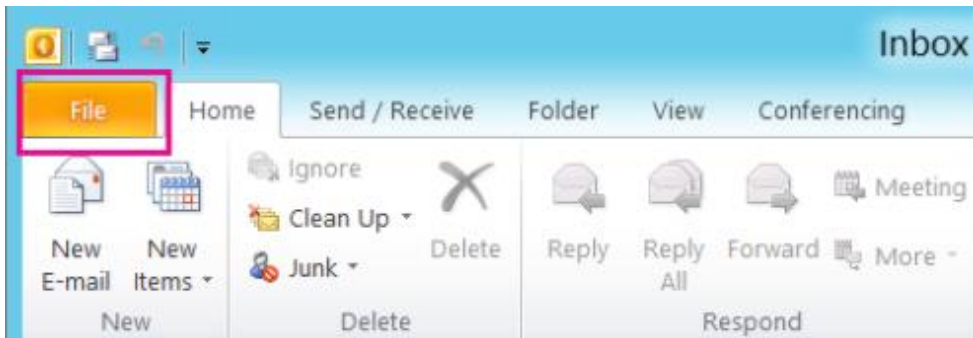
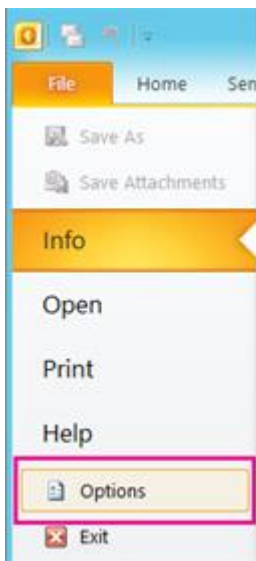


How to backup Outlook file to a pst file on Outlook 2010

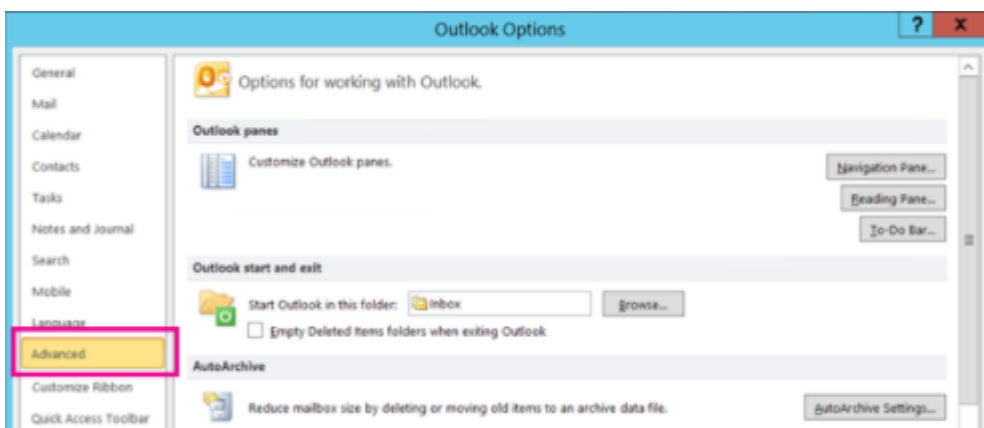
1. At the top of your Outlook ribbon, choose the **File** Tab



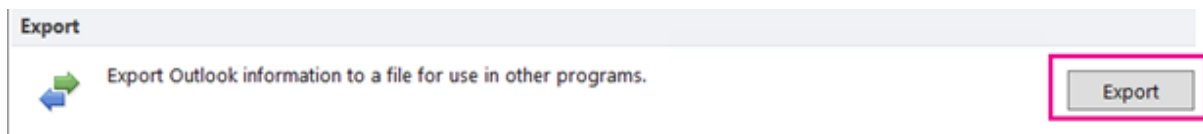
2. Choose **Option**.



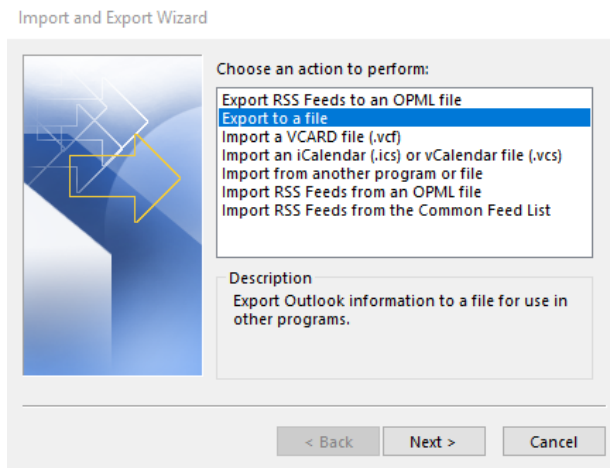
3. In the Outlook Option Box, choose the **Advanced**



