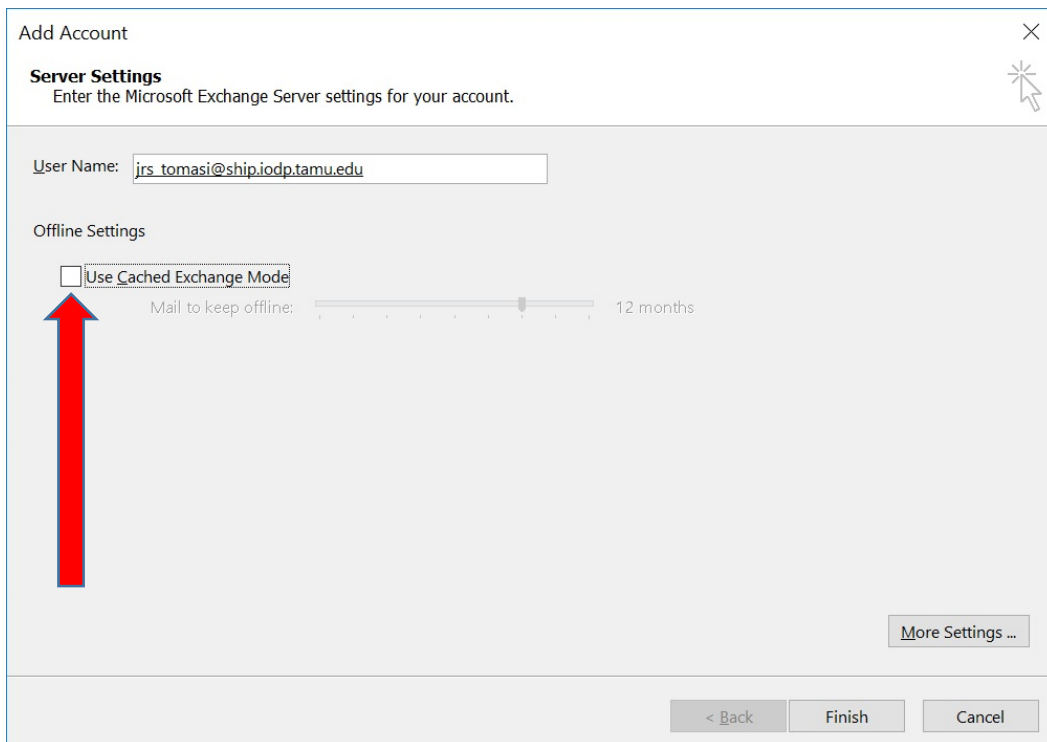


The next dialog box shows the **Use Cached Exchange Mode** is checked. Un-check this box.



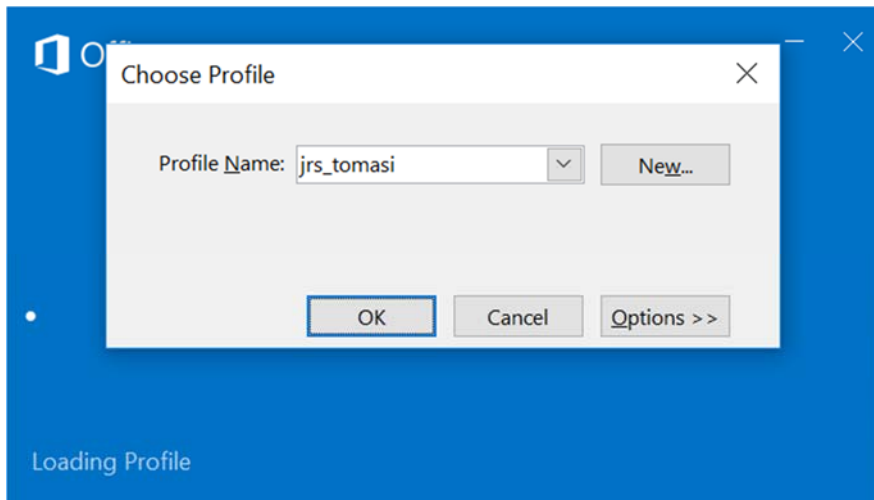
The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title is the section "Server Settings" with the instruction "Enter the Microsoft Exchange Server settings for your account." and a mouse cursor icon. The "User Name" field contains the email address "jrs\_tomasi@ship.iodp.tamu.edu". Under the "Offline Settings" section, the checkbox for "Use Cached Exchange Mode" is checked. To its right is a slider for "Mail to keep offline" set to "12 months". At the bottom right is a "More Settings ..." button. At the bottom are three buttons: "< Back", "Finish", and "Cancel".

