

CREATING A BACKUP OF YOUR E-MAIL ACCOUNT FROM THE E-MAIL SERVER TO YOUR LOCAL COMPUTER IN OUTLOOK 2003 AND OUTLOOK 2007

1. In Outlook click on **File** to open the drop down menu and click on **Import and Export** (Fig 1)
2. In the Import and Export Wizard window highlight **Export to a file** then click **Next** (Fig2)

Fig. 1

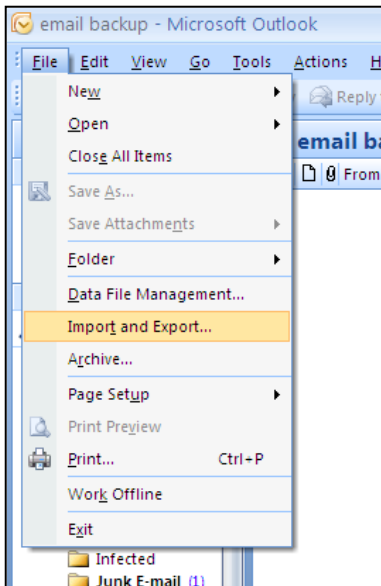
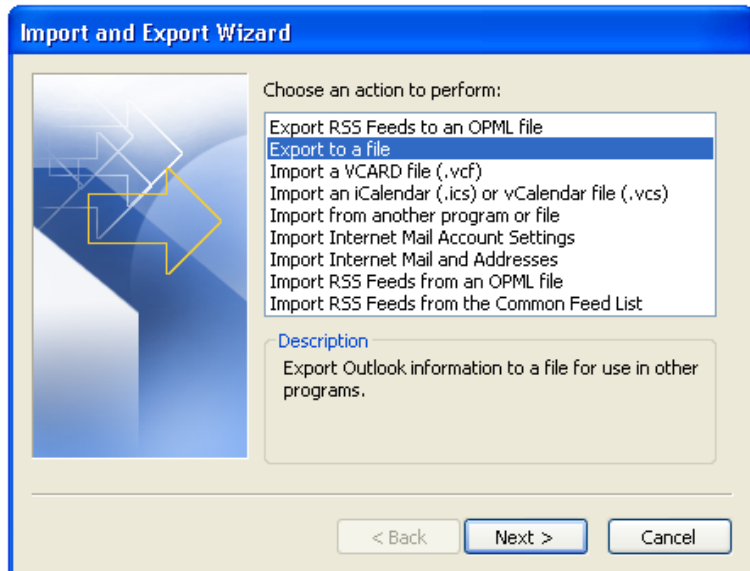


Fig. 2

3. In



the Export to a File window click on **Personal Folder File (.pst)** then click **Next** (Fig. 3)

4. In the Export Personal Folders window highlight **Mailbox – (your name)**, click on the box next to **Include subfolders** to place a check in the box, then click **Next** (Fig. 4)

Fig. 3

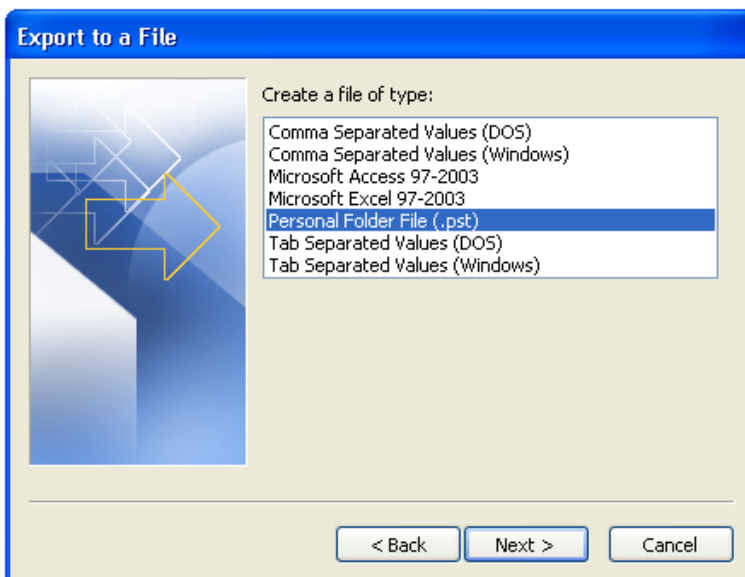
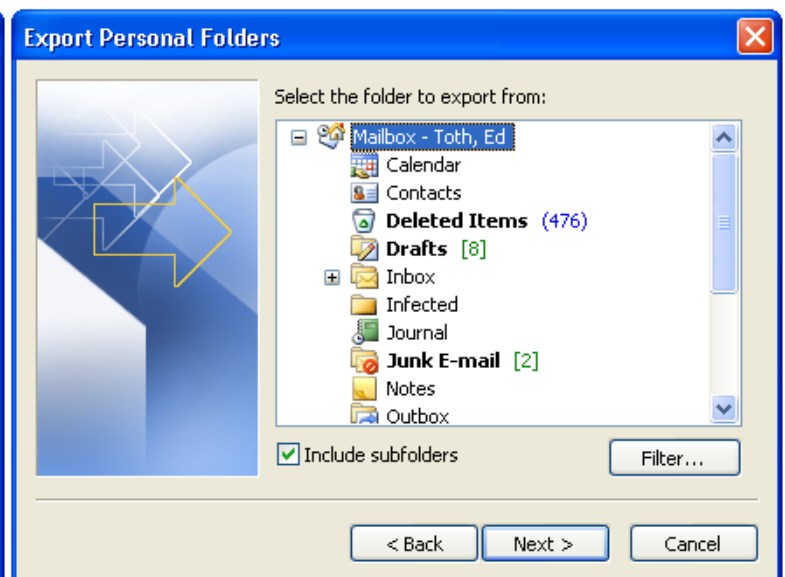


