Save email

There are several ways you can save emails you want to keep.

Graduating Students

You can forward email or back up your mailbox up until the time your account is deleted. For important graduation related dates and more information, read our 2015 Graduation page.

Read on for information on forwarding and backing up email.

Forward a Single Email to Another Account

1. Select the email in Outlook.
2. Click the **Forward** button.
3. In the *To* line of the new email, type the email address of your alternate email account.
4. Click **Send**.

Forward Multiple Emails to Another Account

1. In Outlook, select the emails you would like to forward. Holding down the **Shift** key when you select allows you to select a first email, a last email, and all the emails between. Holding down the **Ctrl** key when you select allows you to select multiple emails that are not next to each other.
2. Right click on one of the selected emails and select **Forward Items**.
3. A new email will open with the selected emails included as attachments.
4. In the *To* line of the new email, type the email address of your alternate email account.
5. Click **Send**.

Export (Backup) Your Entire Mailbox (Including Calendar and Contacts)

1. In Outlook, go to the **File** menu and select **Import and Export...** (You must use Outlook, not Outlook Web Access.)
2. Select **Export to a file**.
3. Select **Personal Folder File(.pst)**.
4. In the Select the folder to export from box, select **Mailbox - Your Name**. Example - Mailbox - John Orientation {msbzz676}.
5. Check the *Include subfolders* box.
6. Click **Browse** to tell Outlook where to save the file to your computer.
7. In the window that opens, navigate to the location on your computer where you want to save the file. We suggest somewhere in your *Documents* or *My Documents* folder so it is easy to find.
8. In the *File name* box, type a name for the file. We suggest something like *McCombs Email Backup*.
9. Click **OK**.
10. Click **Finish**.
11. The *Create Microsoft Personal Folders* window will open.
12. In the *Name* box, type the file name. This is the name the folder will appear with in the folder list in Outlook.
13. Click **OK**.
14. Outlook will begin exporting your mailbox. This may take several minutes.

Move or Copy Email to a PST File and Open it in Outlook

Move or Copy Email to a PST File

Watch a 5 minute video that explains how to create a PST file and move email to it.

This must be done in Outlook, not Outlook Web Access.

To copy email to your PST file instead of moving it, hold down the **Ctrl** key while you drag the email to the PST file.

Please note - PST files can only be accessed through Outlook. If you do not have Outlook on your computer, this file will not be accessible on your computer.

Open your PST File in a New Outlook Profile

If you are a graduating student, you will want to open your PST file in a profile in Outlook not tied to your McCombs account. Once your McCombs account is deleted, you will no longer be able to open the Outlook profile tied to your McCombs account.

Instructions for Outlook 2003

1. If Outlook is open, close it.
2. Open the **Control Panel** by going to **Start > Control Panel** or **Start > Settings > Control Panel**.
3. If you are in **Category View**, switch to **Classic View** by clicking **Switch to Classic View** on the left side of the Control Panel.
4. Double-click on **Mail**.
5. Click **Show Profiles**.
6. Click **Add**.
7. Give the profile a name, such as "Graduate" and click **OK**.
8. Select "Add a new e-mail account" and click **OK**.*
9. Click **Cancel**.
10. On the pop-up window, click **OK.**
11. In the *Mail* window, select "Always use this profile" and select your new profile.
12. Click **OK**.
13. Open Outlook.
14. At the Outlook Startup window, click **Next**.
15. Select **No** and click **Next**.
16. Check "Continue with no e-mail support" and click **Finish**.
17. Go to the **File** menu and select **Open > Outlook Data File**.
18. Browse to your email backup file and click **OK**.
19. A second "Personal Folders" will open in the Mail Folder list. This contains your McCombs email account! If you go to the Calendar or Contacts section, you can view your McCombs items by selecting "Calendar in Personal Folders" or "Contacts in Personal Folders".
20. If you have an archive folder, you can open it by following steps 17 - 18 and browsing to your archive file.

NOTE: Unless you attach another email account to Outlook, Outlook is an email reader only. You cannot send emails unless you attach Outlook to an active email account.

* If you have another email account that you want to view through Outlook, you can add that account at this point, or come back later and add it. We do not support other email accounts and cannot provide information on how to set up these accounts. You will need to talk to the other email account's administrators or look in their help files for information on how to set them up through Outlook.

Instructions for Outlook 2007

1. If Outlook is open, close it.
2. From your **Start** menu, open the **Control Panel**.
3. Double-click **Mail**. (If you do not see Mail, click Switch to classic view on the left.)
4. Click **Show Profiles**.
5. Click **Add**.
6. Name your profile and click **OK***.
7. In "Add a New e-mail Account" click **Cancel**.
8. Click **OK**.
9. Select "Always use this profile" and select the new profile or "Prompt for a profile to be used" from the drop-down list.
10. Click **OK**.
11. Open Outlook.
12. At the Outlook Startup window, click **Next**.
13. Select **No** and click **Next**.
14. Check "Continue with no e-mail support" and click **Finish**.
15. Go to the **File** menu and select **Open > Outlook Data File**.
16. Browse to your email backup file and click **OK**.

NOTE: Unless you attach another email account to Outlook, Outlook is an email reader only. You cannot send emails unless you attach Outlook to an active email account.

* If you have another email account that you want to view through Outlook, you can add that account at this point, or come back later and add it. We do not support other email accounts and cannot provide information on how to set up these accounts. You will need to talk to the other email account's administrators or look in their help files for information on how to set them up through Outlook.

Instructions for Outlook 2010

1. If Outlook is open, close it.
2. From your **Start** menu, open the **Control Panel**.
3. Double-click **Mail**. (If you do not see Mail, click Switch to classic view on the left.)
4. Click **Show Profiles**.
5. Click **Add**.
6. Name your profile and click **OK**.
7. In Add a New e-mail Account Click **Cancel**.
8. Click **OK**.
9. Select "Always use this profile" and select the new profile or "Prompt for a profile to be used" from the drop-down list.
10. Click **OK**.
11. Open Outlook. If prompted, select the new profile.
12. Click on the **File** tab and select **Open**.
13. Click **Open Outlook data file**.
14. Browse to your email backup file, select it, and click **OK**.

NOTE: Unless you attach another email account to Outlook, Outlook is an email reader only. You cannot send emails unless you attach Outlook to an active email account.

* If you have another email account that you want to view through Outlook, you can add that account at this point, or come back later and add it. We do not support other email accounts and cannot provide information on how to set up these accounts. You will need to talk to the other email account's administrators or look in their help files for information on how to set them up through Outlook.