Make sure the **Use Cached Exchange Mode** box is un-checked and click the Finish button.

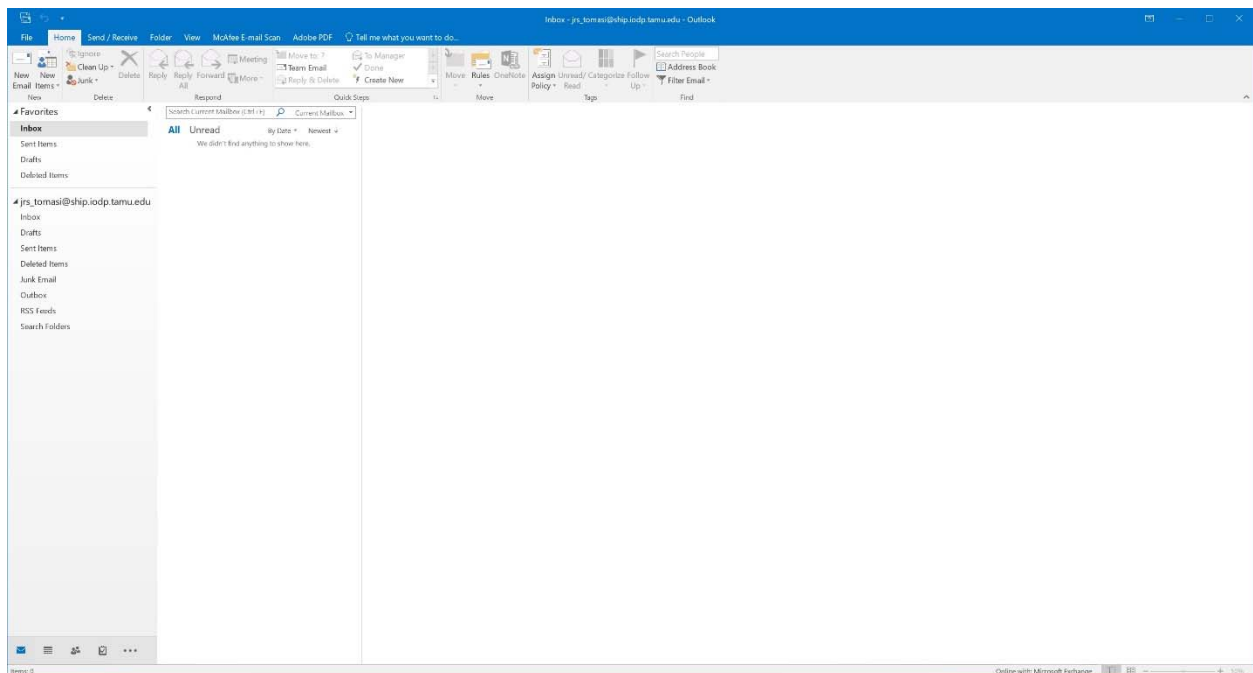


This screenshot is identical to the previous one, but the checkbox for "Use Cached Exchange Mode" is now un-checked. A large red arrow points upwards from the bottom left towards the checkbox. The "Finish" button is highlighted with a blue border, indicating it is the next step to click.

You should now be prompted for your **Profile Name**. Click on the drop down list box and select your profile if not already presented and click the **OK** button.



