

# Exporting a Guide

We allow users to export our guides to keep on file, steps on how to export a guide is as follows

- 1.

Open the required guide

# Exchange Accounts

Information for BarWeb hosted Exchange accounts.

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## Outlook 2016 - Windows

Click on File > Account Settings > Account ...

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2.





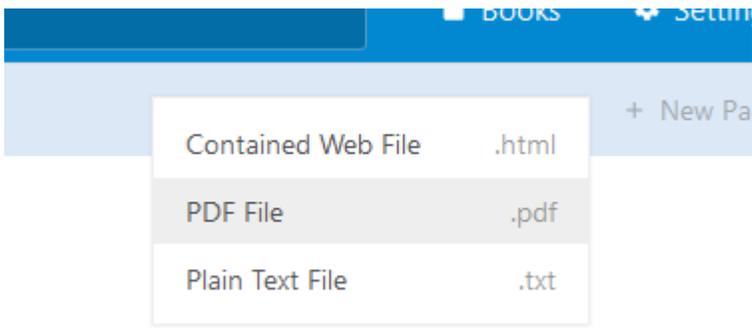


3.

Select the required format







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