Resource

Backing Up Outlook Mailbox or Specific Folders

This guide explains how to create a manual backup of the entire Outlook mailbox or any folder, such as the calendar or contact list.

1. Click on File
2. On the far left hand blue ribbon bar, click on Open & Export

3. Pick Import/Export at next screen.

4. Choose Export to a file at the next screen. Say Next.

5. Select "Outlook Data File" and Say Next

6. Click to select the folder you want to backup or click on the first line (e-mail address) to backup the entire mailbox. Say Next.
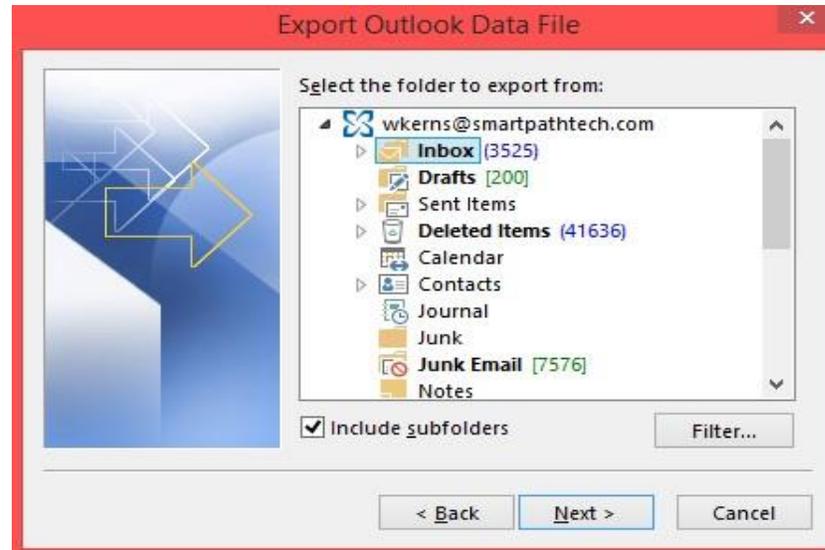
7. At the next screen, select where you want to save your backup. Click browse to change locations. You can also pick how you want to backup any duplicate items (for example, two contacts with the same name). Say Finish.
8. If you want to password protect the backup, enter the password you want to use at the next screen, otherwise just leave password boxes blank and say OK.