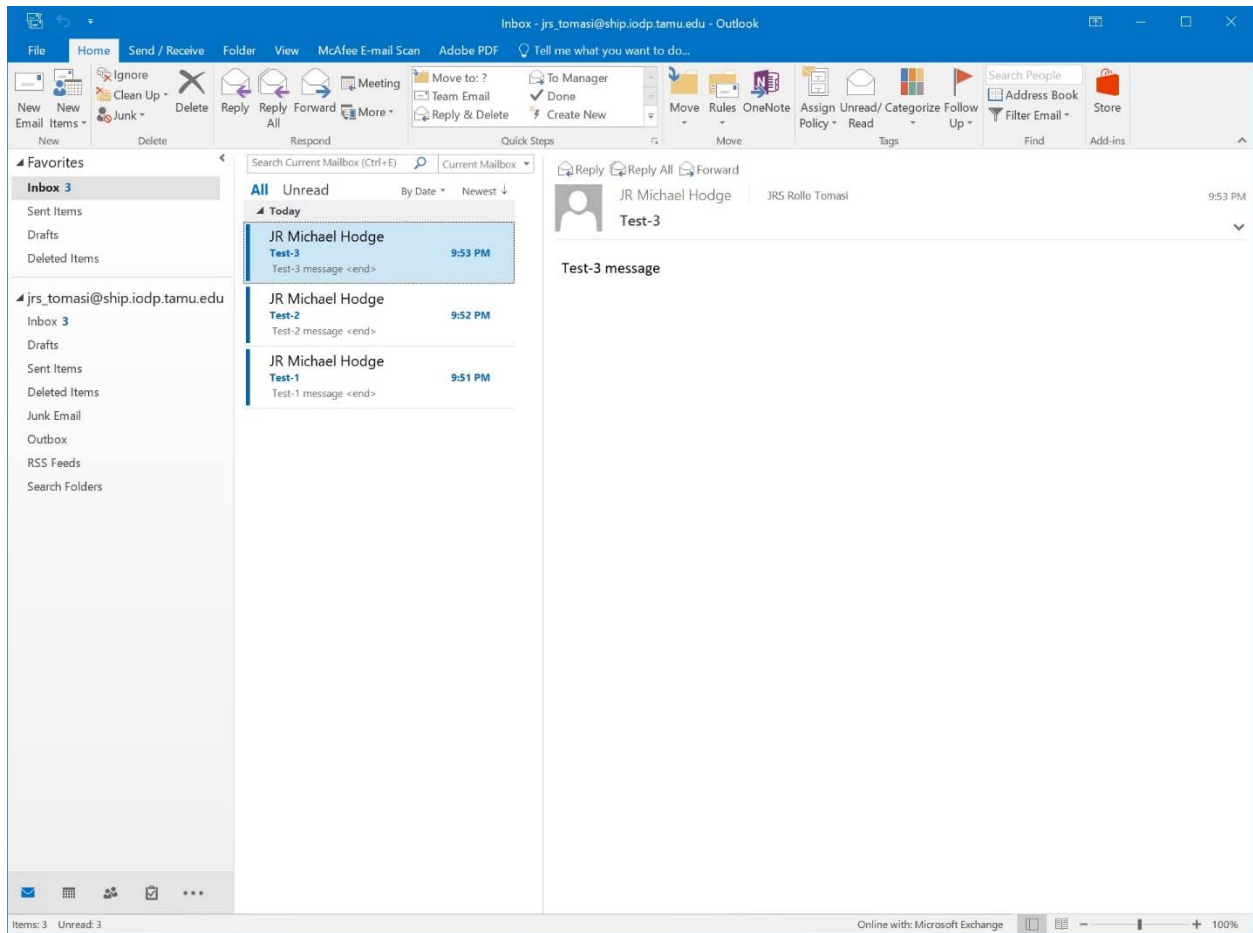
You may be prompted for your email credentials before access to your email account.



