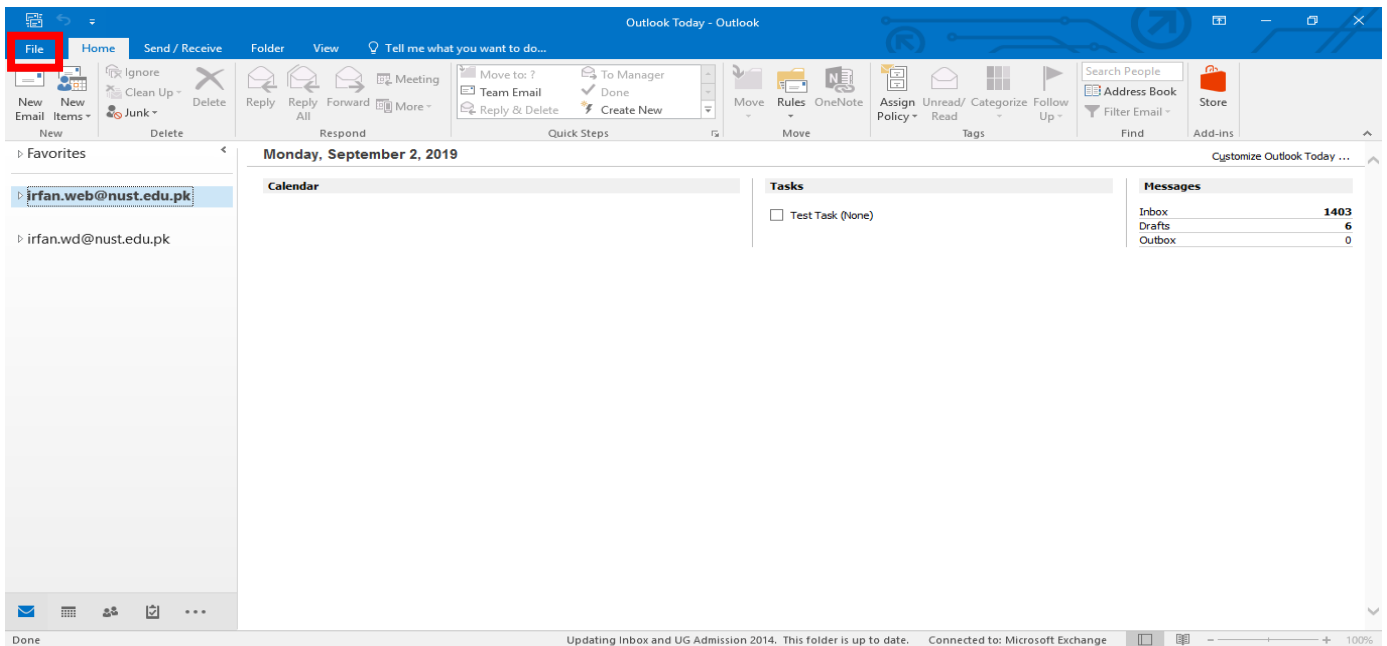
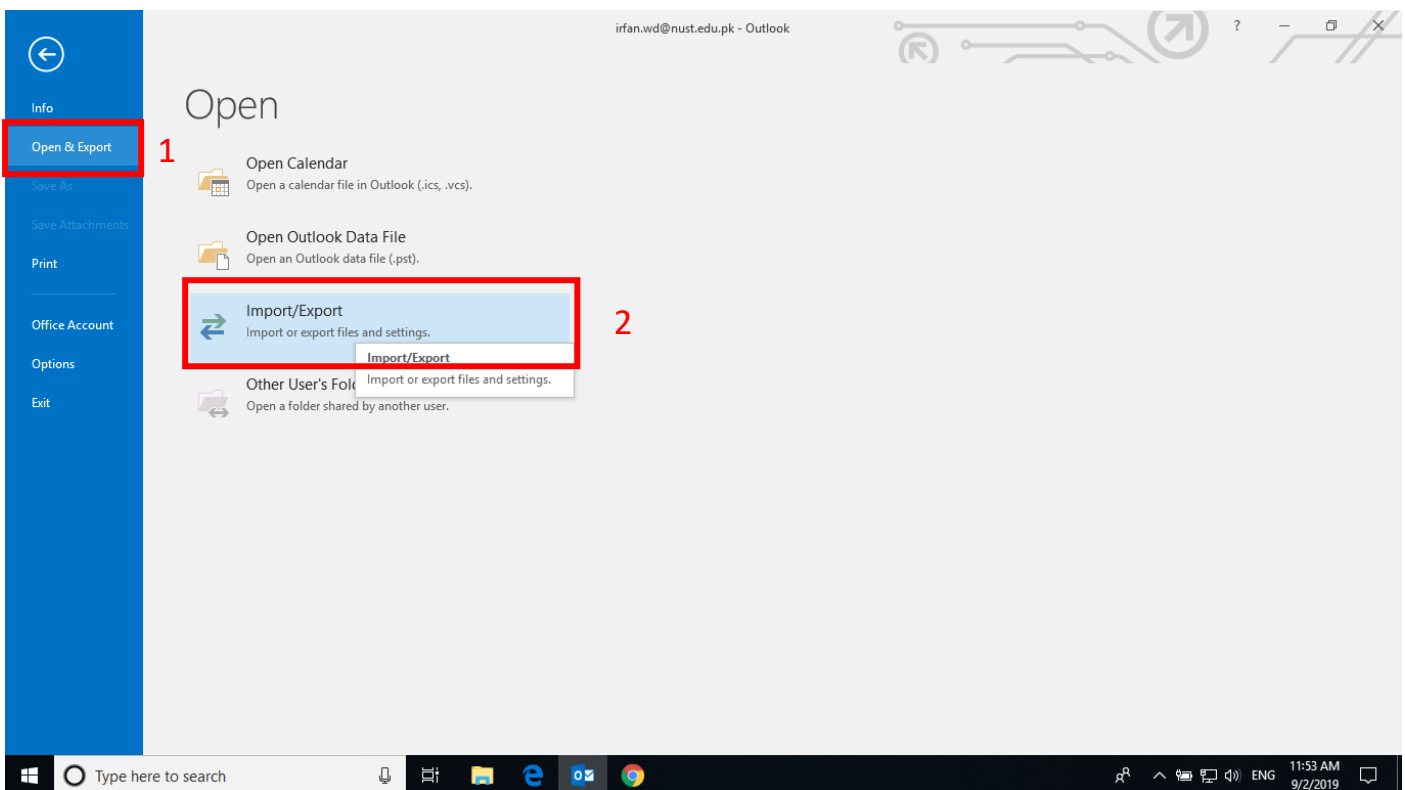


