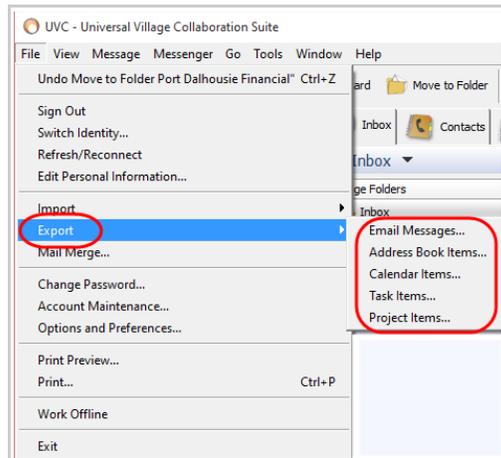### How to Export from UVC

You can export all your information from UVC if you wish too. Below are the steps you should take to export emails, address book, calendar, task and project items.
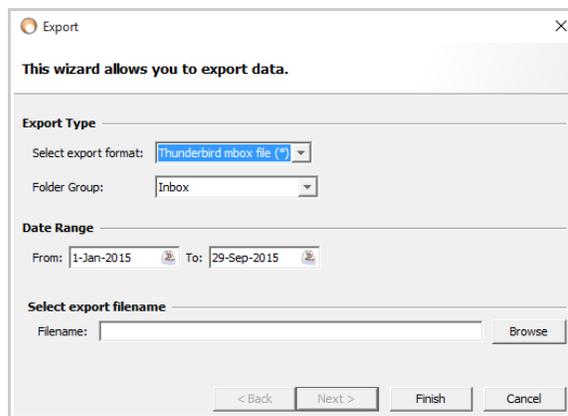
Click on the **File** and then **Export** button and select what you would like to export:


Different options will be available on each of the export screens.
**Email Messages** will have a date range of emails you can export.
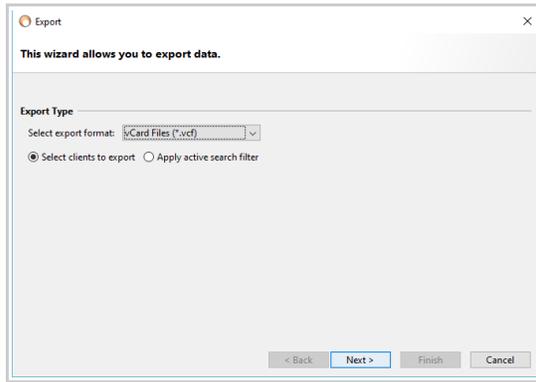Please take note that when you export emails you will need to export each folder separately.
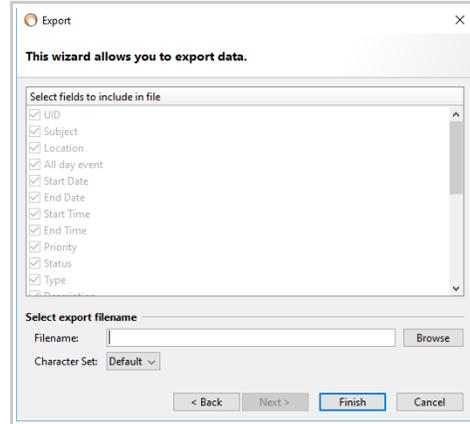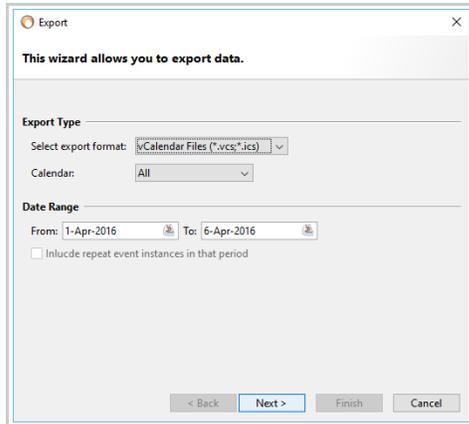