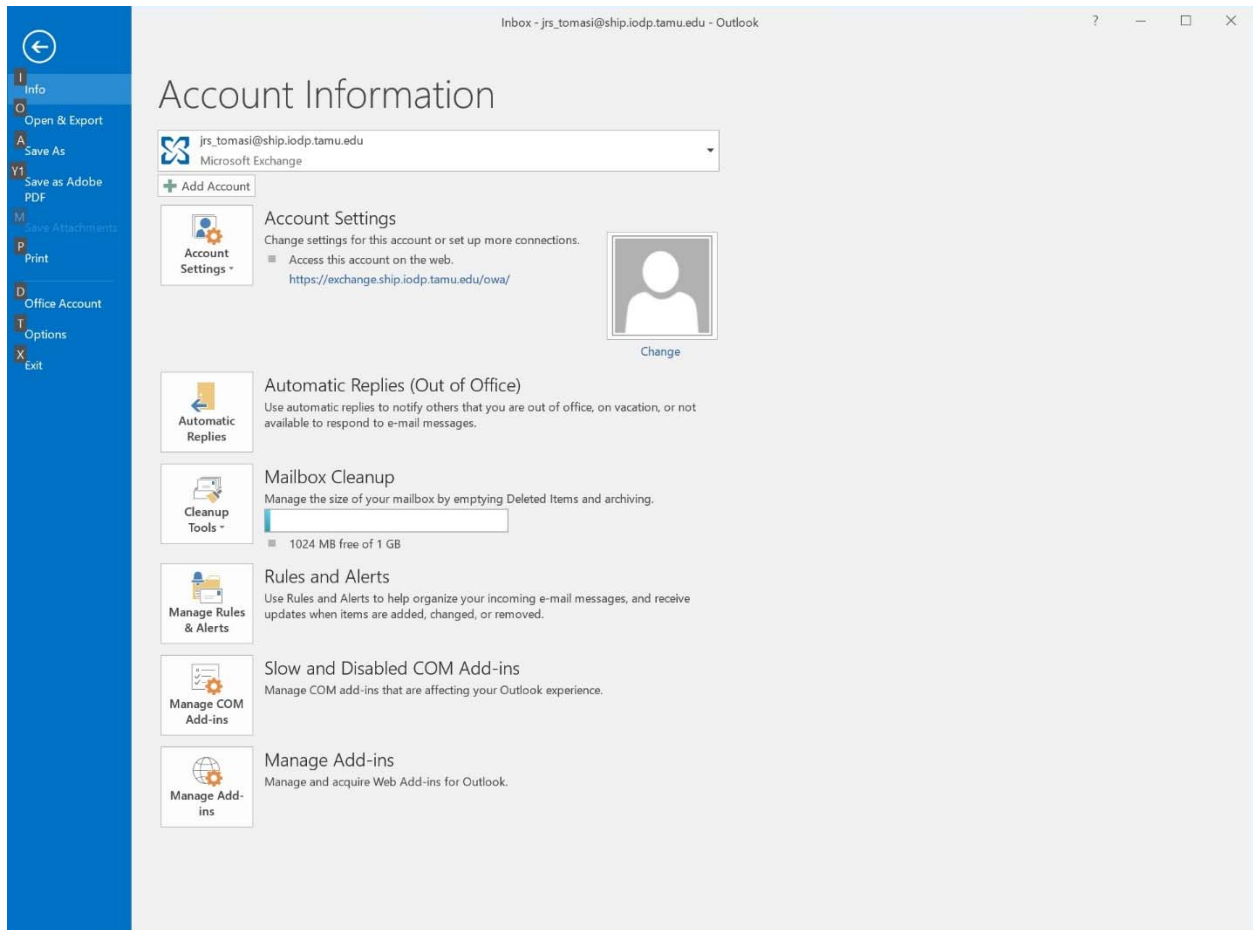
Your profile setup is complete. Proceed with next section on exporting your email.

## Step 2. Exporting your emails:

Login with the Outlook client and click on **File** tab on menubar above the ribbon.



Click on **Open & Export** selection on left vertical menubar.



The screenshot shows the Outlook interface with the left-hand navigation pane highlighted. The 'Open & Export' option is selected. The main content area displays the 'Account Information' page for the account 'jrs\_tomasi@ship.iodp.tamu.edu'. The page includes sections for Account Settings, Automatic Replies (Out of Office), Mailbox Cleanup, Rules and Alerts, Slow and Disabled COM Add-ins, and Manage Add-ins. The 'Account Settings' section shows a checkbox for 'Access this account on the web' which is checked, with a URL below it. A 'Change' button is visible next to a placeholder profile picture. The 'Mailbox Cleanup' section shows a progress bar indicating '1024 MB free of 1 GB'. The 'Rules and Alerts' section provides instructions on organizing incoming messages. The 'Slow and Disabled COM Add-ins' section lists add-ins affecting the Outlook experience. The 'Manage Add-ins' section provides information on acquiring web add-ins.

Inbox - jrs\_tomasi@ship.iodp.tamu.edu - Outlook

## Account Information

jrs\_tomasi@ship.iodp.tamu.edu  
Microsoft Exchange

+ Add Account

### Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://exchange.ship.iodp.tamu.edu/owa/>

