# 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.
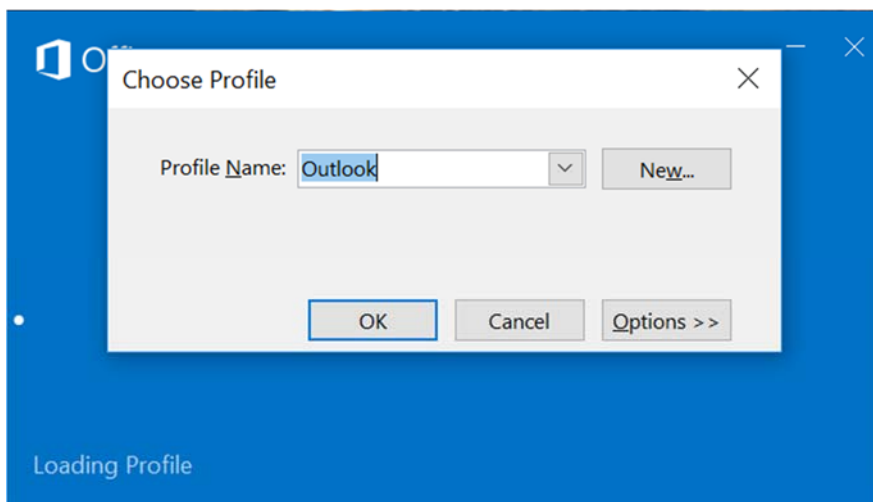
Click the New… button to enter your **Profile Name**. Type *jrs_<your_lastname>* and click the **OK** button.
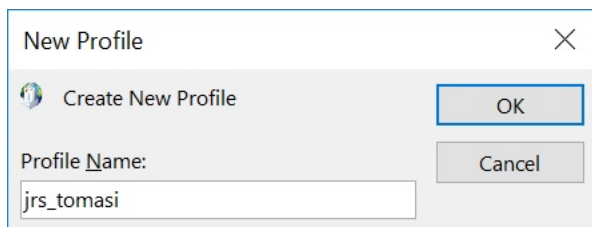
The **Add Account** dialog box opens. Enter your name, ship email address and password as illustrated in next image.

Click the Next button and enter your email password again.

The dialog box should show your account is being setup.

Add Account   ✕

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✓ Establishing network connection

✓ Searching for jrs_tomasi@ship.iodp.tamu.edu settings

✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings   Add another account...

