How to Back Up your Outlook Files



Export Personal Folde	rs	×	
	Select the folder to exp	ort from:	
		Select <u>Mailbox – "yc</u> Click <u>Next</u>	our log-in name"
	Include subfolders	<u> </u>	
2	< <u>B</u> ack	Next > Cancel	

Export Personal Folder	s 🔀	
Export Personal Folder	Save exported file as: ts\ACG Documents\TCIS\backup_IT.p.t Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items	Cutlook Constant Cons
2	< <u>B</u> ack Finish Cancel	 FTP Locations Add/Modify FTP Locations



Export Personal Folde	rs 🔀
	Save exported [ile as: \ACG Documents\TCIS\backup.pst Browse] Options Replace duplicates with items exported Allow duplicate items to be created Do not export duplicate items
2	< Back Finish Cancel

Create Microsoft Personal Folders	You will see the dialog box "Export Personal Folders" Click <u>Finish</u> > You will see the dialog box "Create Microsoft Peronal
Password Password: Verify Password: Save this password in your password list	Click <u>OK</u>
OK Cancel <u>H</u> elp	

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 <u>Import</u>