Change

### Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

### Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

1024 MB free of 1 GB

### Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

### Slow and Disabled COM Add-ins

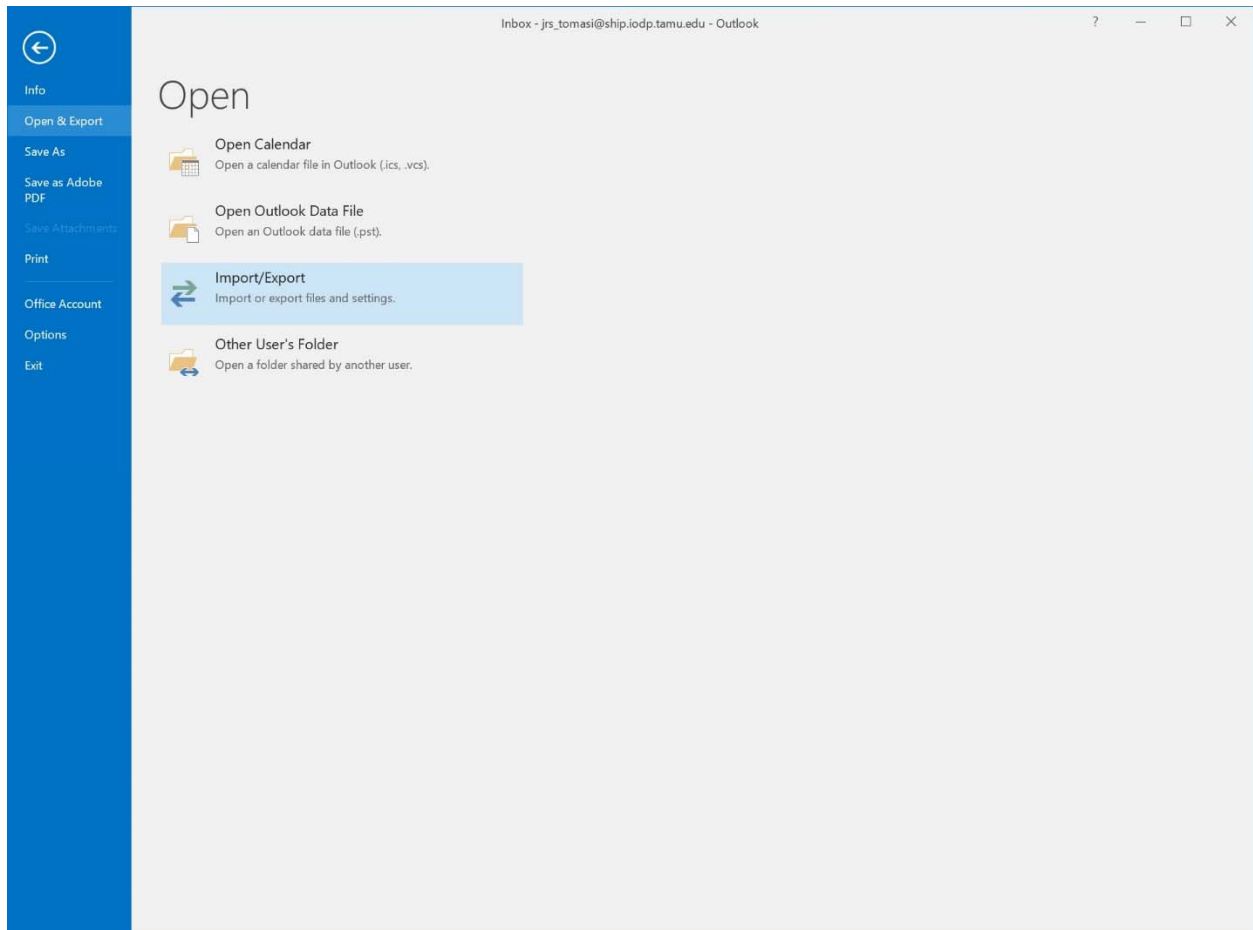
Manage COM add-ins that are affecting your Outlook experience.

