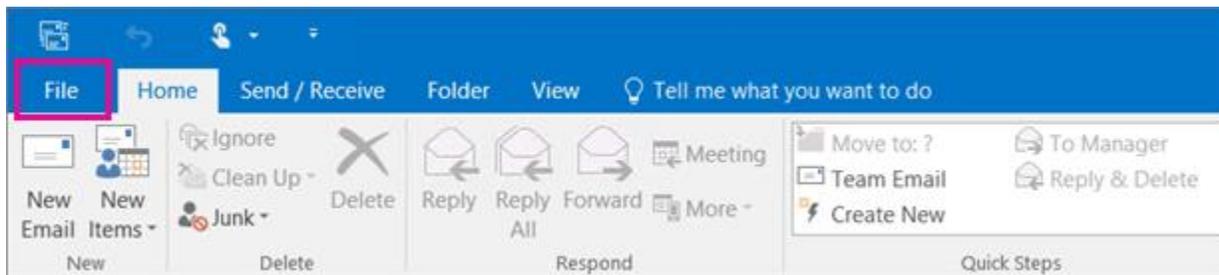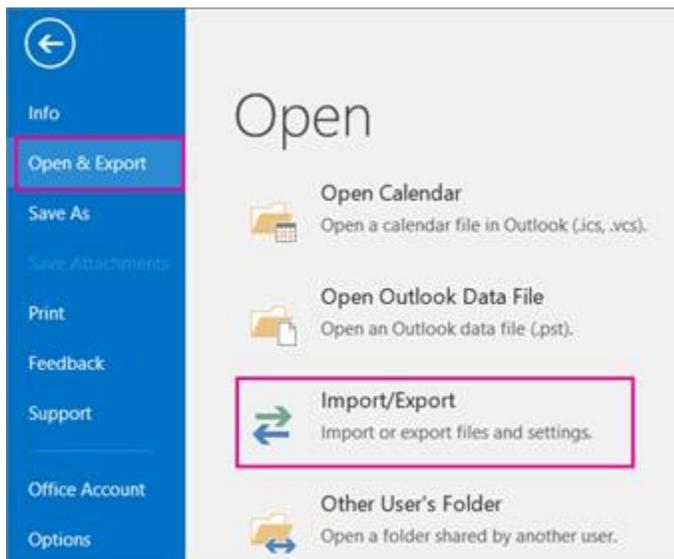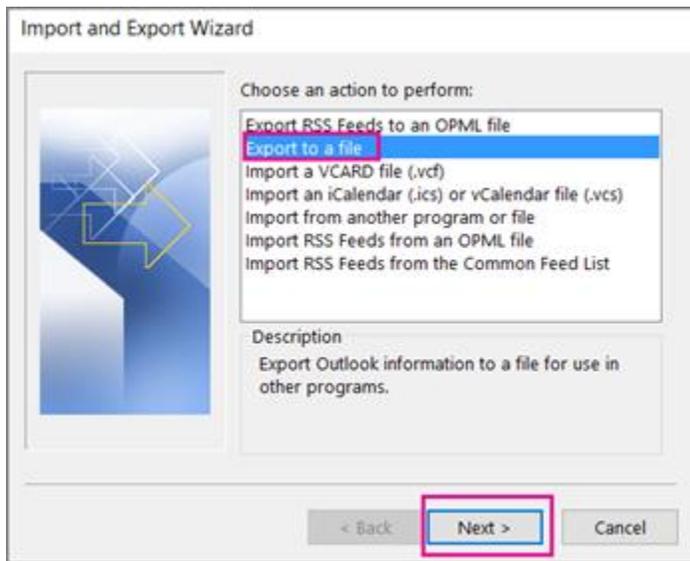# Back up your email

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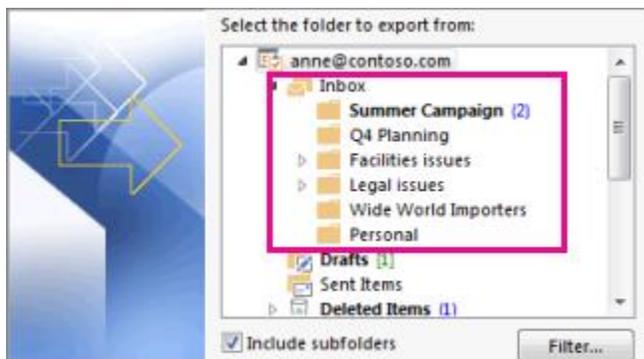

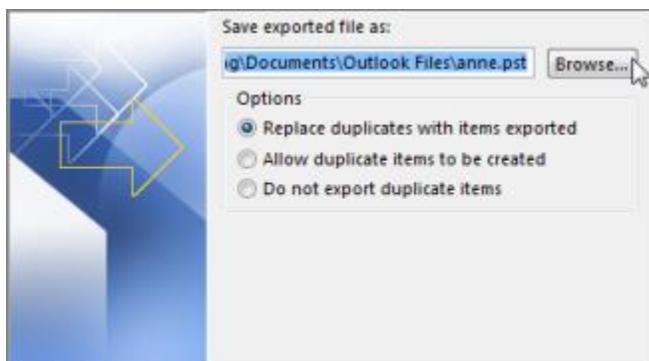2. Choose **Open & Export** > **Import/Export**.