Fig. 4



5. Under **Save exported file as:** rename the file from the default name (in this example backup.pst, Fig. 5) to its new name (in this example email backup 2009-2010.pst, Fig. 6), then click finish

Fig. 5

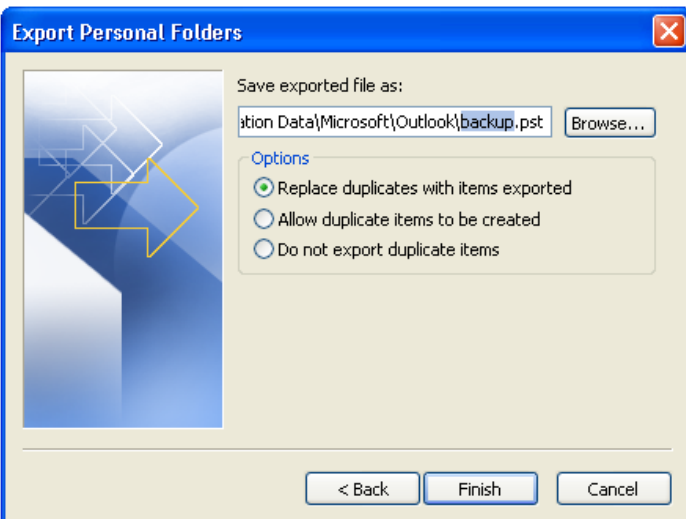
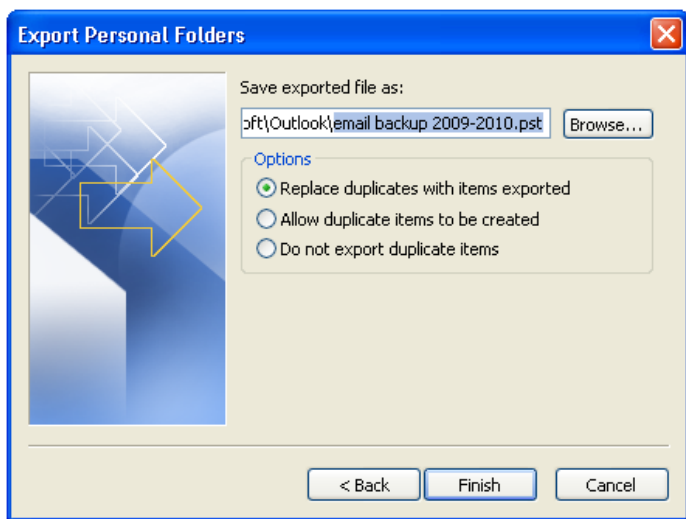


Fig. 6



6. In the Create Microsoft Personal Folders windows next to **Name:** type the name of the folder that will be attached to the backup file (in this example 2009-2010 emails) then click **OK** (Fig. 7)

