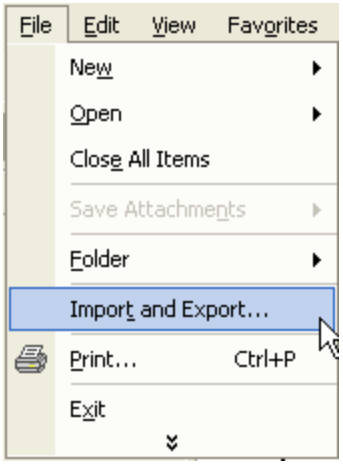
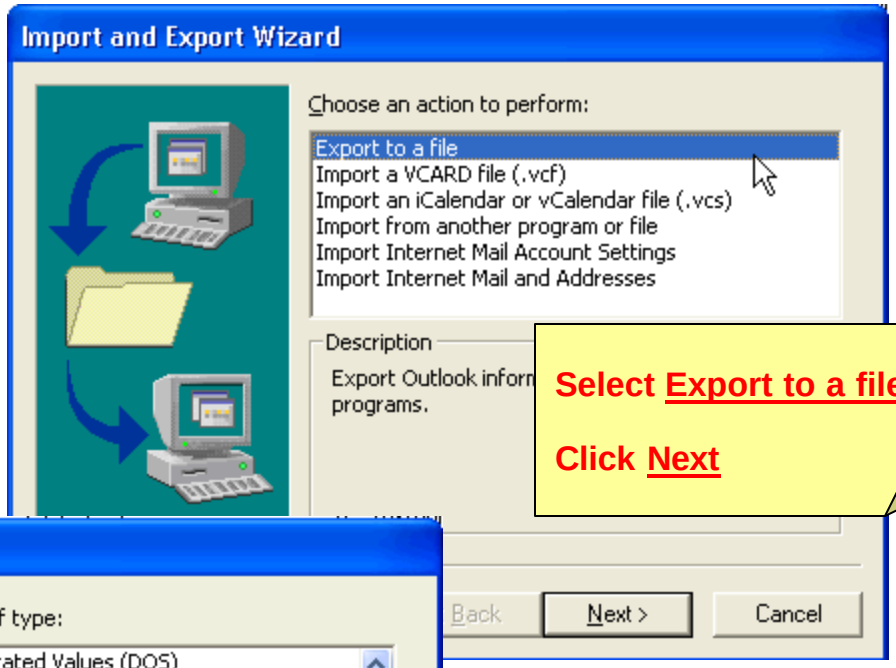
How to Back Up your Outlook Files



Open Outlook

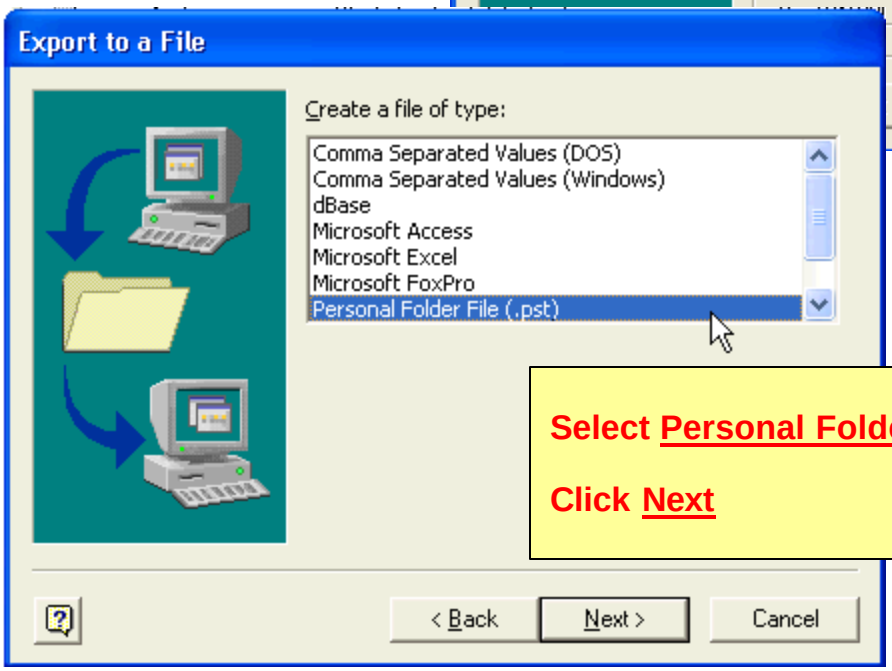
Go to <u>File</u> > <u>Import and Export</u> and follow the prompt of the Import and Export Wizard