### Manage Add-ins

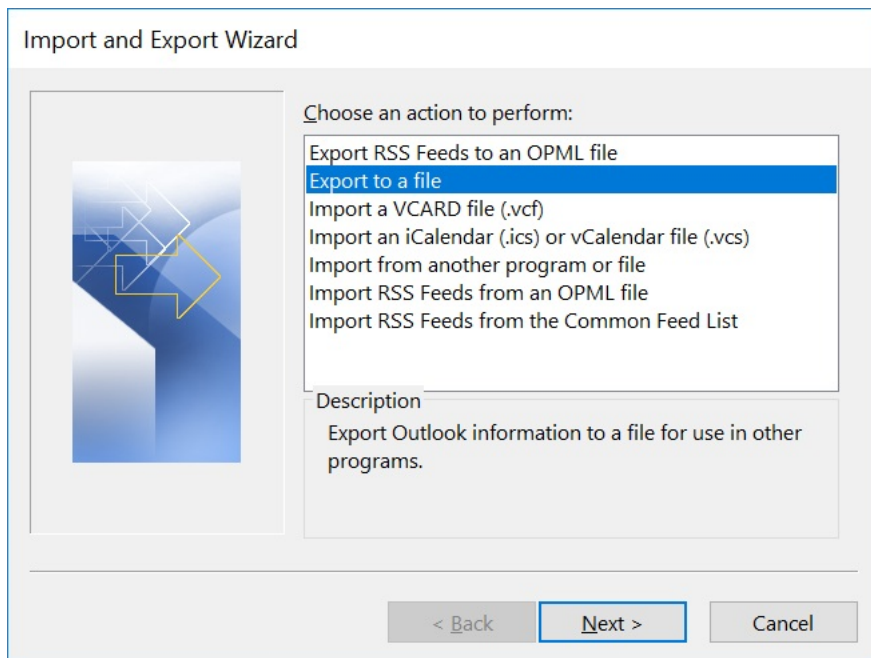
Manage and acquire Web Add-ins for Outlook.



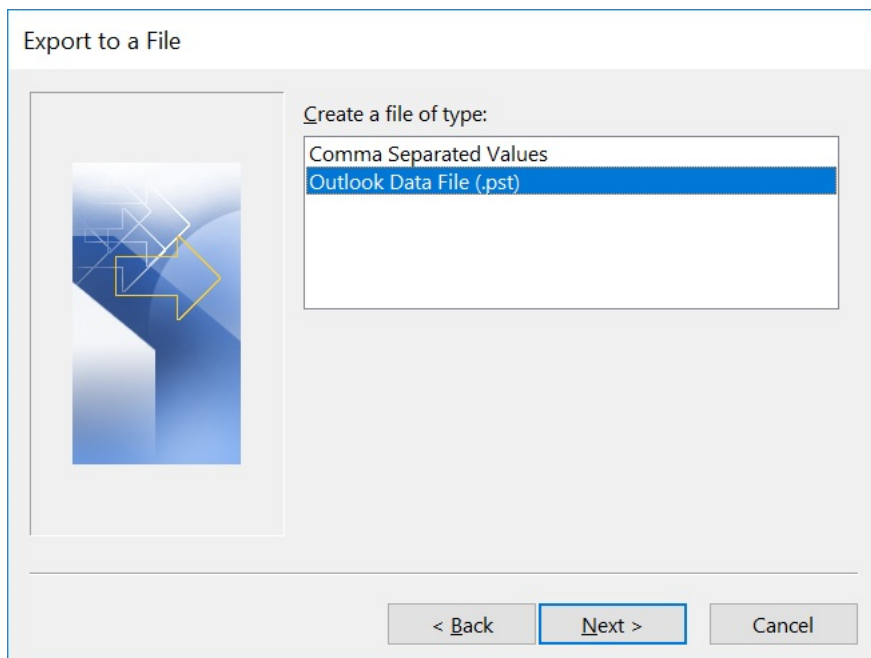
Select **Import/Export** option.



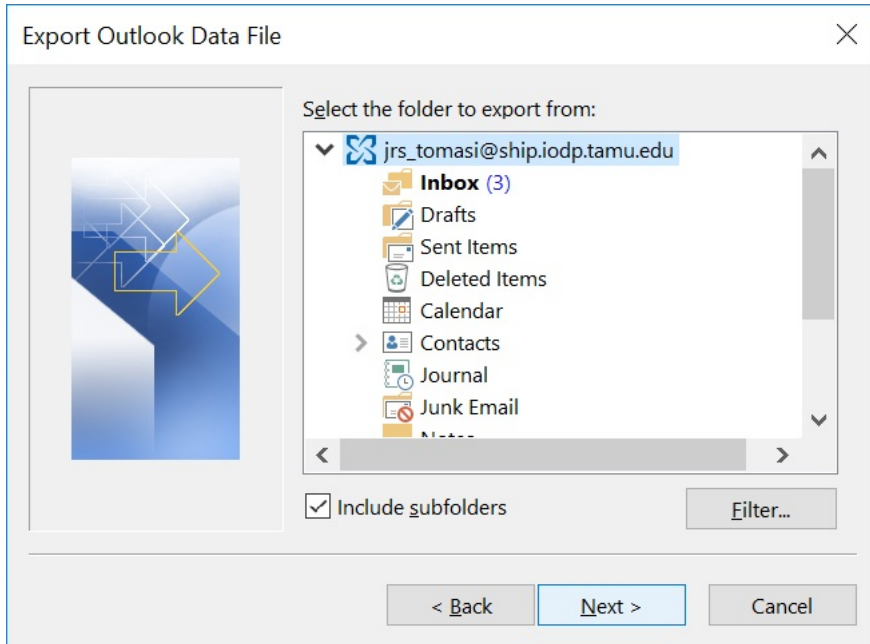
Select **Export to a file** option and press **Next** button.



