

Backing Up Email in Outlook

If you are a graduating or completing student, or a faculty member who is retiring or moving out and want to save your email to your PC, you can use the "Import/Export" function in Outlook for the desktop to back up (export) your email as a data file (.pst).

This backup is intended for users receiving mail in Exchange or IMAP.

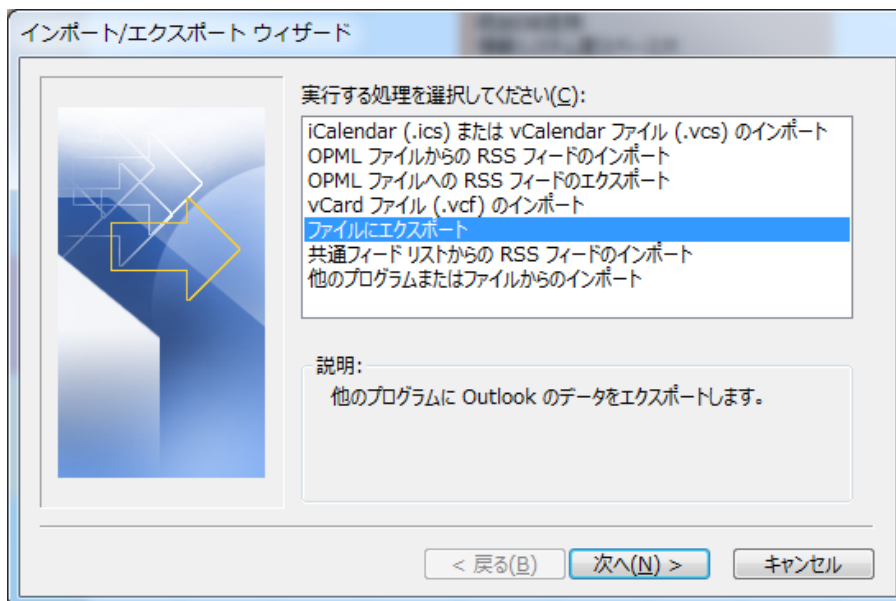
Note: This method cannot be used after your user account has been deleted and your email is no longer accessible.

To export emails:

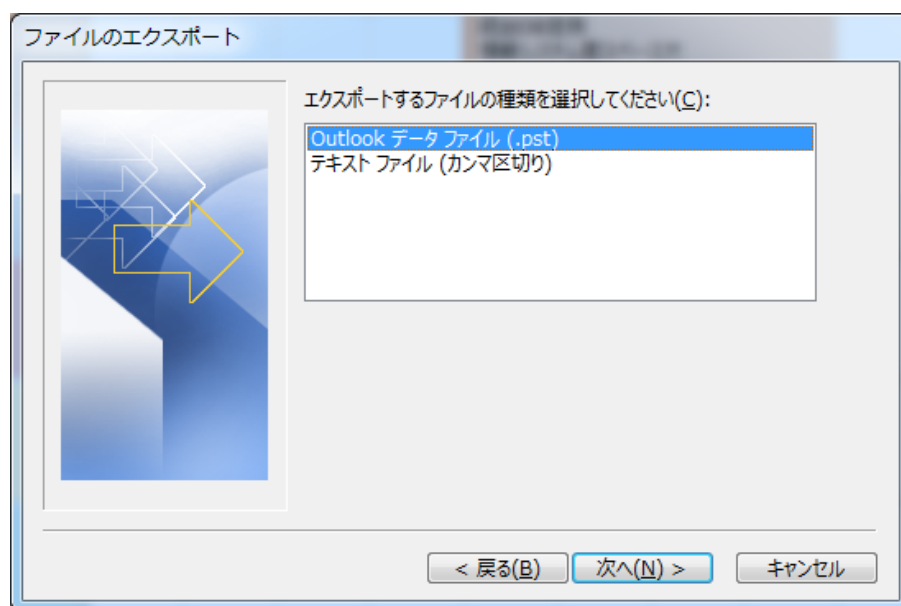
1. On the File menu, click File - Open/Export - Import/Export.