You can also export-import your other files this way



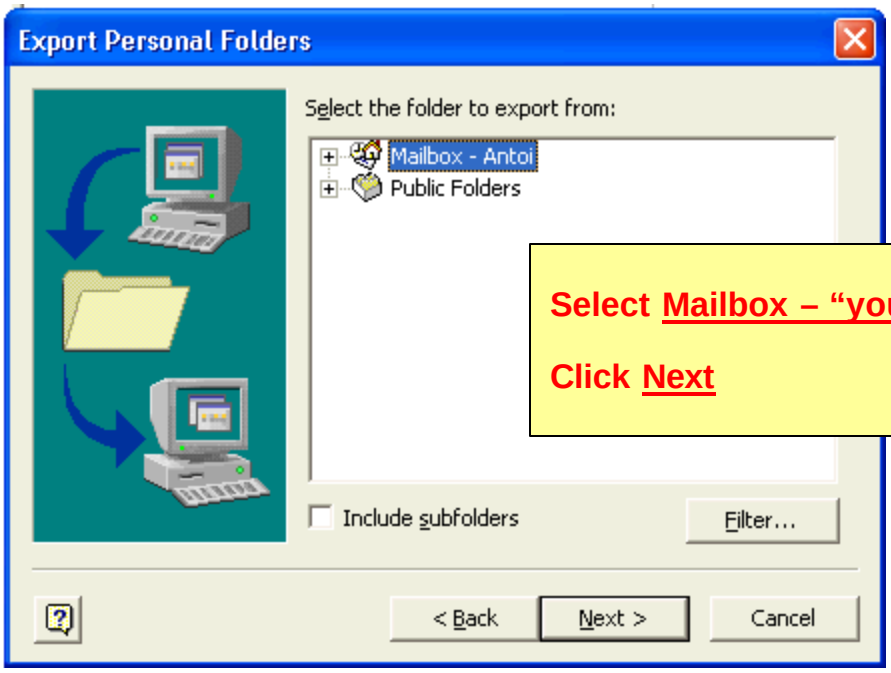
Select <u>Export to a file</u>

Click <u>Next</u>



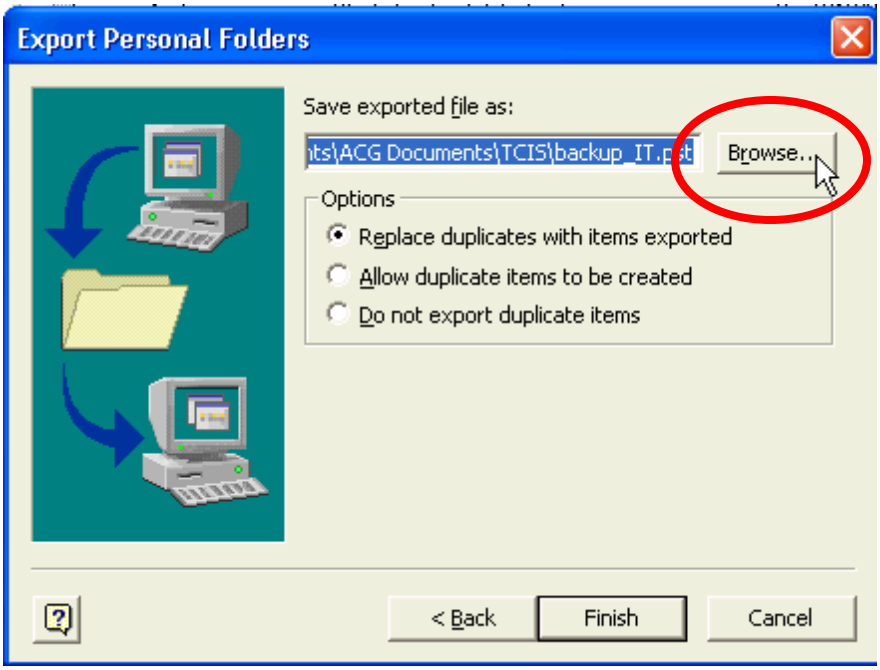
Select <u>Personal Folder File (.pst)</u>