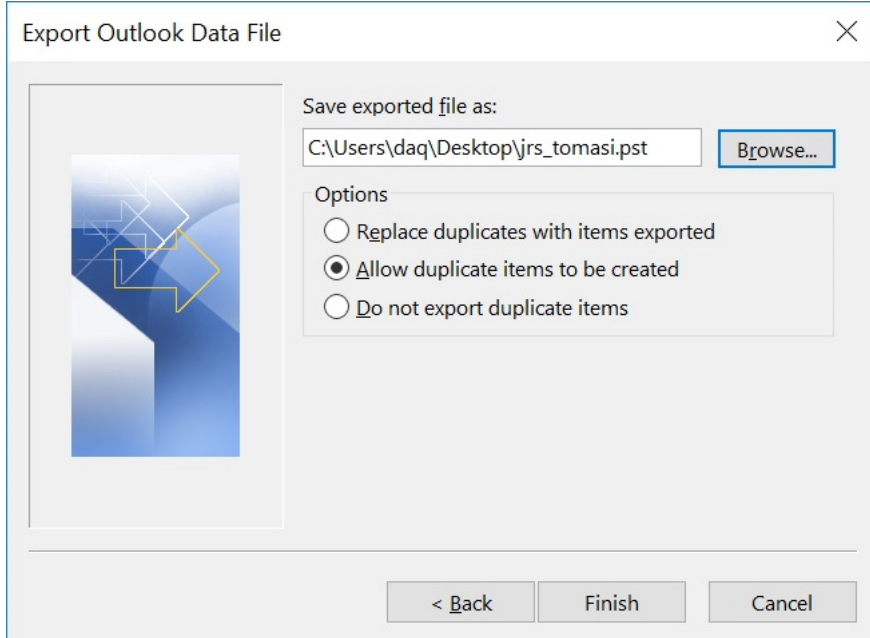
Select **Outlook Data File (.pst)** option and press **Next** button.



Select/highlight your email name at the top of the dialog box and check **Include subfolders** box. Press **Next** button.



Check the radio button for **Allow duplicate items to be created** and the **Browse** button to give your .pst file a name and location to save it, see following image for **Browse** button dialog box.



**NOTE:** What the three options mean;

**Replace duplicates with items exported:**

If a duplicate item is in the export file location it will be replaced with the latest item being exported.