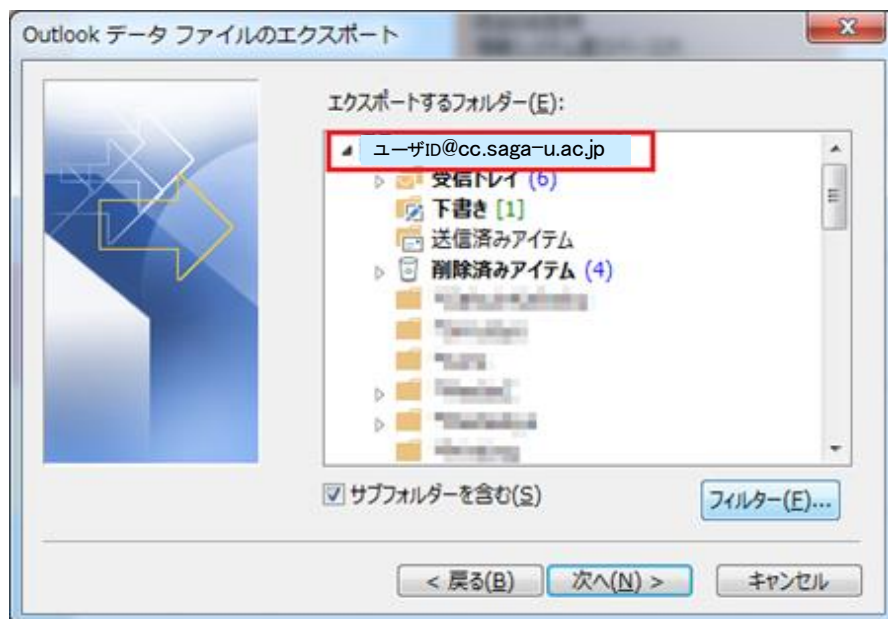
2. Select Export to File and click Next.



3. Select [Outlook Data Files (.pst)] and click Next.

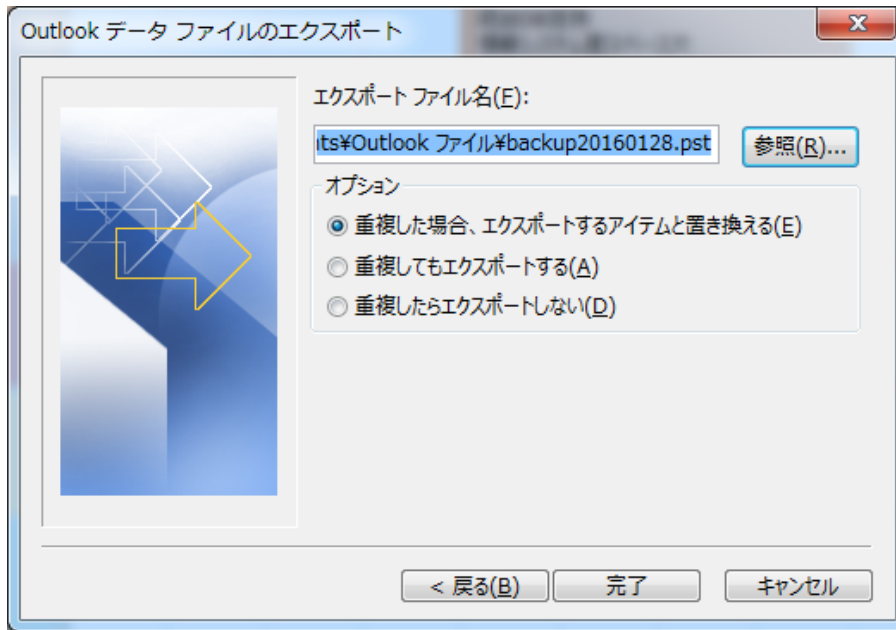


4. Select the email account you want to back up and click Next.



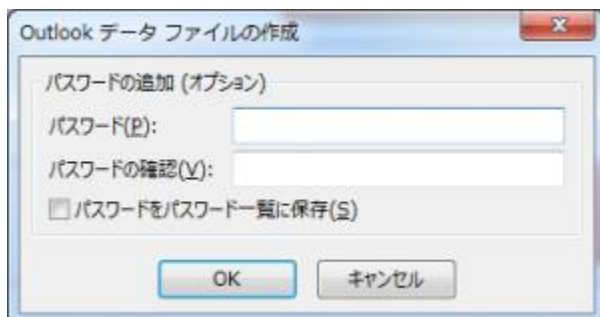
5. Enter a file name for the exported data (optional), then click Finish.

If you want to specify the folder in which to place the exported data file (.pst), click Browse and specify the folder.



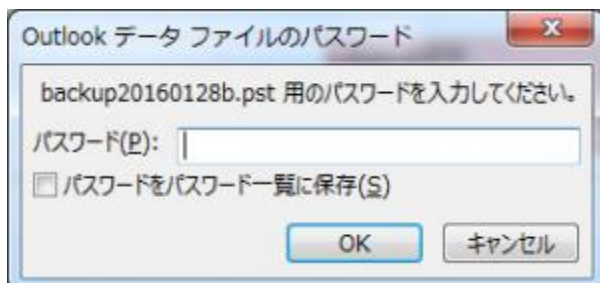
6.Set Password

To set a password, enter the password and click [OK]. If you do not want to set a password, do not enter it and click [OK].



7.Enter the password again and click OK.

If no password is set, this screen does not appear.



The export process will begin. If you have a large volume of email, it may take some time to complete.