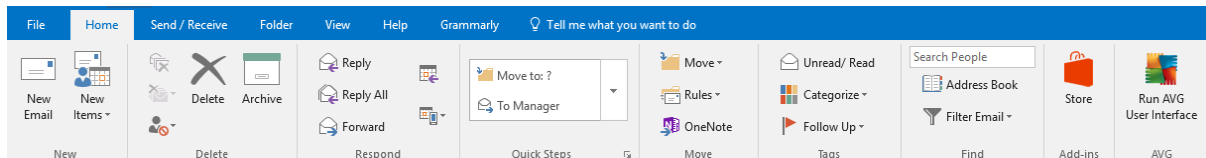


How to backup email by creating new PST on outlook 2013 and 2016

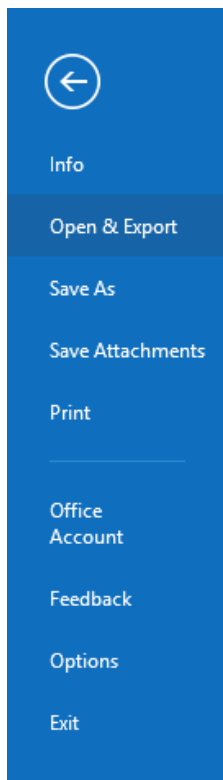
Documented by Dylan

Date: 9/2/2018

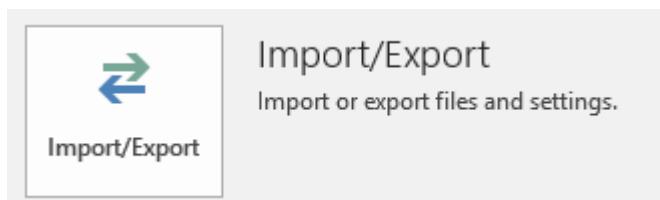
1. At the top of your Outlook ribbon, choose **File**.



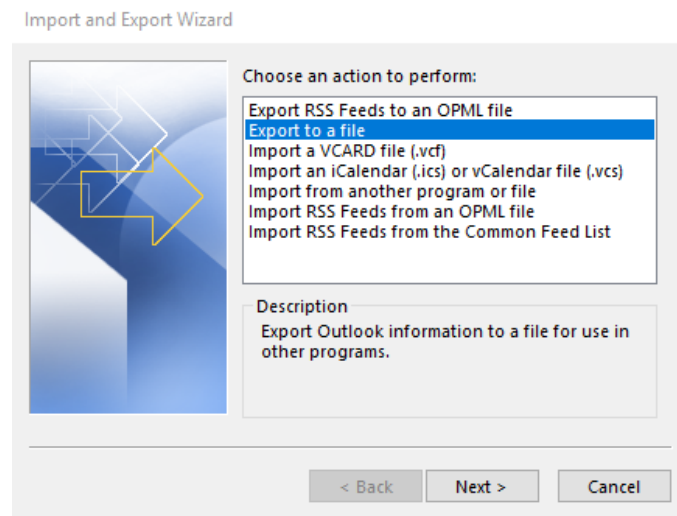
2. Over here choose the **Open & Export**



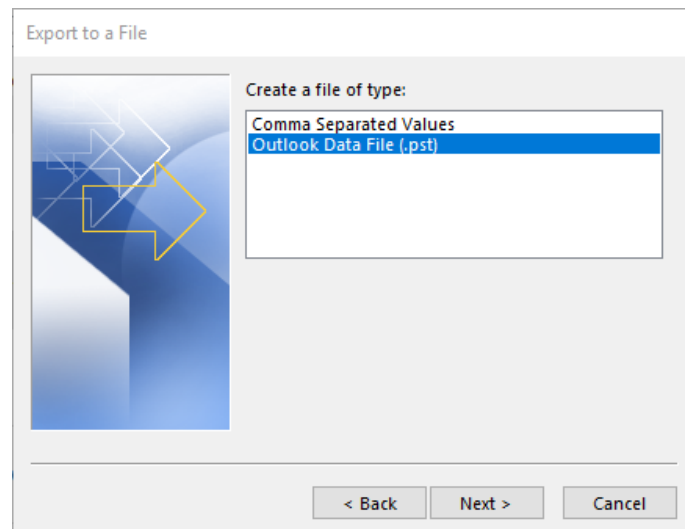
3. Select the **Import/Export**.



