

## Backup Your Email Data from Outlook (2013/2016)

1. Open "Outlook 2013/2016" on your computer. Click "File" from menu.

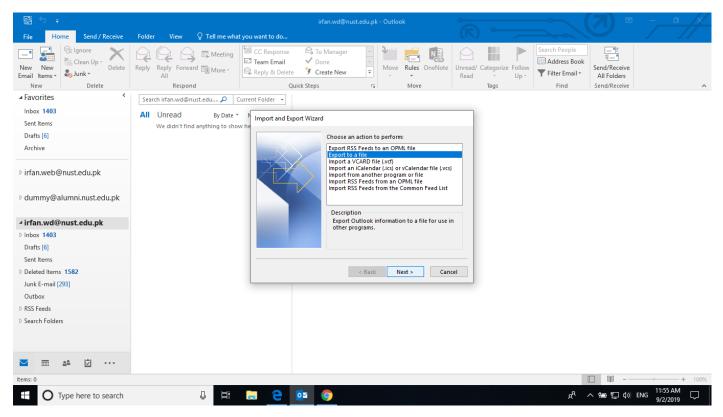
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2. To create backup file of your existing Emails Data. Click "**Open & Export**" from left menu bar and choose "**Import/Export**" option.

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Open & Export Save As Save Attachments Print	1 Open Calendar Open a calendar file in Outlook (.ics, .vcs). Open Outlook Data File Open an Outlook data file (.pst).		
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3. Choose "Export to a file" from popup and click "Next" button.



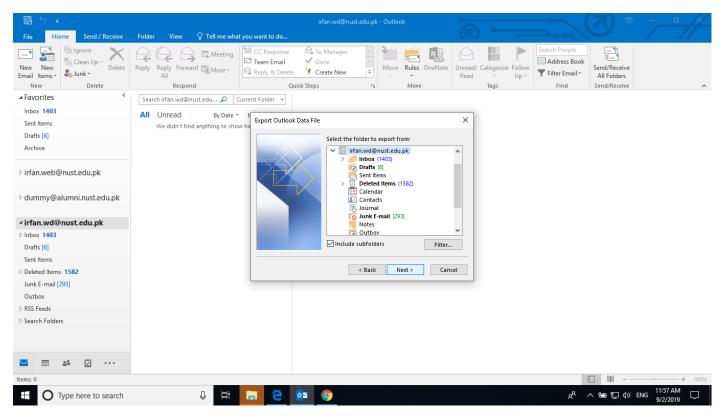
4. On Next page choose backup file type to "Outlook Data File (.pst)" and click "Next" button.

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5. Choose your account Folder to backup and click "Next" button.

Note: To backup all folders you must choose top node and check "include subfolders" checkbox as shown below.



6. Last step is to choose the path where you want to "**Save**" the backup file. "**Browse**" the path name the backup file and click "**Finish**" button.

