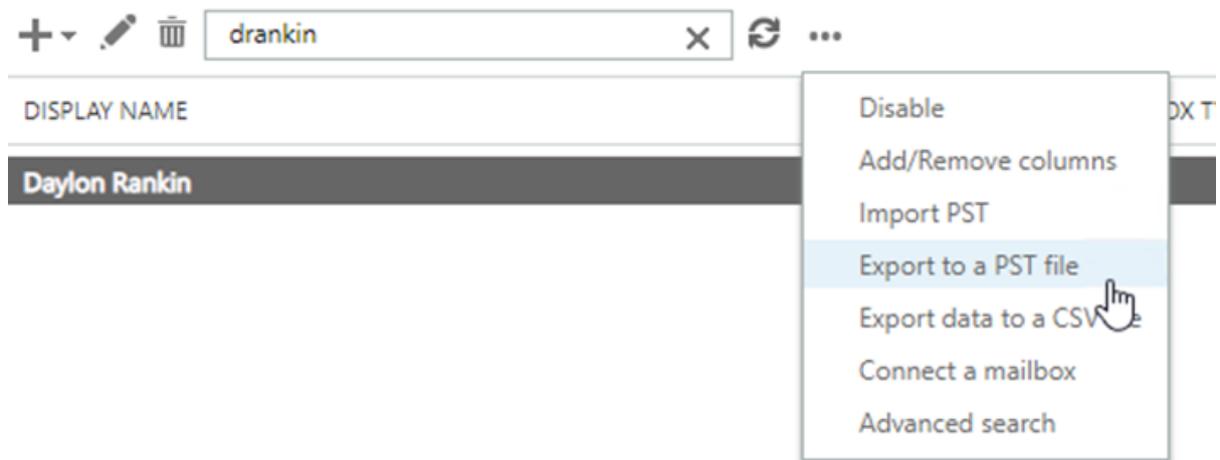


# Export PST for Human Resources

**NOTE: Only perform this task for HR or for requests that have been approved by HR**

1. Login to <https://mccmail.mclennan.edu/ecp/> with your admin account
2. Search for the user's mailbox and select it
3. Click the ellipsis and select "Export to a PST file"

[mailboxes](#) [groups](#) [resources](#) [contacts](#) [shared](#) [migration](#)



4. Indicate that the file should be saved in [\\mcc-common\Common\VP Finance & Administration\Human Resources\Incoming PSTs\](#)
  - Though this folder is located on the common share, it requires special permissions to view.
5. Have a completion notification sent to your email if you like and click "Finish"

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Revision #1

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