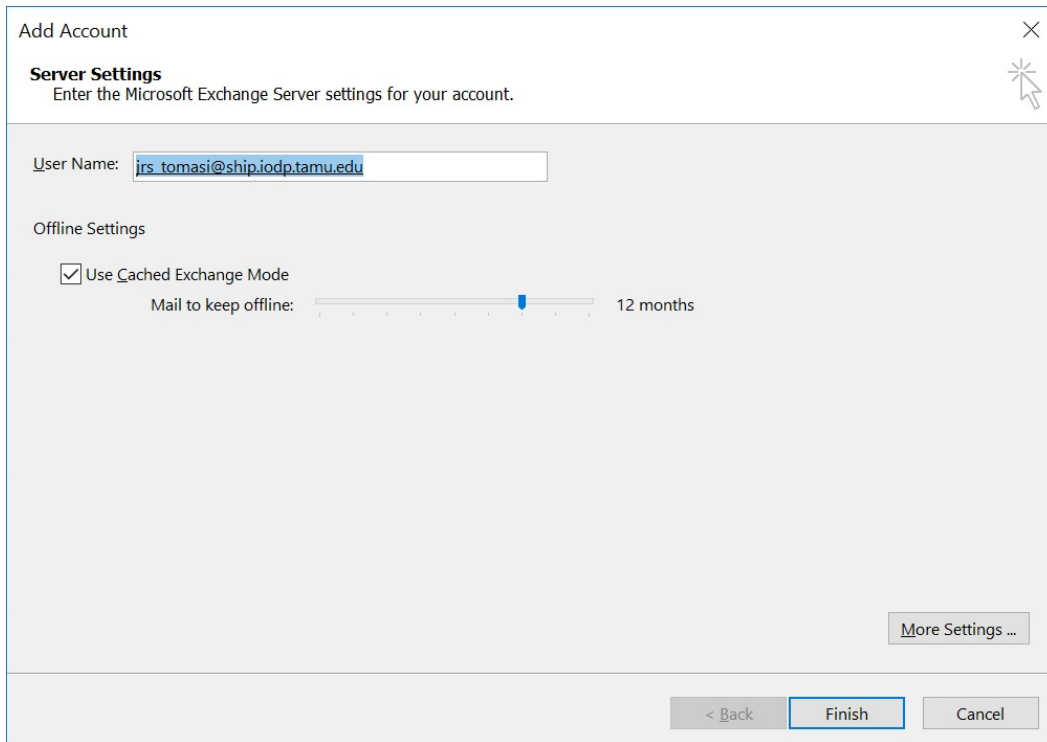   < Back   Finish   Cancel

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

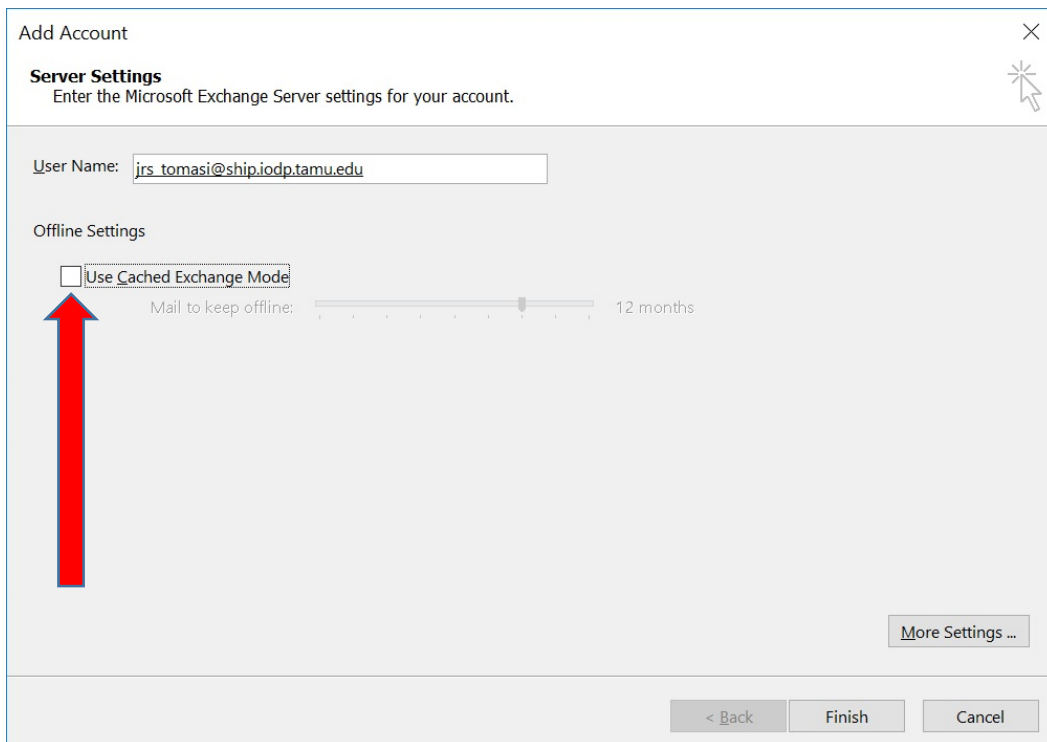Add Account   ✕

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✓ Establishing network connection

✓ Searching for jrs_tomasi@ship.iodp.tamu.edu settings

✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☑ Change account settings

                                                    < Back   Next >   Cancel

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

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

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.
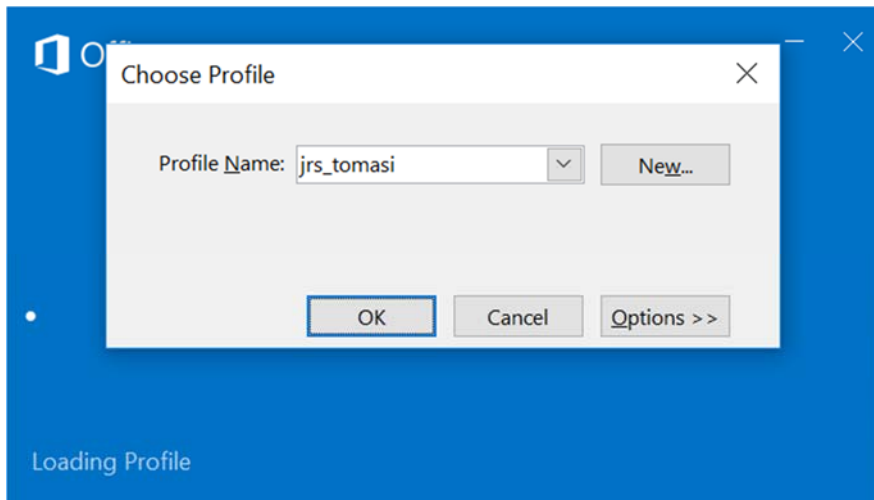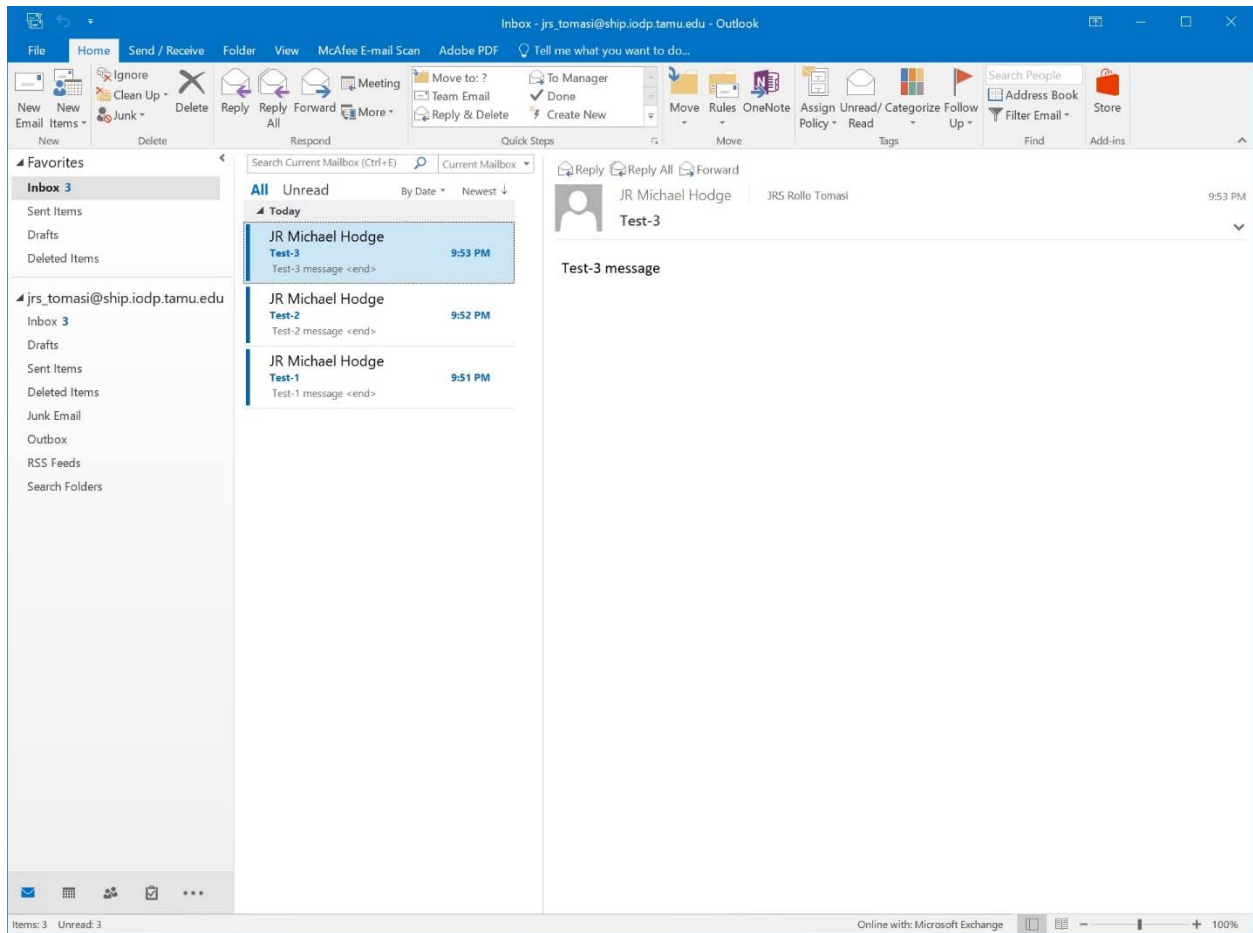

