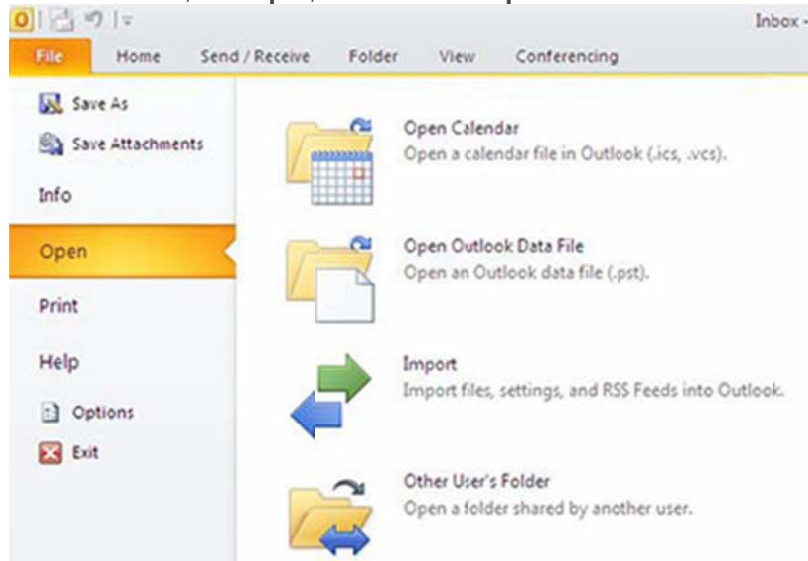


How to back up email in Microsoft Outlook 2007 and 2010

1. Open Outlook.

2. In **Outlook 2010**:

Click the **File** tab, click **Open**, and then click **Import**.

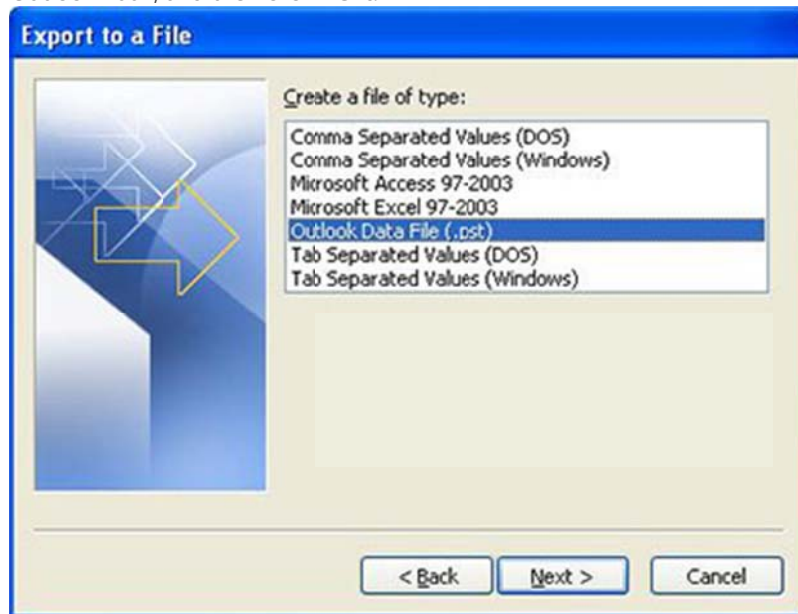


In **Outlook 2007**:

Click **File**, and then click **Import and Export**.

3. In the **Choose an action to perform** list, click **Export to a File**, and then click **Next**.

4. In the **Create a file of type** list, click **Outlook Data File (.pst)** in Outlook 2010 or **Personal Folder (.pst)** in Outlook 2007, and then click **Next**.



5. In the **Select the folder to export from** list, click the folder you want to export from, such as **Inbox** or **Sent Items**, and then click **Next**.

6. Browse to and select the location where you want to save the file. Backups should be saved to an external source, like a CD or an external hard drive.
 7. Choose the default setting **Replace Duplicates with Items Exported**.
 8. Click **Finish**.
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