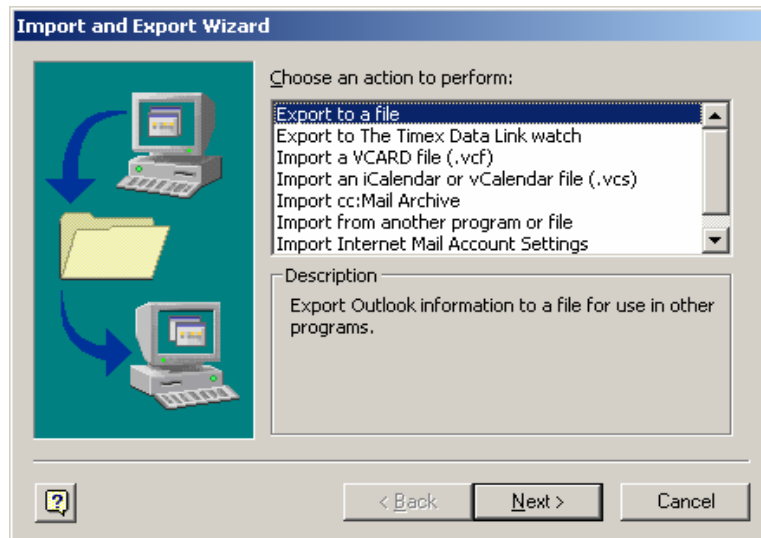
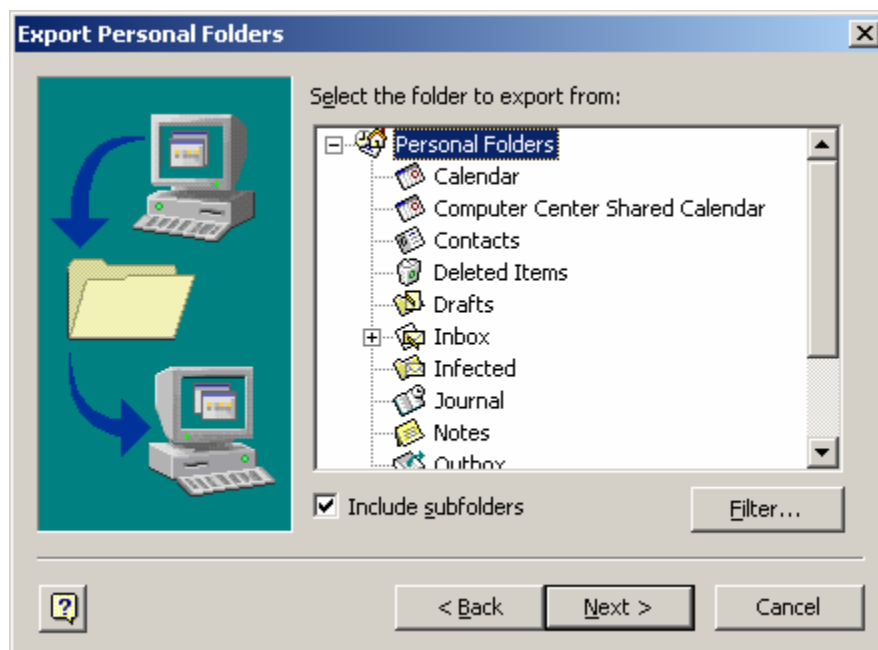


## How To Backup All E-mail & Contacts In Outlook

Open Outlook and check for new mail so that we will back up all current mail. Once completed, click on **File** in the menu bar and select **Import and Export**.



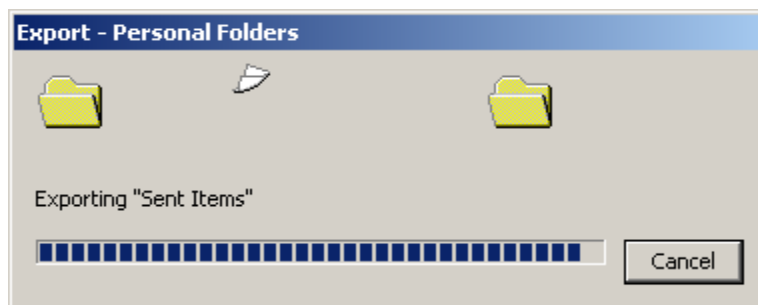
Select **Export to a file** and click **Next**. The next screen will list the file types you can back the data up as. Select **Personal Folder File (.pst)** and click **Next**. Now we need to select exactly what to back up. You can select individual pieces or the entire Outlook Personal Folder (contacts, calendar, and all messages). For this guide we will backup the entire Personal Folder. Click on the **Personal Folders** in the list to highlight it as you see below. Also check the option to **Include Subfolders** and continue by clicking **Next**.



On the next screen you will be asked where to save the file to. You can select any folder you wish by clicking the **Browse** button. We suggest **My Documents** or another folder on the local C: drive. Do Not back the file up directly to a network drive. Move the file to a network drive after Outlook has completed its backup. After you have named the file (preferably containing the date the backup was done) and chosen a path, proceed by clicking **Next**. The box below will pop up. Select **No Encryption** and then click OK.



Outlook will show the below box while it backs all the data up to the file.



When Outlook is finished (the box will just disappear), you can then move the file to a network drive incase your hard drive crashes. Please delete any old copies already present on the server, some of these files can take up a lot of space and you do not want to get confused and use old copies when restoring a lost or corrupted mail box.