For example if I want to export the emails located under "UVC Notes" and "Tryton Business" I would have to use the Export option twice in order to export both folders.
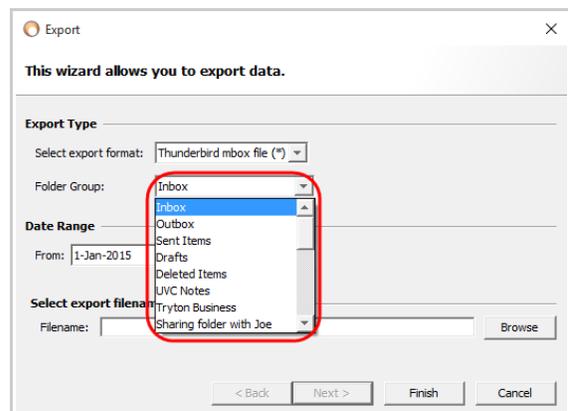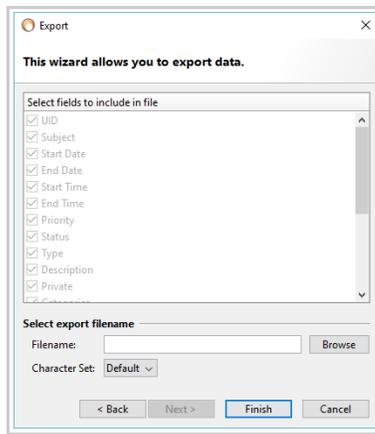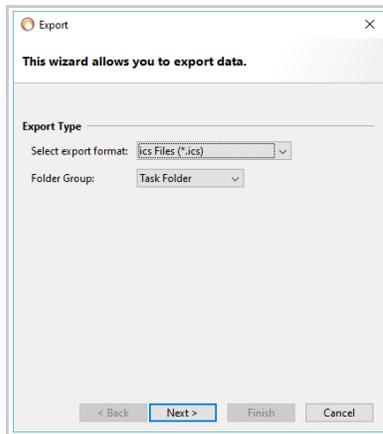
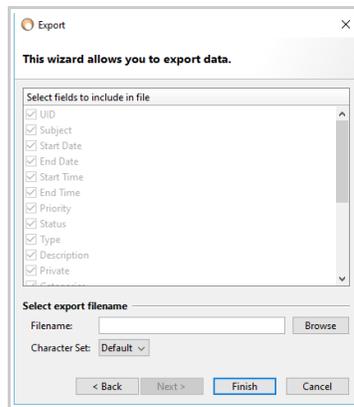Below is the screen and options to export your **Address Book Items**.
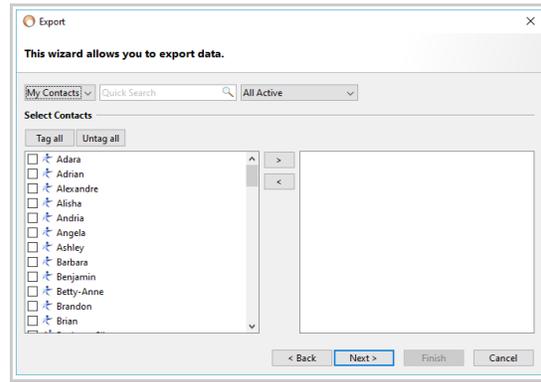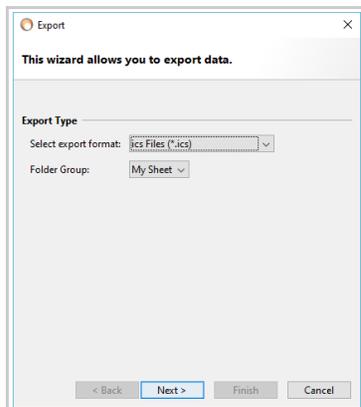

These options let you export your **Calendar Items**.

These options are available to export your **Task Items**.

Screen and options that will let you export your **Project Items**.

Please note that in each of these export screens you will need to add a **"Filename"** which you will associate to the file you will export.

In the example below I will save my Project Items export file as "September Projects" and will choose a folder which I created on my desktop: