

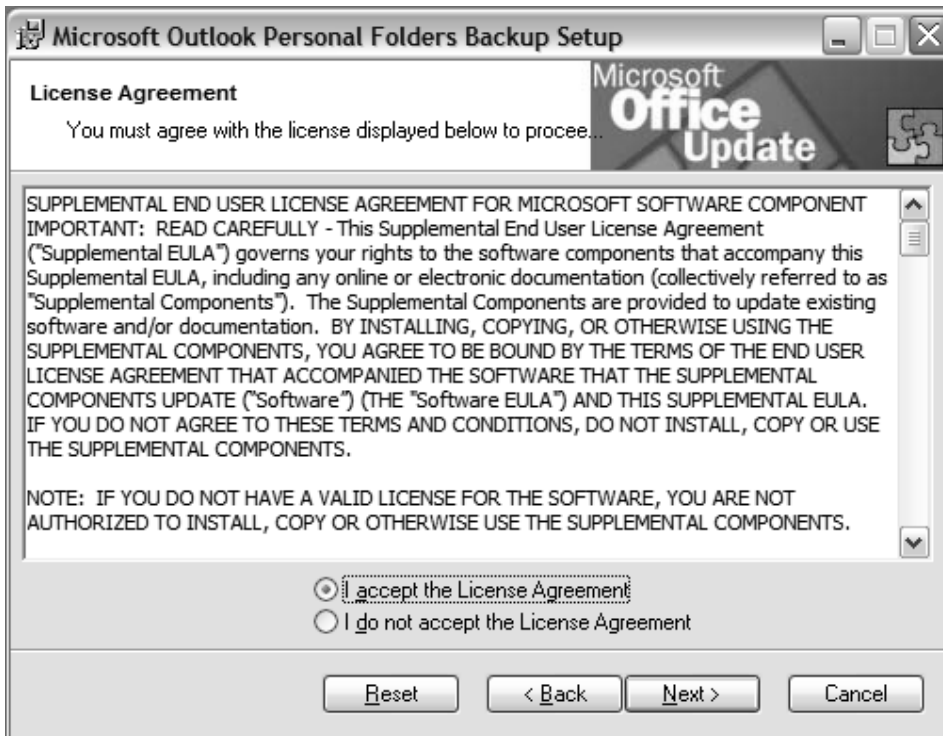
Instructions for downloading and installing Outlook Personal Folders Backup Add-In for MS Outlook:

- Close any MS Outlook Windows
- Click Start>Run
- Type [\\hsrps2k-b](#)
- Double Click "Installers"
- Double Click "OutlookBackUpPlugIn"
- After a 30 seconds or so a window will pop up that says:
"Welcome to the Microsoft Outlook Personal Folders Backup Installation Wizard"

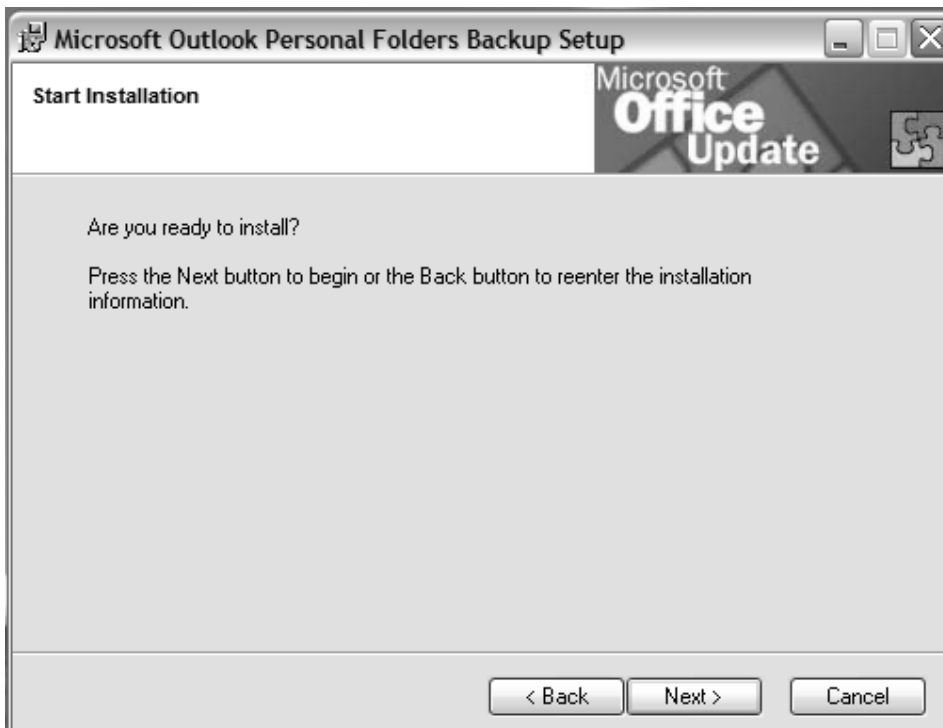


- Click "Next"

- Read the license agreement then click "I accept the License Agreement"



- Click "Next"
- Now you'll see "Are you ready to install?"