## Backup Your Email Data from Outlook (2013/2016)

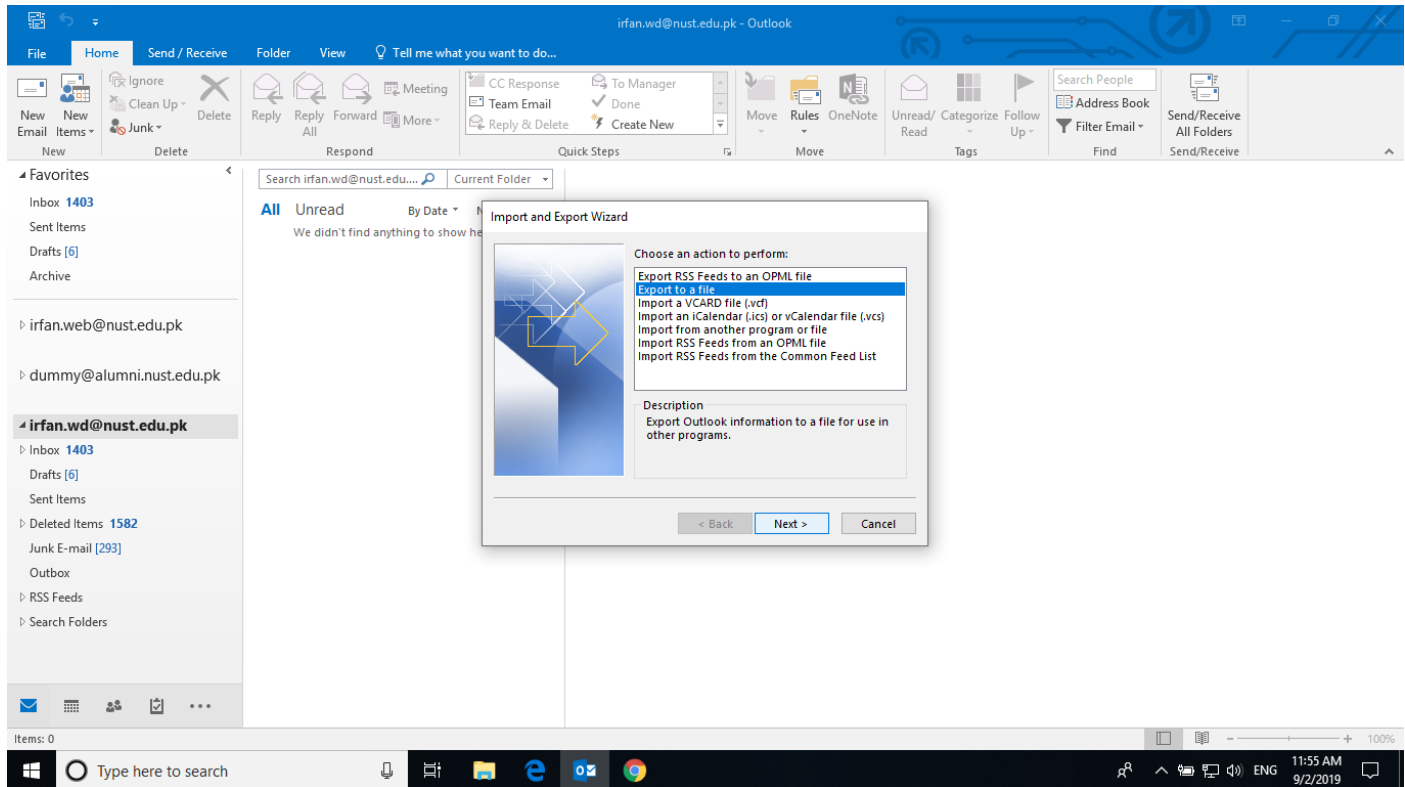
1. Open “Outlook 2013/2016” on your computer. Click “File” from menu.