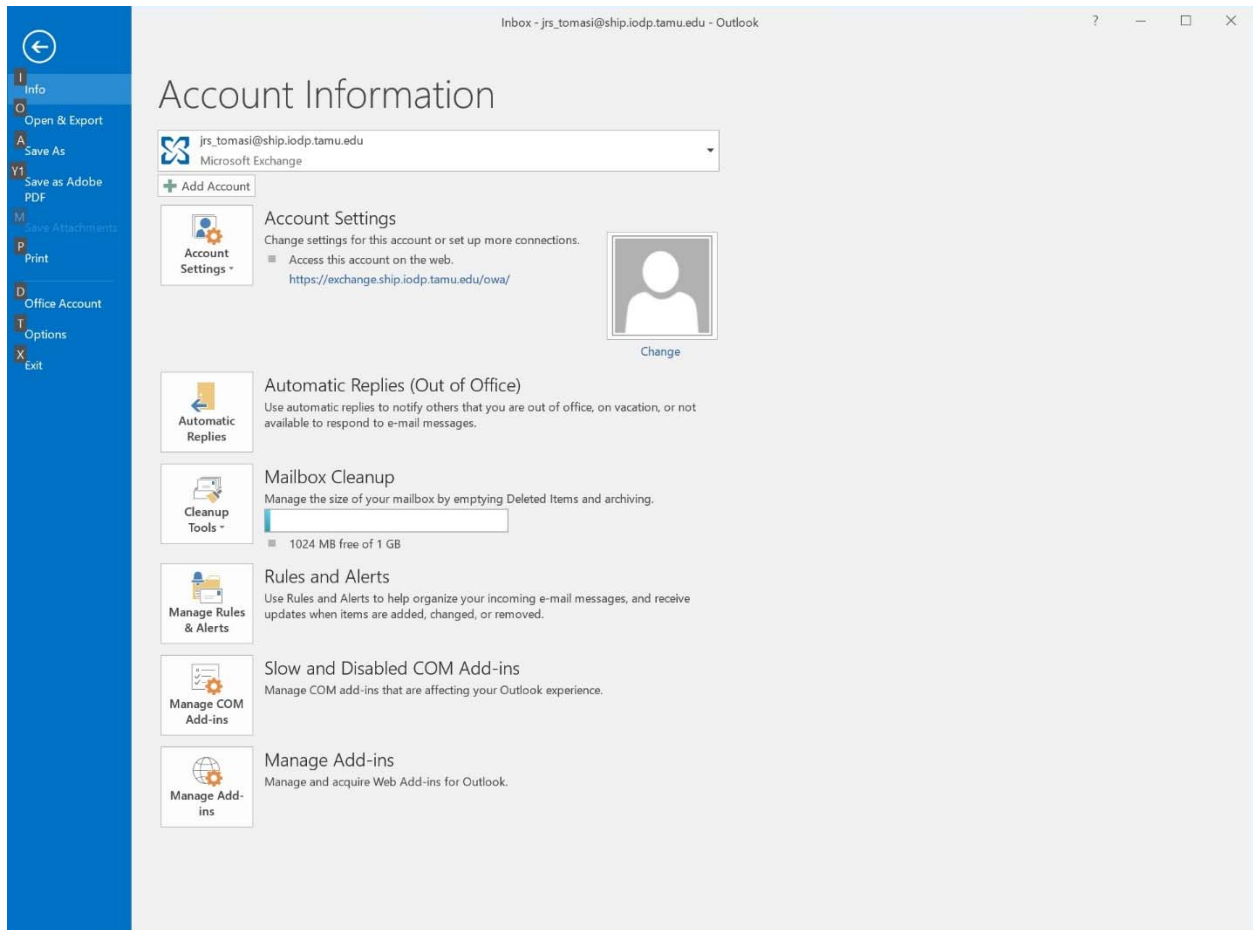You may be prompted for your email credentials before access to your email account.
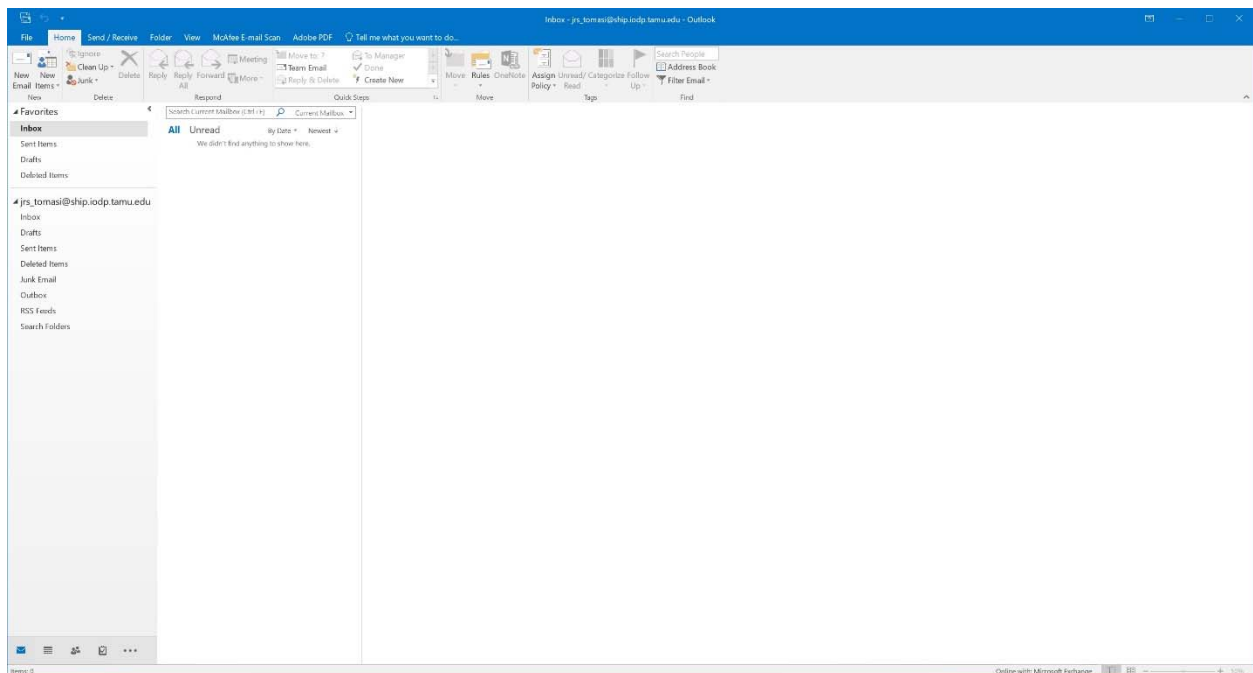
Your profile setup is complete. Proceed with next section on exporting your email.