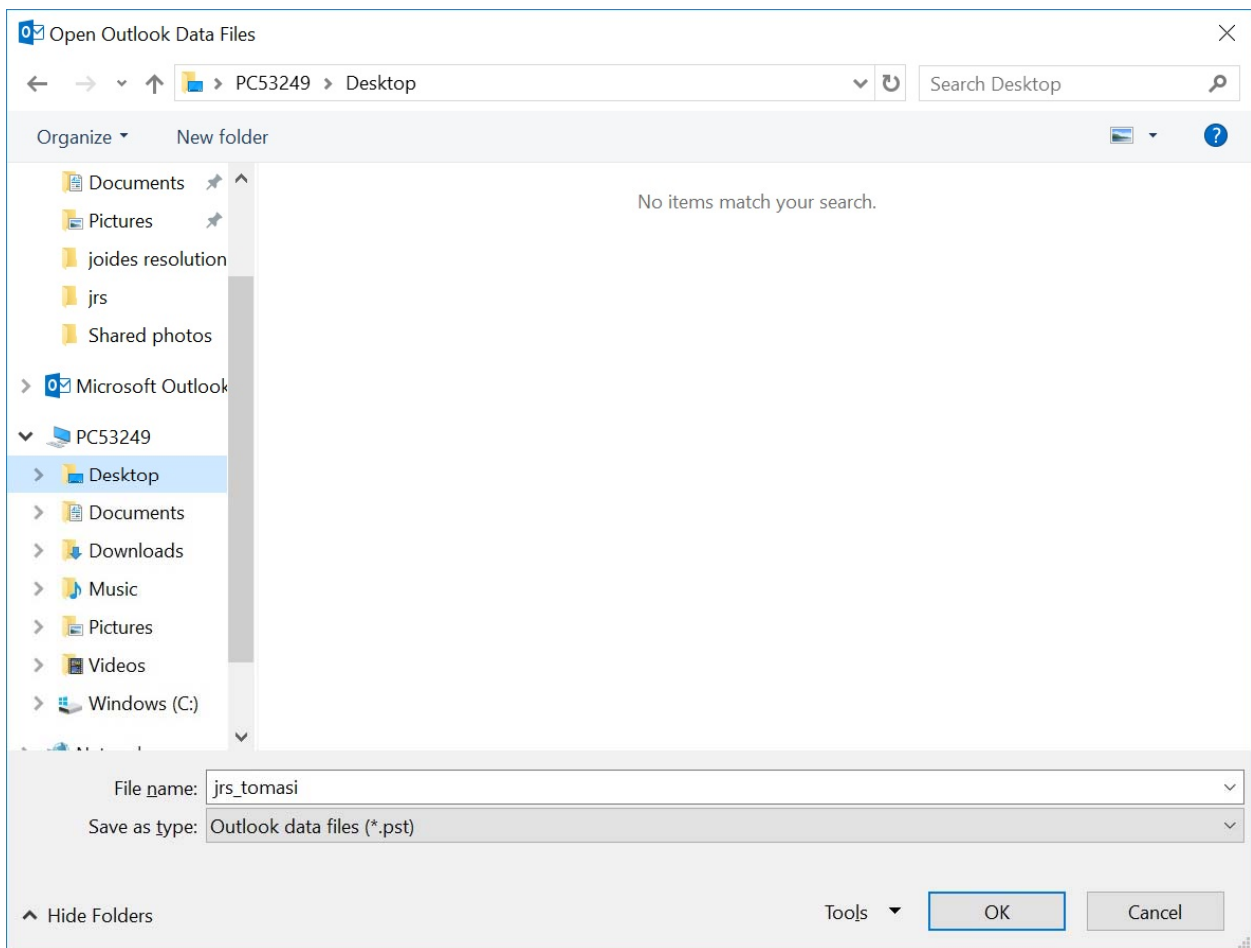
**Allow duplicates items to be created:**

If a duplicate item is in the export file location it will be duplicated. This means you will have multiples of the same item in the same PST file.

**Do not export duplicate items:**

If a duplicate item is in the export file location it will NOT be replaced with the latest item being exported. You will keep the original file in the PST file.

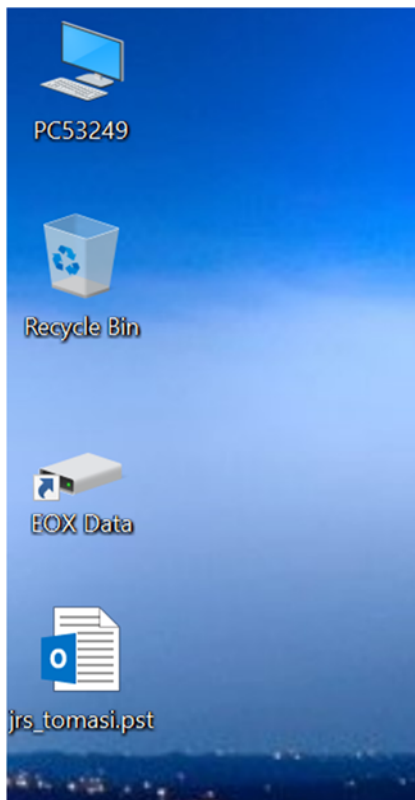
Browse button dialog box example. Generally, use your email name *<jrs\_lastname>* for .pst filename and **Desktop** for location to save the file. Press **OK** button when done.



You will be prompted for a password if you want to password protect your .pst file. Make sure **Save this password in your password list** box is not checked or the computer will remember your credentials and be able to open your .pst file. Press **OK** button to create your exported .pst file.



Since **Desktop** was used for location you should see your .pst file on the **Desktop** after export process has completed.



You can now copy this file for take-home on the media of your choice.

### **WARNING:**

After copying your .pst file make sure to delete it and empty the trash on the computer where you created this export file.