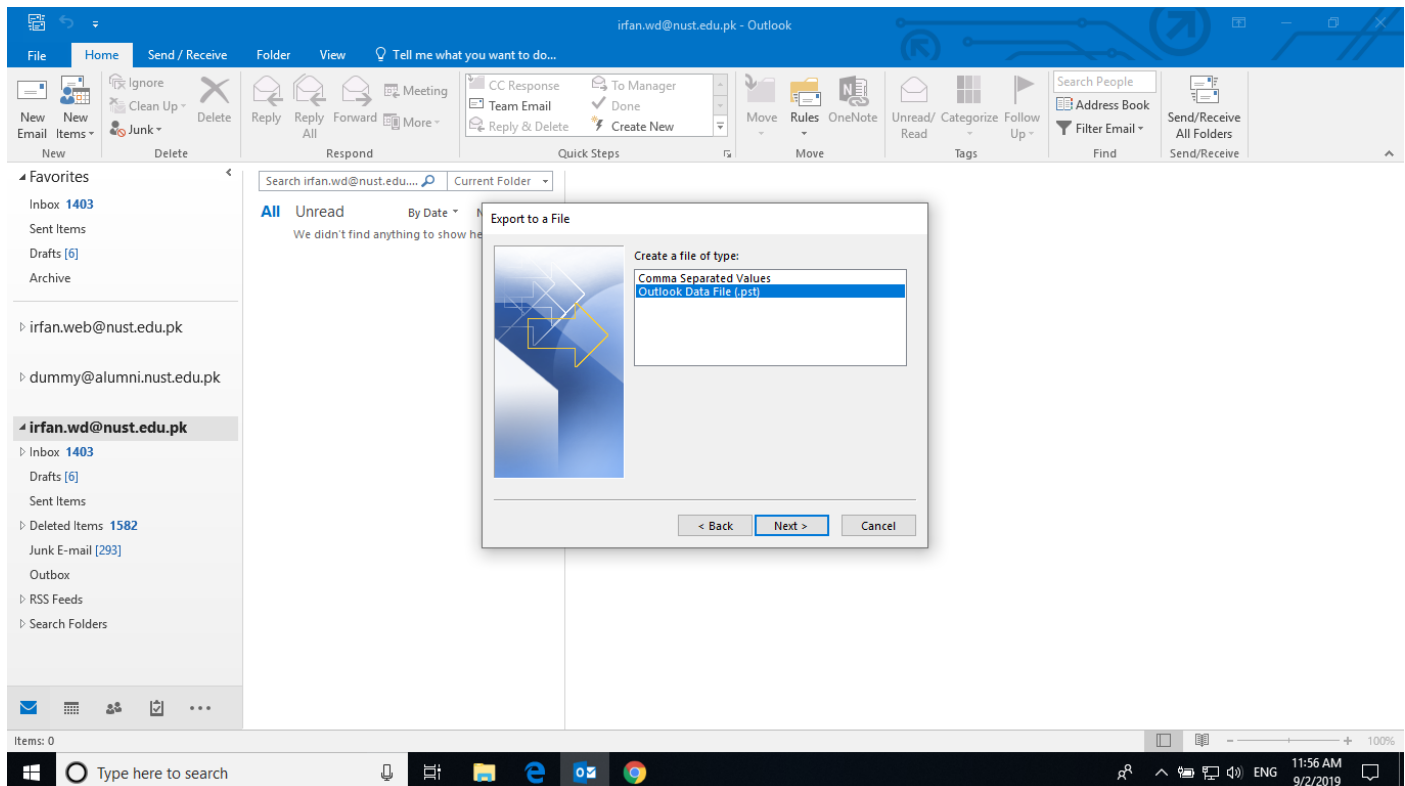
2. To create backup file of your existing Emails Data. Click “Open & Export” from left menu bar and choose “Import/Export” option.