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

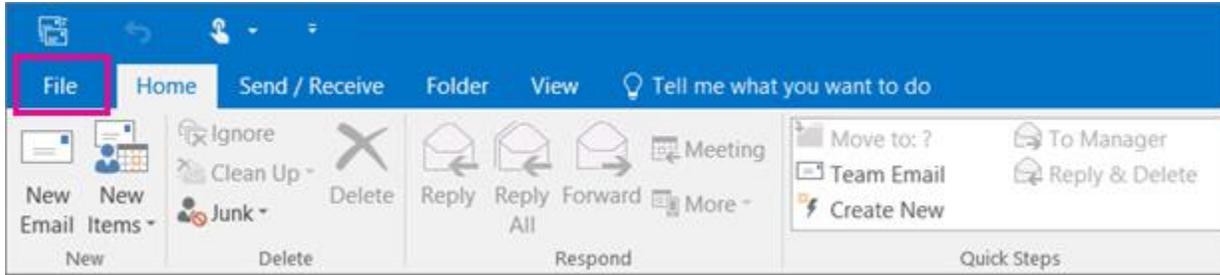4. Select the mail folder you want to back up and select **Next**.

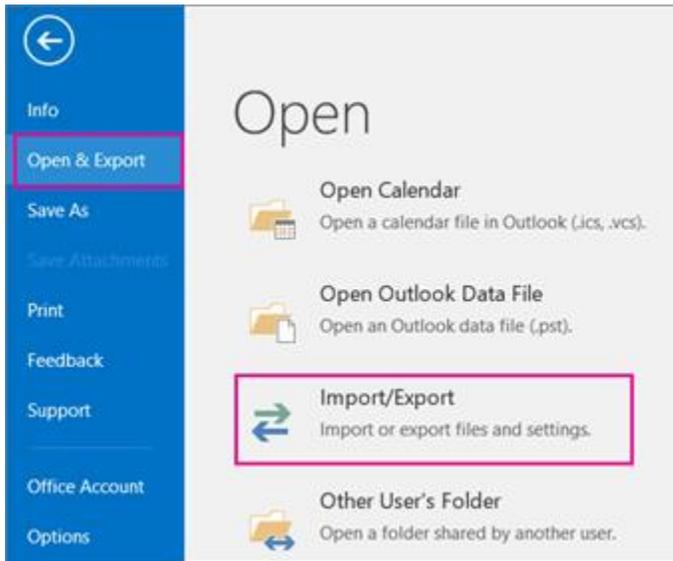5. Choose a location and name for your backup file, and then select **Finish**.

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**.

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

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

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**.
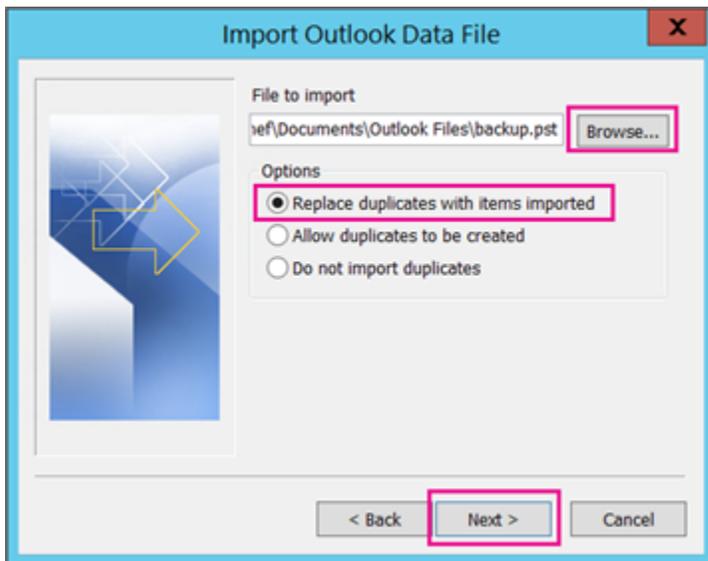
6. If a password was assigned to the backup up file, enter the password, and then click **OK**.

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