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.

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.
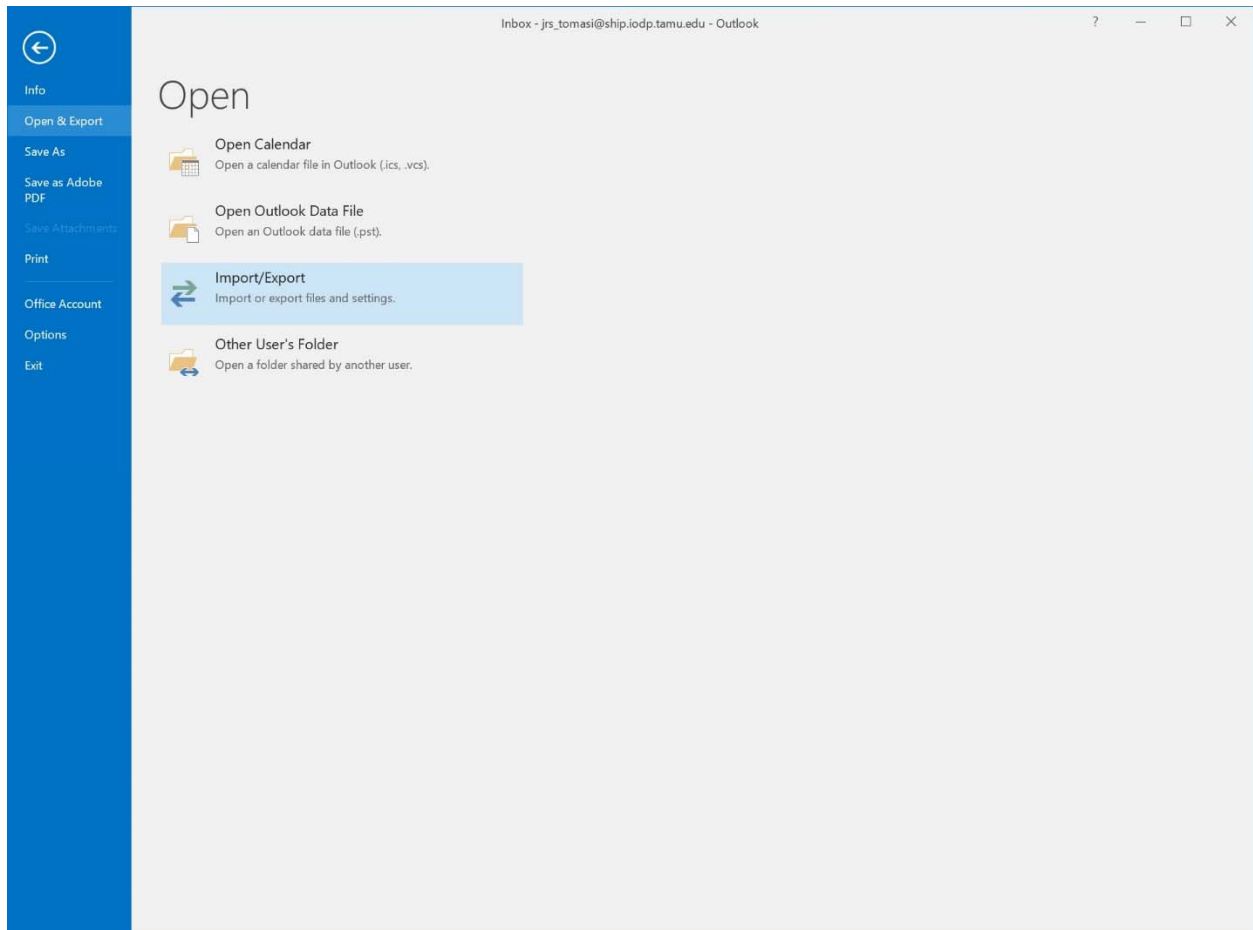
Slow and Disabled COM Add-ins
Manage COM add-ins that are affecting your Outlook experience.
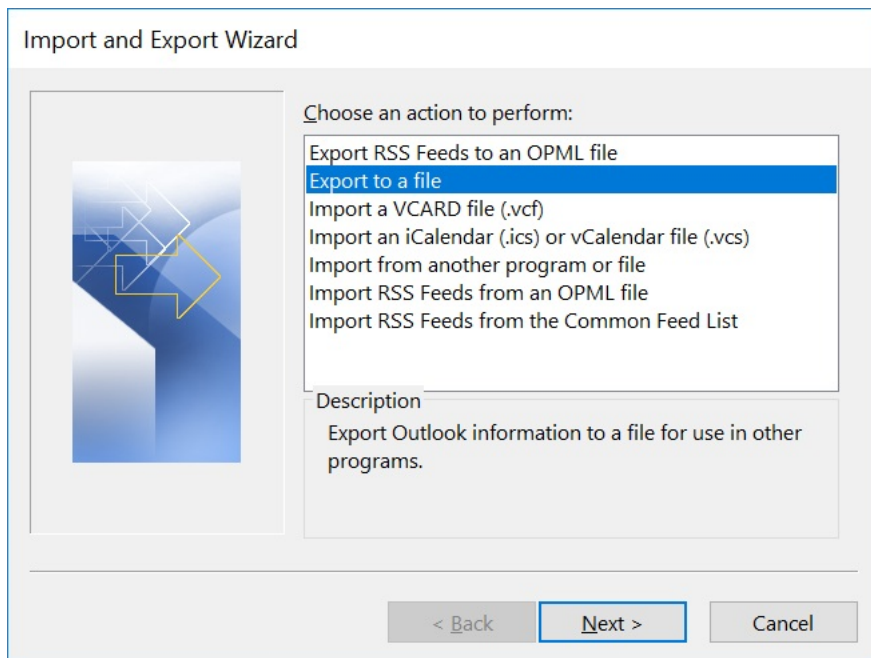
Manage Add-ins
Manage and acquire Web Add-ins for Outlook.

