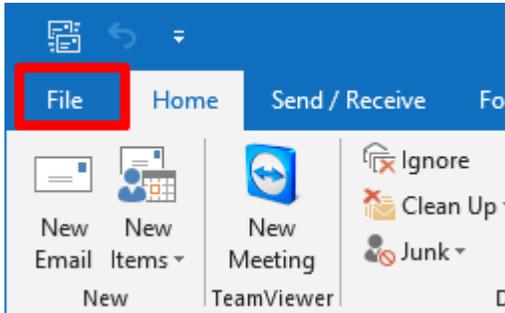


Backup & Export Email in Outlook



STEP 1:

Go to **[File]** Outlook on task bar.

STEP 2:

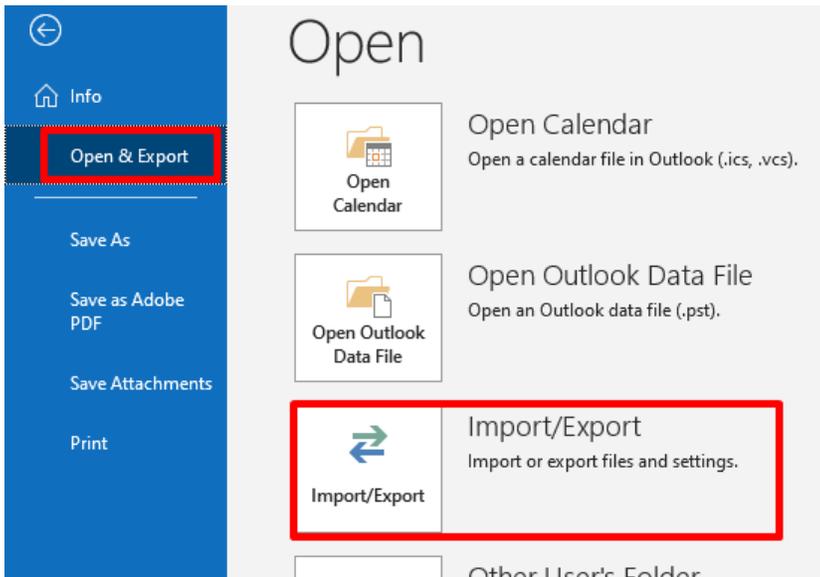
Type in the Username and the password.

Username: [admin](#)

Password: *****

STEP 3:

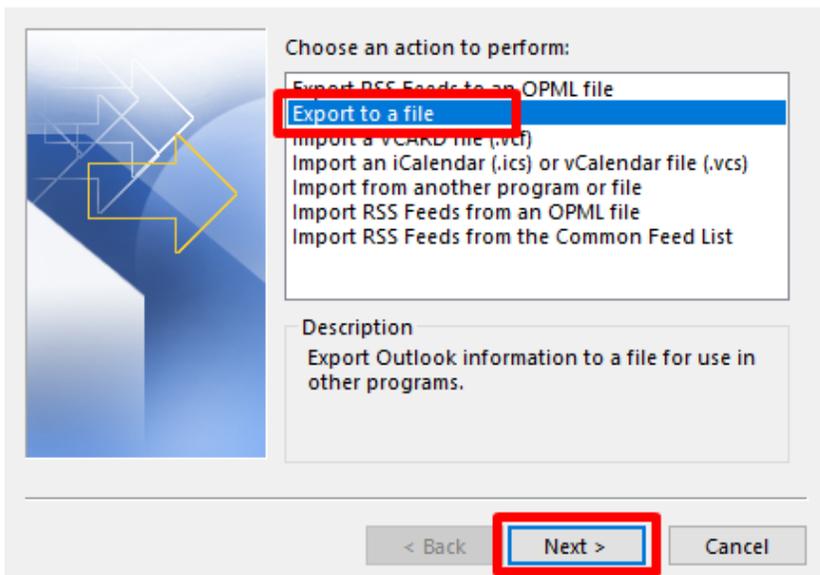
Click on **[Log in]** button.



STEP 2:

Click on the **[Open & Export]** → Select **[Import/Export]**

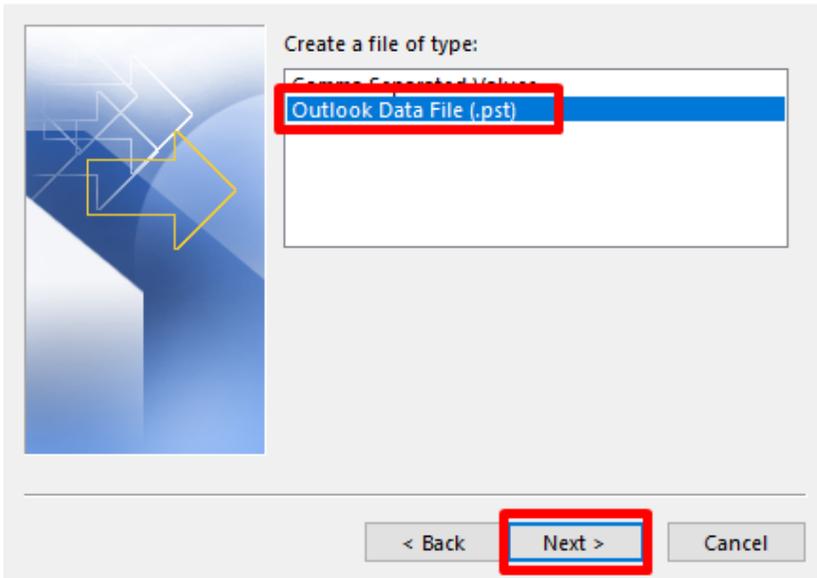
Import and Export Wizard



STEP 3:

Choose **[Export to a file]** → Click **[Next >]**

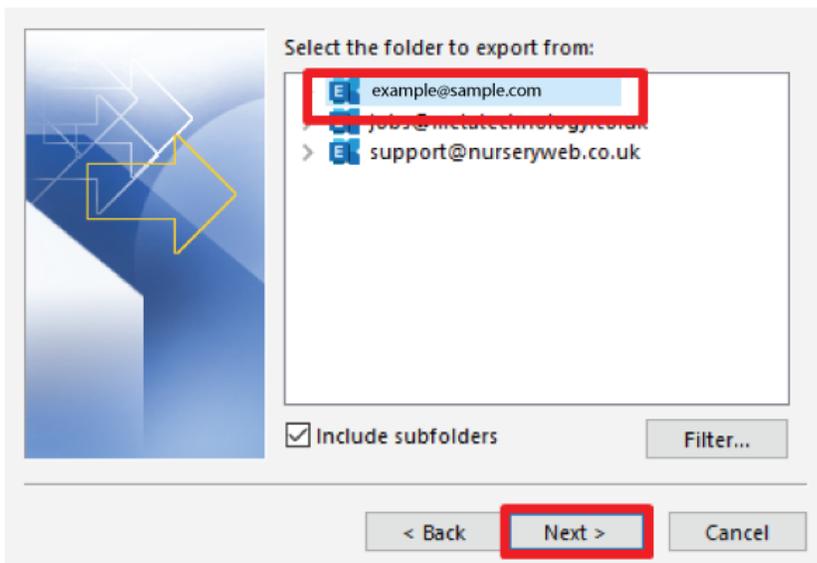
Export to a File



STEP 4:

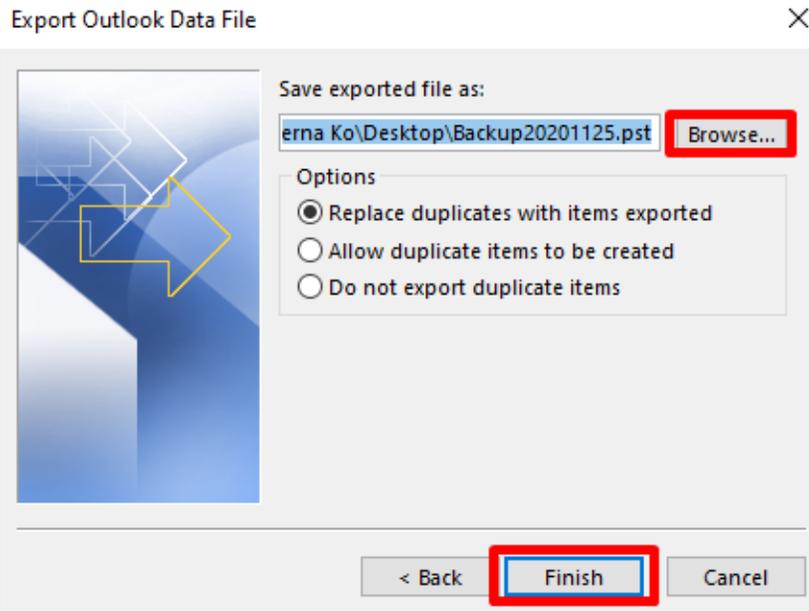
Choose [**Outlook Data File (.pst)**] → Click [**Next >**]

Export Outlook Data File



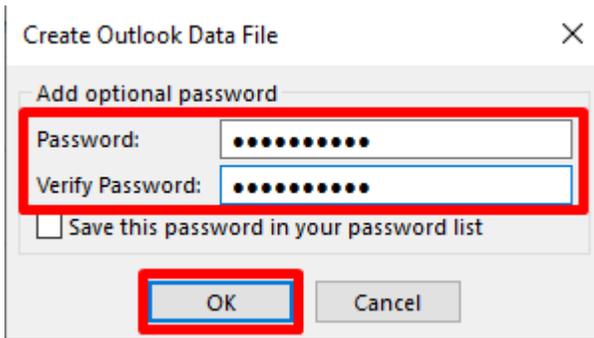
STEP 5:

Select the email address that wanted to backup → Click [**Next >**]



STEP 6:

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



STEP 7:

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



STEP 8:

Type in the Password again in Step7 → Click [**OK**]

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