

Back up your email

1. At the top of your Outlook ribbon, choose File.



2. Choose Open & Export > Import/Export.



3. Choose **Export to a file**.



Choose an action to perform:
Export RSS Feeds to an OPML file
Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
Description Export Outlook information to a file for use in other programs.

4. Select the mail folder you want to back up and select **Next**.



5. Choose a location and name for your backup file, and then select **Finish**.



6. If you want to ensure no one has access to your files, enter and confirm a password, and then select **OK**.



Import a Backed-Up PST File in Outlook for PC

1. At the top of your Outlook ribbon, select File.



 Select Open & Export > Import/Export. This starts the Import/Export wizard.



3. Select Import from another program or file, and then click Next.



Choose an action to perform:
Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)
Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
Description Import data from other files, such as Outlook data files (.PST) and text files.

- 4. Select **Outlook Data File (.pst)** and click **Next**.
- 5. **Browse** the folder that contains the backup and select it Under **Options**, choose how you want to deal with emails and contacts, then choose **Next**.

Import Outlook Data File	X
File to import ref\Documents\Outlook Files\backup.pst Browse Options Options Allow duplicates to be created Op onot import duplicates	R
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6. If a password was assigned to the backup up file, enter the password, and then click **OK**.

For more information about manage and organize outlook click here