Left menu:
- Info
- Open & Export
- Save As
- Save as Adobe PDF
- Save Attachments
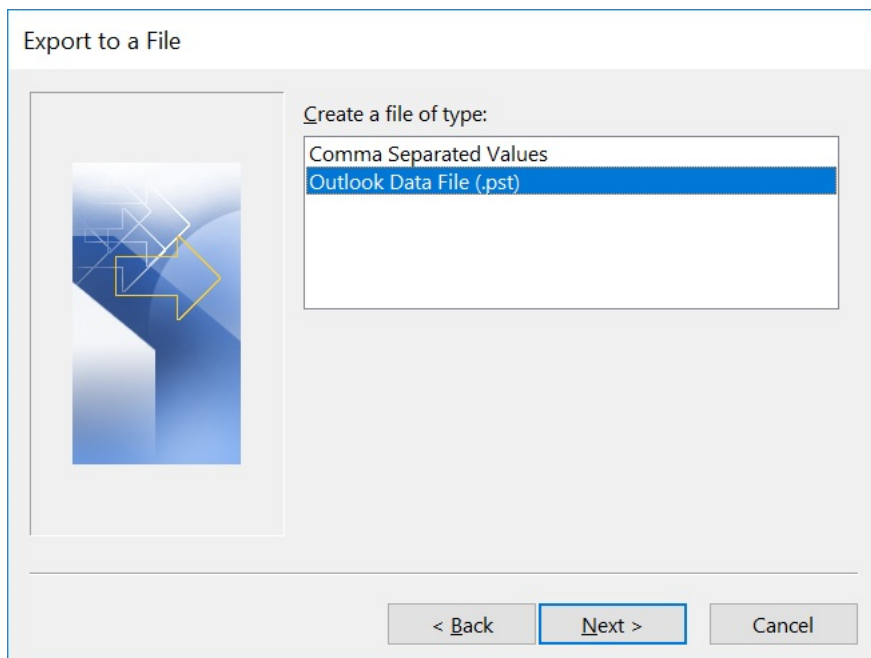- Print
- Office Account
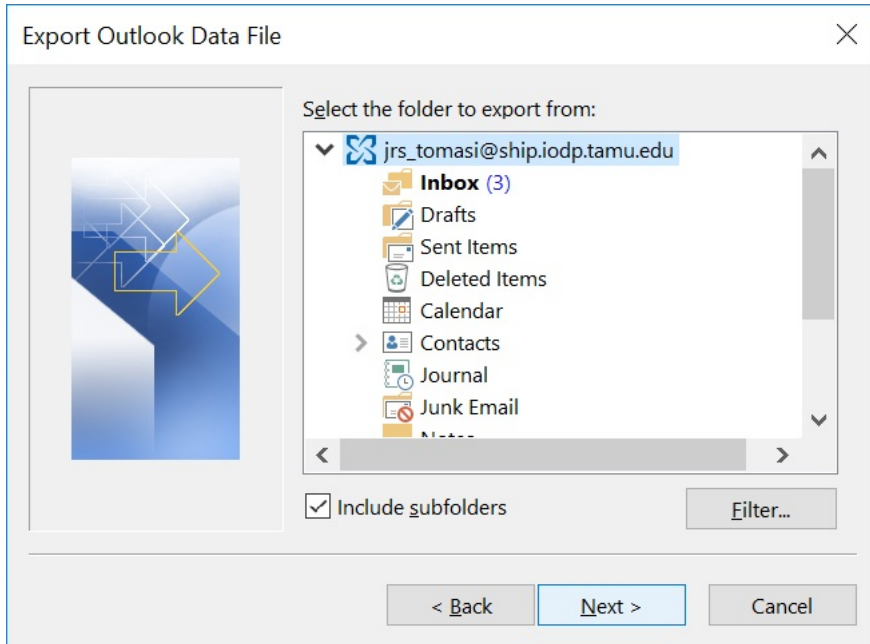- Options
- Exit