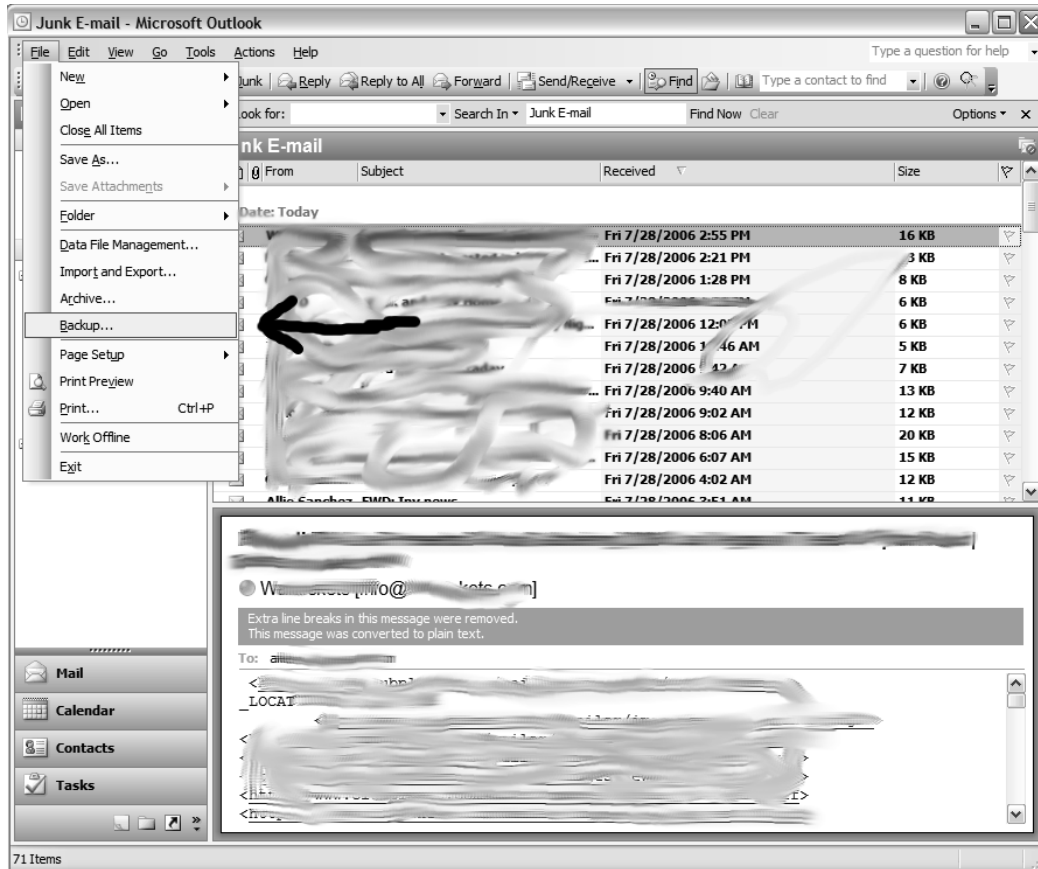
- Click "Next"
- A green progress bar will fill as the software is installed and you'll see this screen:



Click "Finish"

Open MS Outlook

Click "File" > "Backup..."

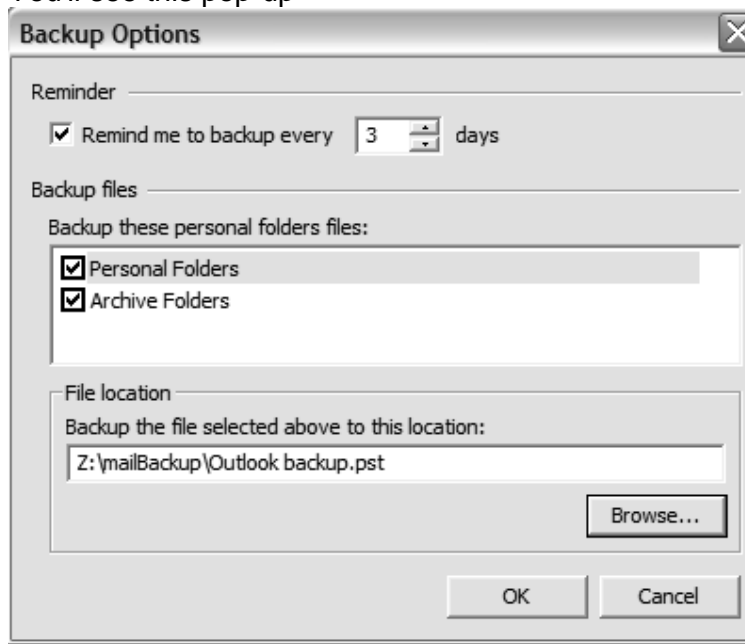


Then you'll see a pop up similar to this:



Click "Options..."

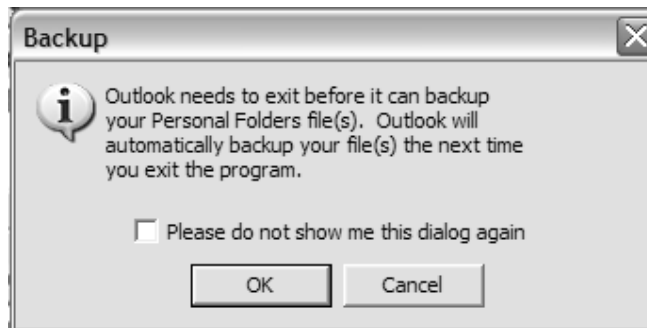
You'll see this pop-up



Click "Browse.." and browse to your "Z:" drive on the server. This may not be "Z:" it will be whatever your personal folder is on the "ihsrps2k-a" or "whitney2" servers.

Click "OK"

Now you'll see a pop-up similar to this:



Click "OK"

Next time you close Outlook the back-up program will automatically save a copy of all your email, contacts and calendar info to the location you specified above. This process may take as long as thirty minutes depending on how much email you have. Please be sure to allow it to completely copy your files before you shut down.

Once finished your email will now be regularly backed up on the server and to back-up tape. Congratulations!