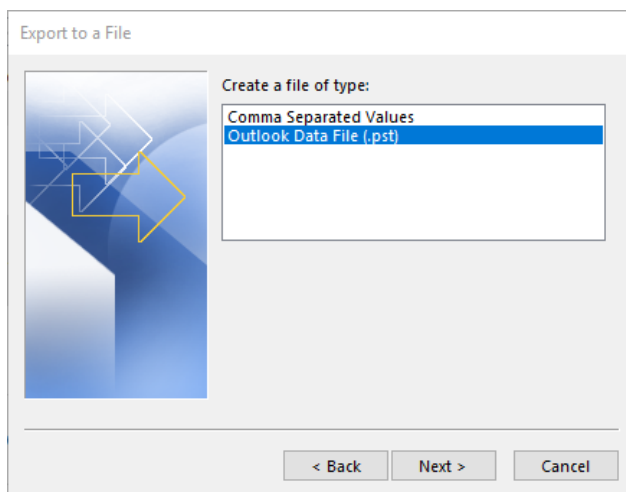
4. Under the **Export** section, choose **Export**.



5. Click the **Export to a file**, and then click **Next**

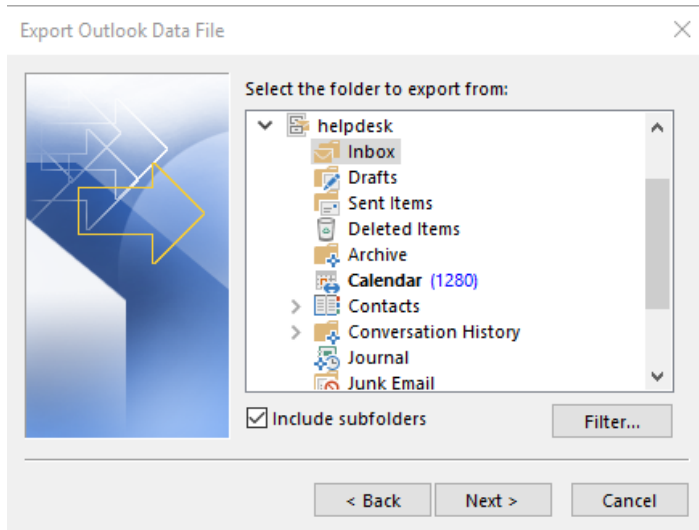


6. Click the **Outlook Data Files (.pst)** and then click **Next**

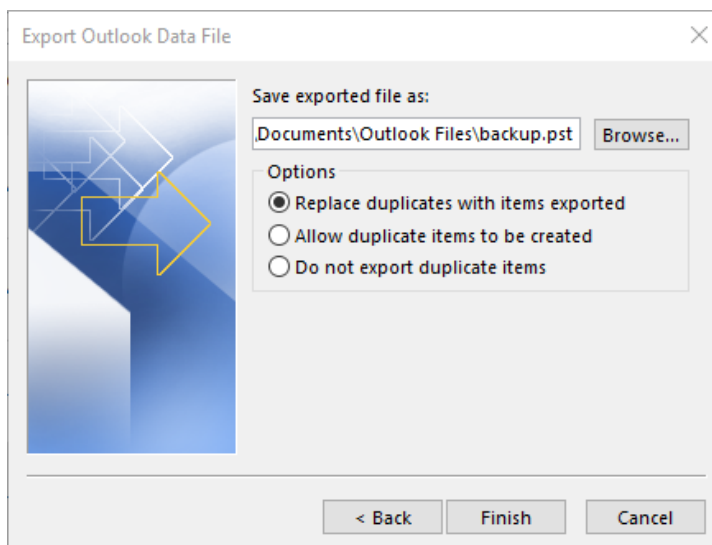


7. Select the name of the email account to export, as shown in the picture below. Same as Outlook 2013 and 2016, only information for one account can be exported information at a time.

(Make sure that the **Include subfolder** check box is selected. This way everything in the account will be exported: Calendar, Contacts, and Inbox.). Choose **Next**.



8. Click **Browse** to select where you want to save the Outlook Data File (.pst) and enter a file name. Click **OK** to continue.



(Note: If you previously used the export feature, the previous folder location and file name will appear. Make sure that you change the file name if you want to create a new file instead of using the existing file.)

9. If you are exporting to an existing Outlook Data File (.pst), go to **Option** specify what you want to do when exporting the items that is already exist in the file.