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.
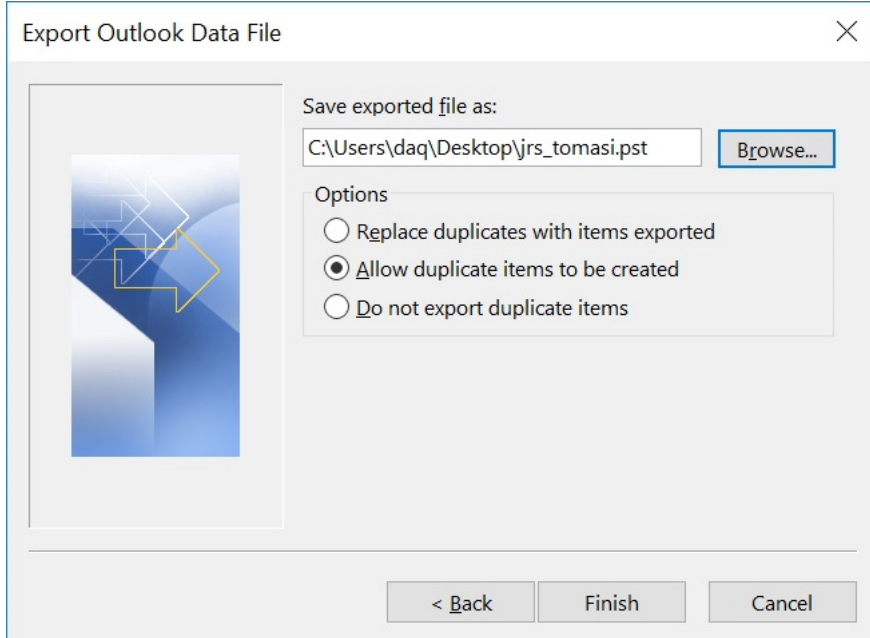
NOTE: What the three options mean;

