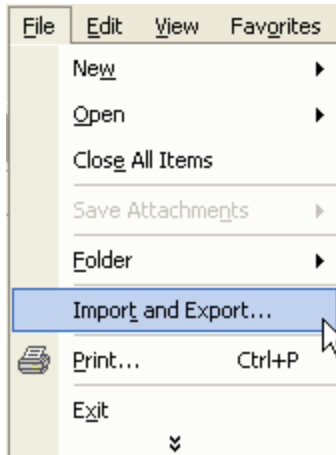


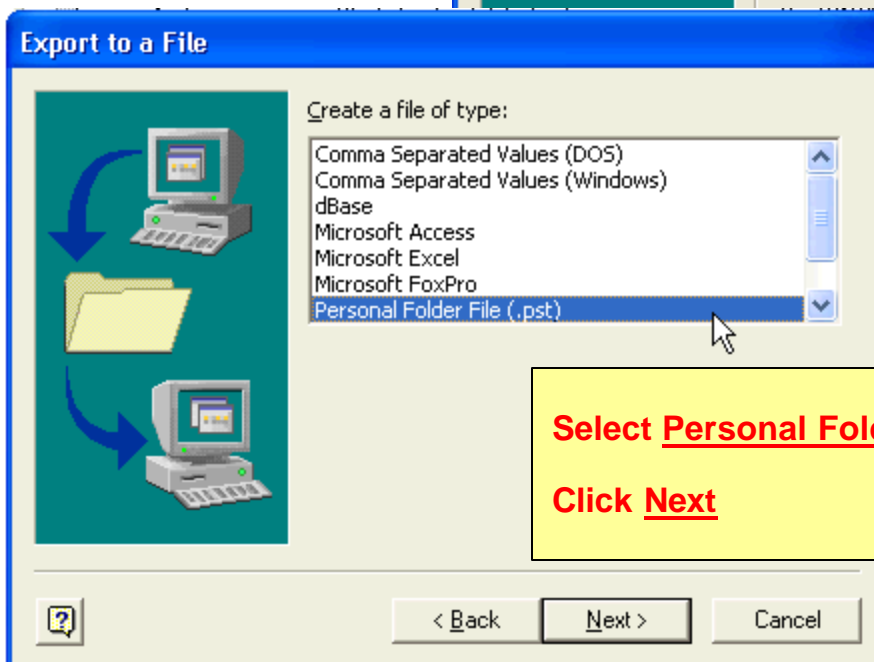
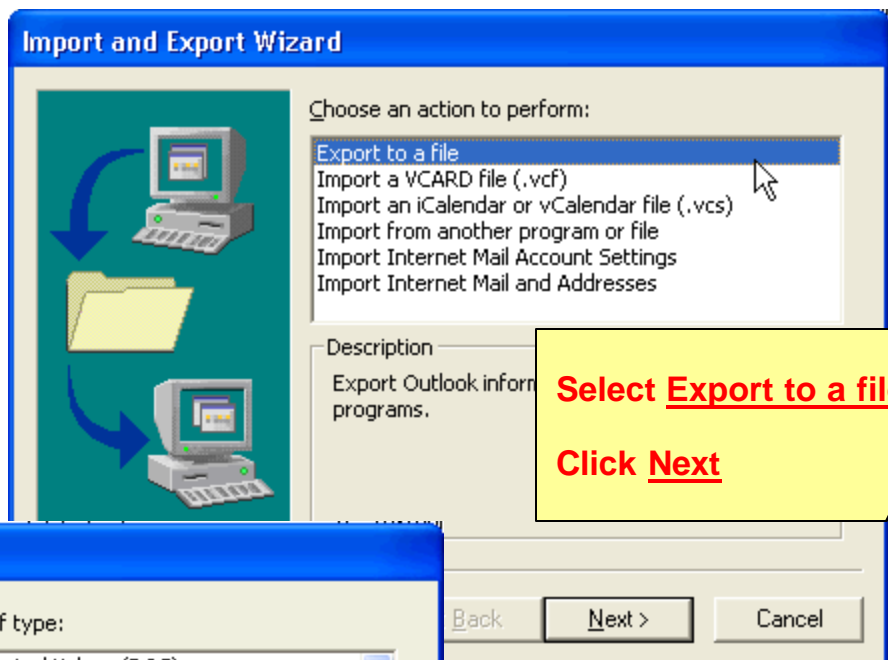
# How to Back Up your Outlook Files