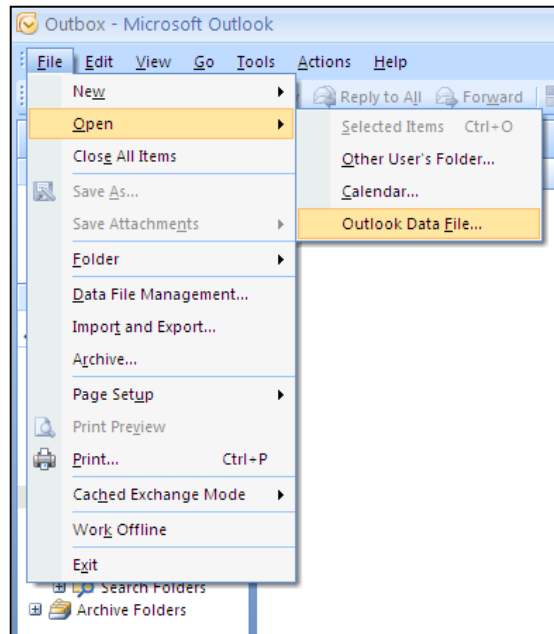
Fig. 7



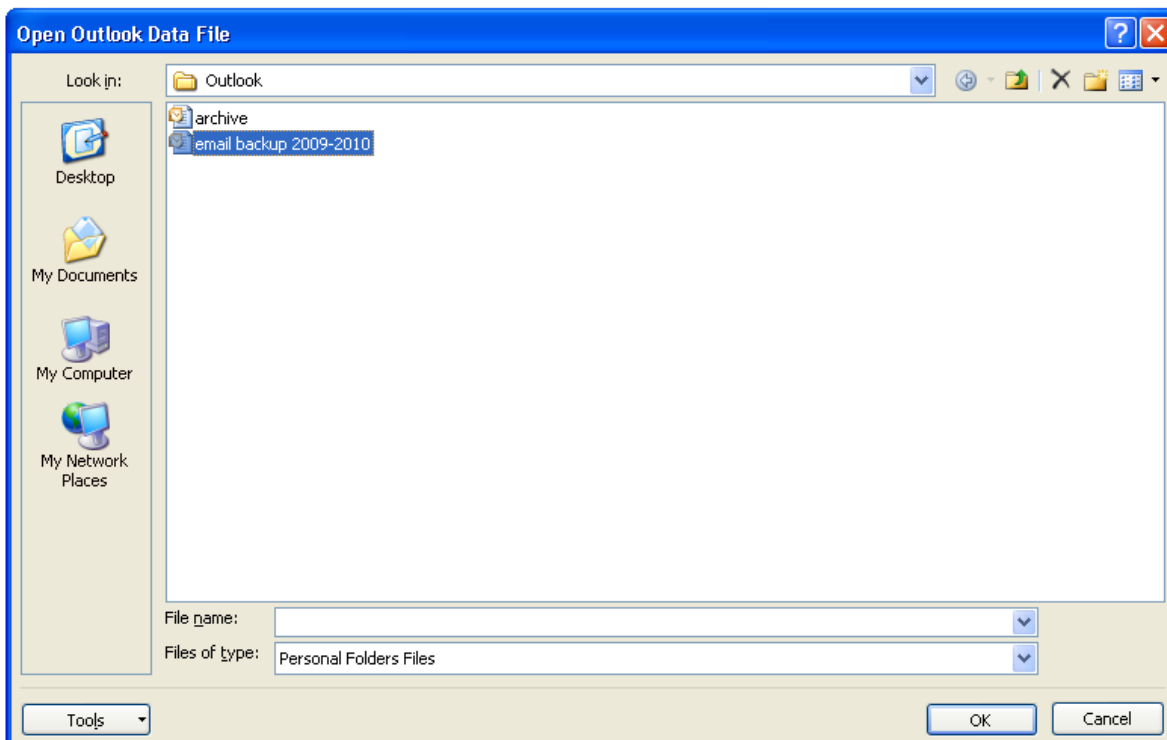
The contents of your email folder on the email server will be copied to your local computer.

TO VIEW & USE THE CONTENTS OF THE BACKED UP EMAIL FILE

1. In Outlook click on **File** to open the drop down menu and click on **Open** to open the submenu then click on **Outlook data file**



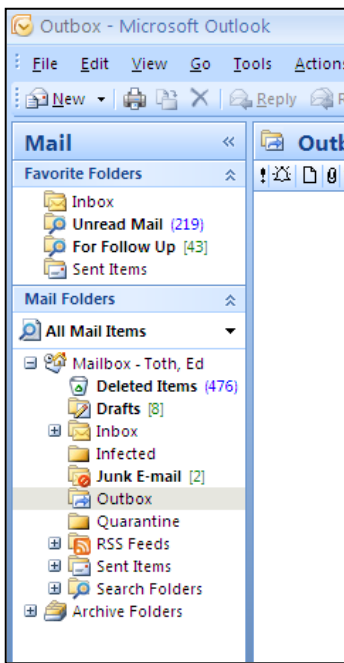
2. In the **Open Outlook Data File** window highlight the name of the backup file you have created (in this example email backup 2009-2010.pst), then click **OK**



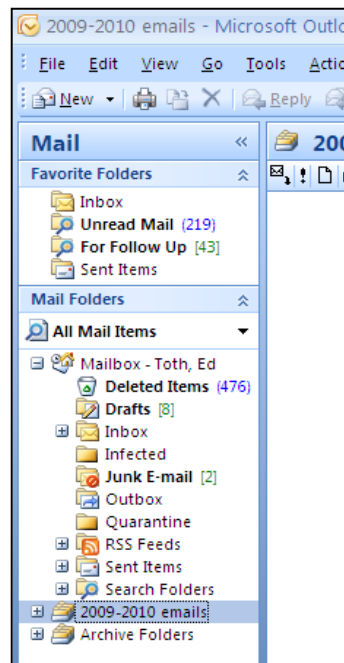
Your backed up email is now available for you to view and use.

Below are images of the Outlook screen Before the backup email file was opened and after it was opened. By clicking on the plus sign (+) next to the backup email folder you can expand the folder to see the subfolders found within the backup email file. By clicking on the minus sign (-) next to the backup email folder you can collapse the folder to hide the contents of the folder.

Before opening



After Opening



After Opening with the folder expanded