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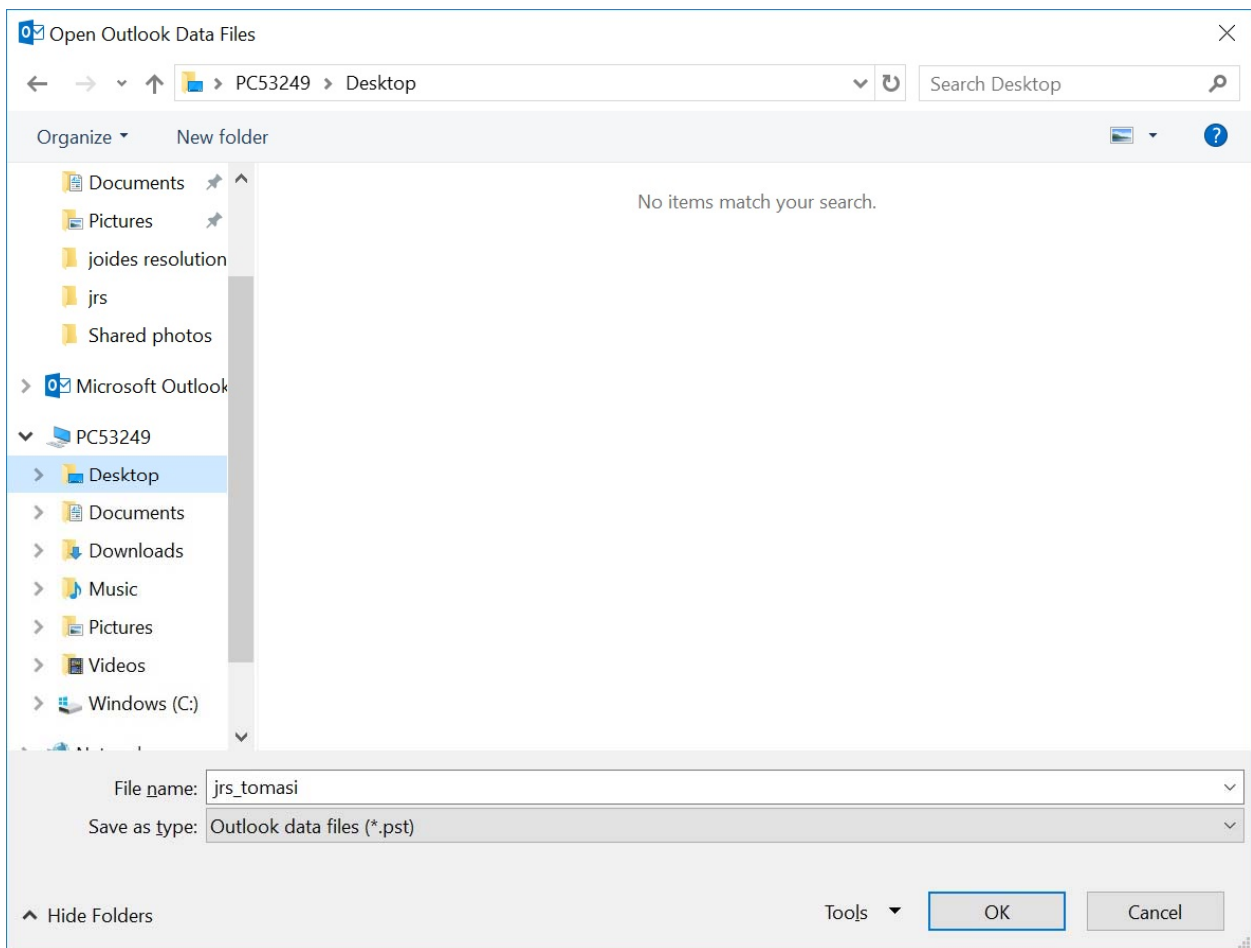
You will be prompted for a password if you want to password protect your .pst file. Make sure **Save this password in your password list** box is not checked or the computer will remember your credentials and be able to open your .pst file. Press **OK** button to create your exported .pst file.

Since **Desktop** was used for location you should see your .pst file on the **Desktop** after export process has completed.
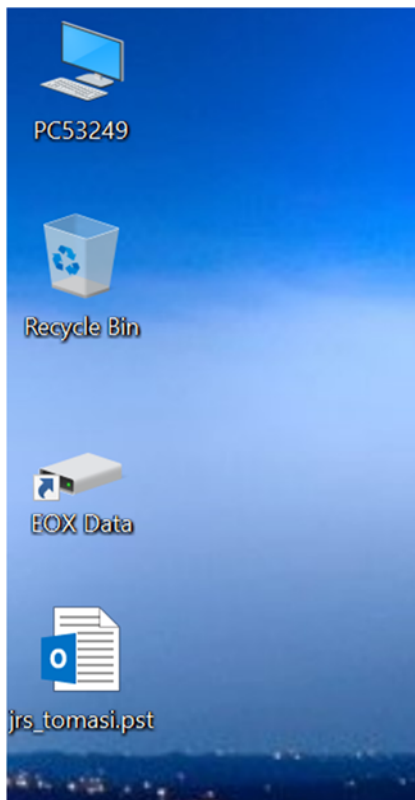
You can now copy this file for take-home on the media of your choice.

WARNING:

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