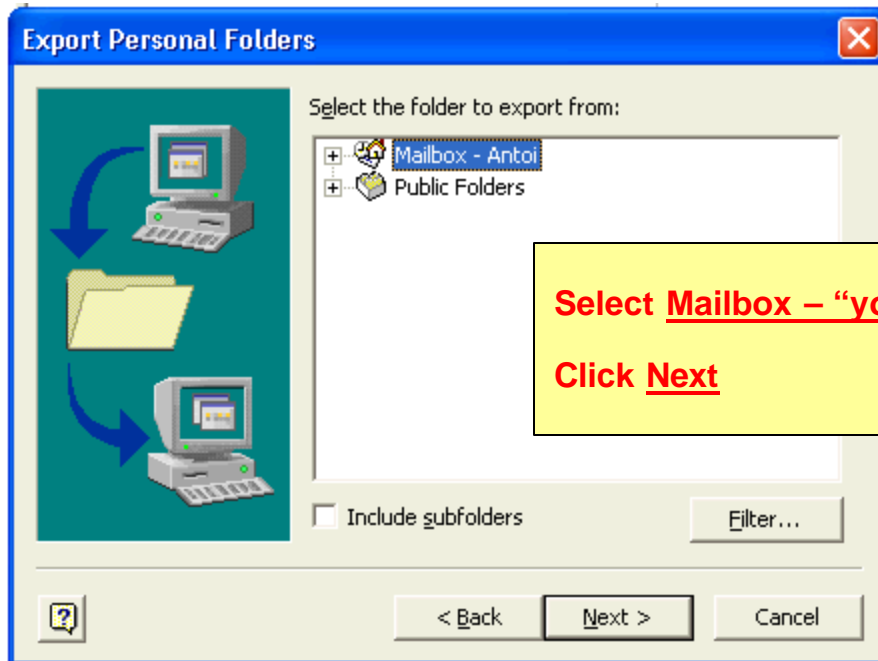


## Open Outlook

Go to **File > Import and Export** and follow the prompt of the Import and Export Wizard

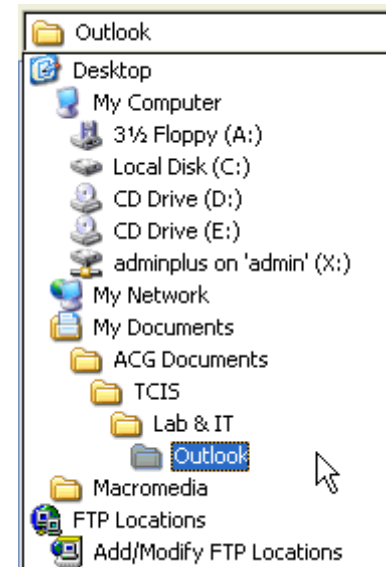
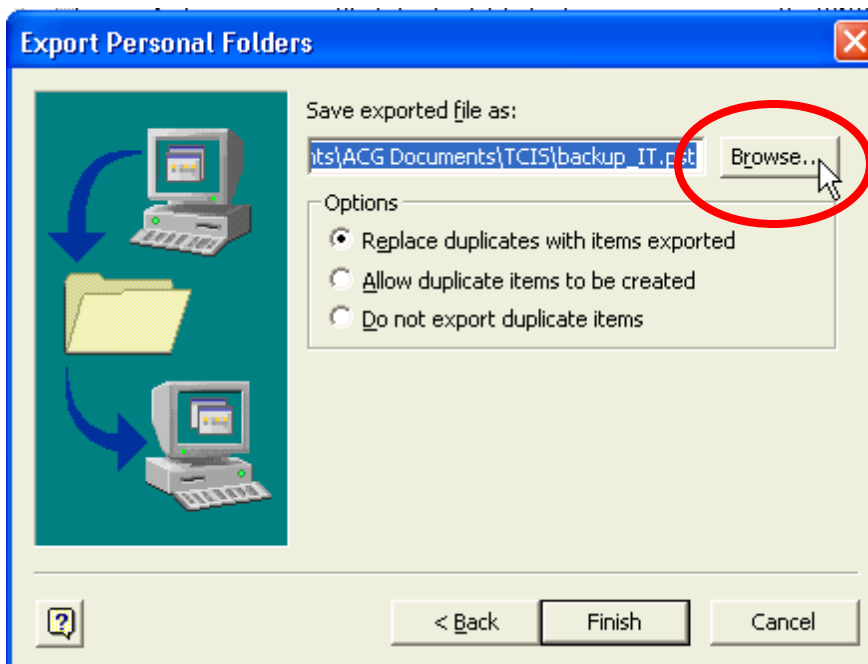
You can also export-import your other files this way