3. Choose **“Export to a file”** from popup and click **“Next”** button.

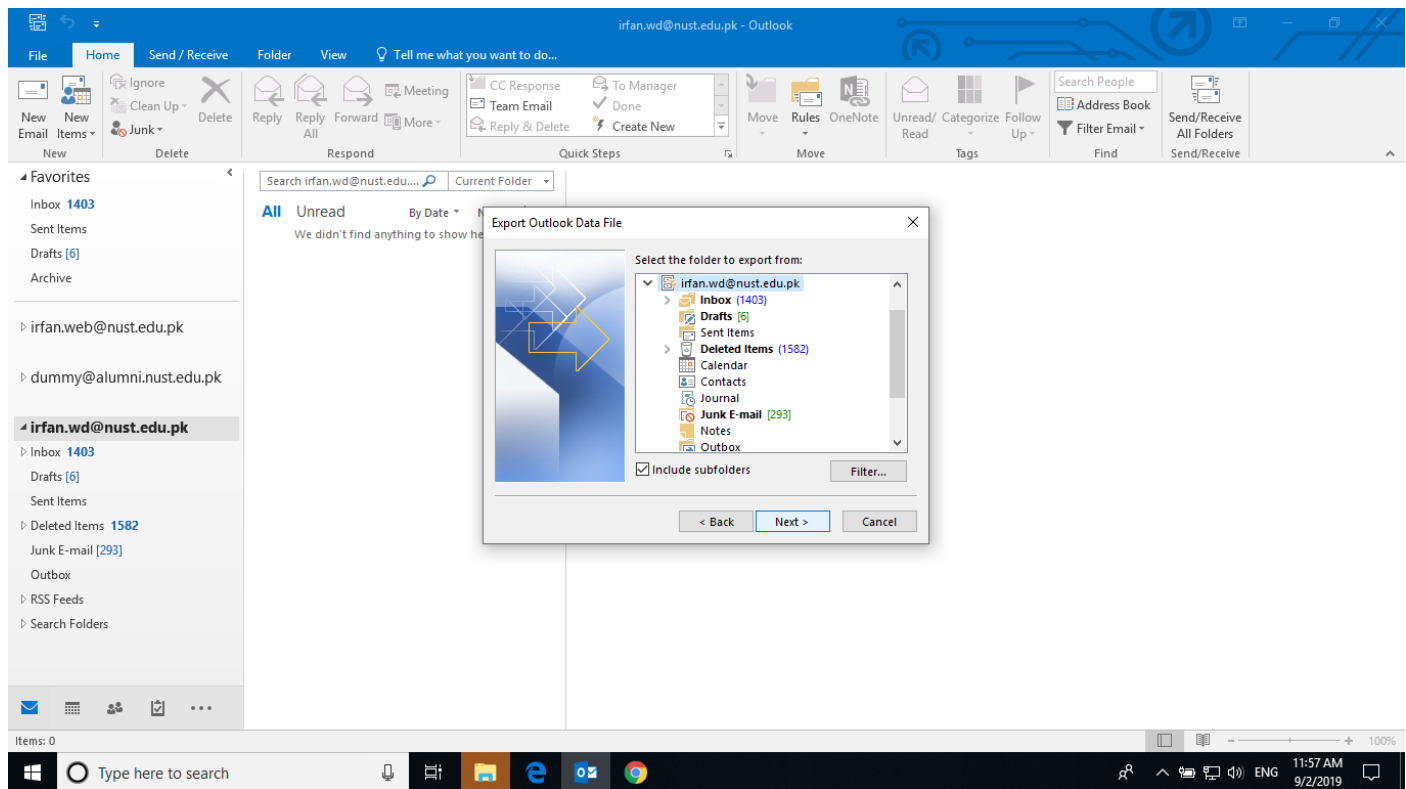


4. On Next page choose backup file type to **“Outlook Data File (.pst)”** and click **“Next”** button.



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.

