How to Backup & Export Email in Outlook

Backup & Export Email in Outlook





Import and Export Wizard



STEP 1: Go to [File] Outlook on task bar.

STEP 2: Type in the Username and the password. Username: <u>admin</u> Password: *****

STEP 3: Click on [Log in] button.

STEP 2: Click on the [Open & Export] → Select [Import/Export]

STEP 3: Choose [Export to a file] → Click [Next >]



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STEP 4:

Choose [Outlook Data File (.pst)] \rightarrow Click [Next >]

Export to a File

Export Outlook Data File

Select the folder to export from:	
Include subfolders	Filter
 < Back Next >	Cancel

STEP 5:

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Select the email address that wanted to backup \rightarrow Click [Next >]



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Export Outlook Data File

Save exported file as: erna Ko\Desktop\Backup20201125.pst Browse Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items
< Back Finish Cancel



Outlook Data File Password X				
Type the password for Backup20201125.pst.				
Password:				
Save this password in your password list				
	ОК	Cancel		

\times STEP 6:

Click on the [**Browse...**] to choose where to save the file \rightarrow Click [Finish]

STEP 7:

Fill in a Password and repeat it on the Verify Password \rightarrow Click **[OK]**

STEP 8:

Type in the Password again in Step7 \rightarrow Click **[OK]**

Done! You may found your backup file in .pst at the location chosen.