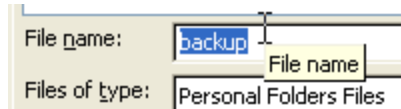
Select Mailbox – “your log-in name”

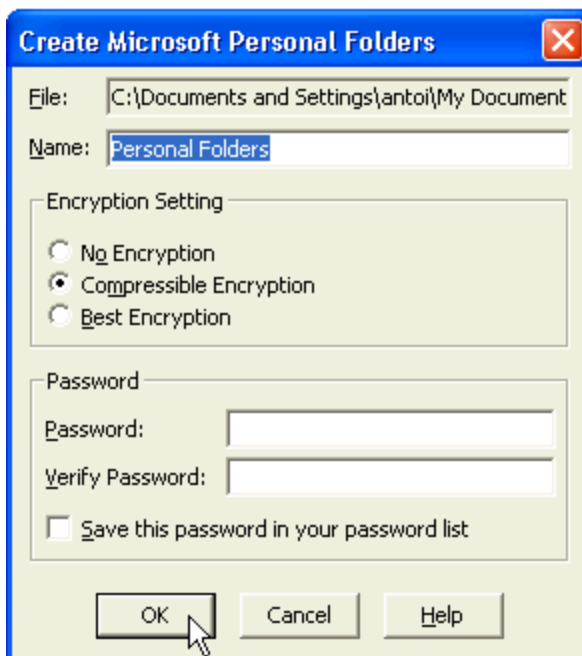
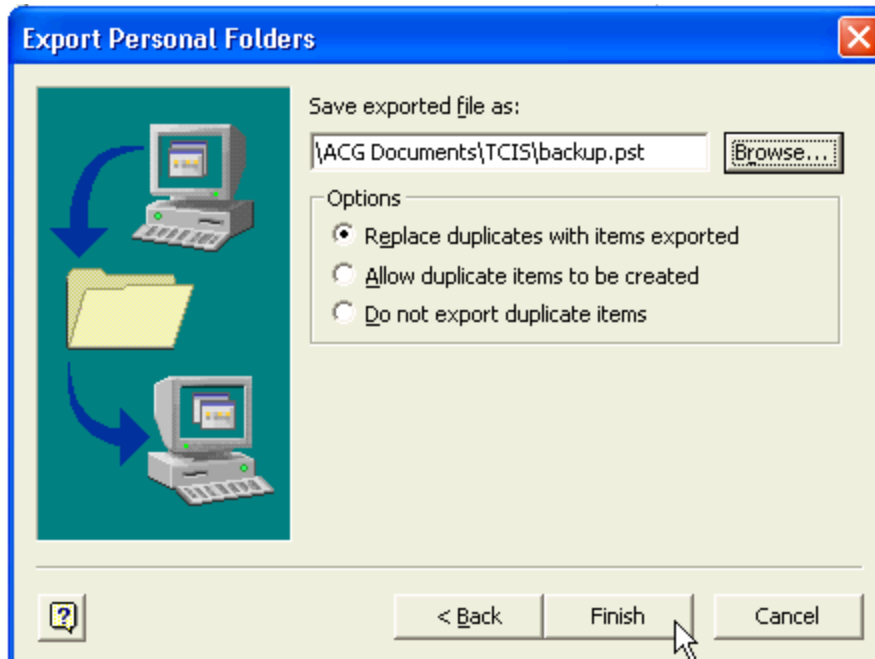
Click Next



Click Browse to save the file in a specific folder under a name that you can easily remember

Click OK





**You will see the dialog box  
“Export Personal Folders”**

**Click Finish >**

**You will see the dialog box  
“Create Microsoft Personal  
Folders”**

**Click OK**

**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 Import**