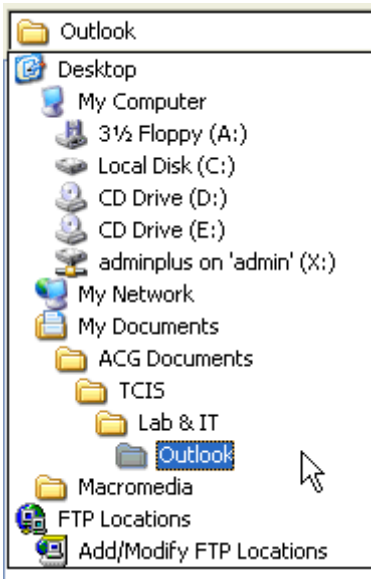
Click <u>Next</u>



Select Mailbox – "your log-in name"

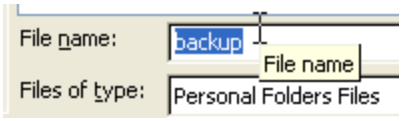
Click Next

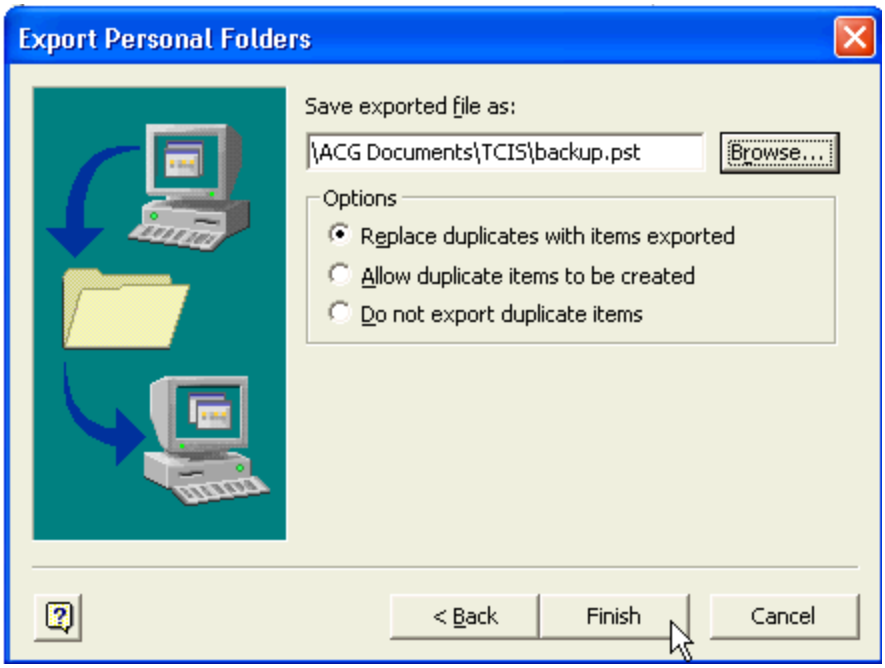




Click Browse to save the file in a specific folder under a name that you can easily remember

Click OK





You will see the dialog box "Export Personal Folders"

Click Finish >

You will see the dialog box "Create Microsoft Peronal Folders"

Click OK

To restore Outlook Mail (that is, install your backup.pst because your files were accidentally deleted) follow the same procedure except this time you select Import