4. Choose the **Export to a file**.

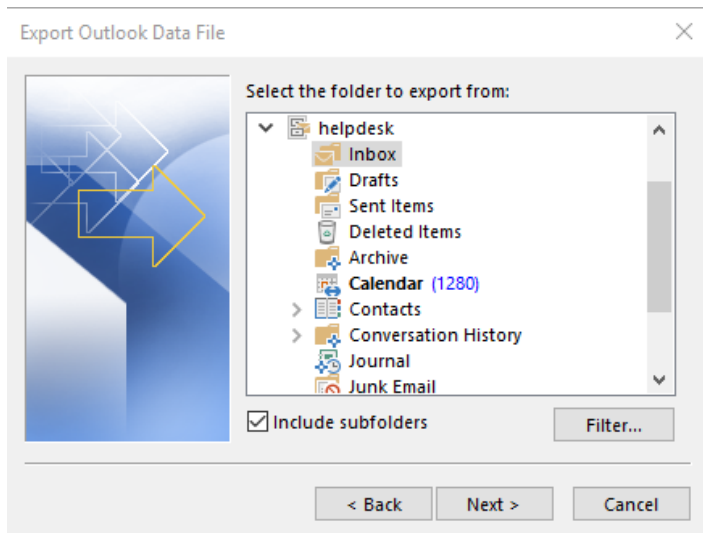


5. Click the **Outlook Data File (.pst)** and then click **Next**.

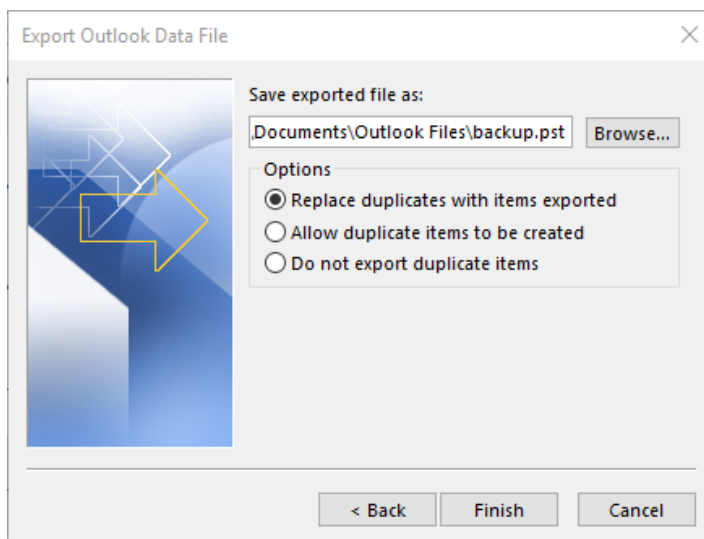


6. Select the name of the email account to export, as shown in the picture below. Only information for one account can be exported information at a time

(Make sure that the **Include subfolders** check box is selected. This way everything in the account will be exported: Calendars, Contacts, and Inbox.). Click next.



7. Click the **Browse** to select where you want to save the Outlook Data File (.pst). Type in a file name, and then click **OK** to continue.



Note: If you've used the export before, the previous folder location and file name appear. Type in a different file name before clicking the **OK** button.

Click **Finish**.

Outlook will begin to export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.

- If you're creating an Outlook Data file (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, type the password in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, type in the password, and then click **OK**.
- If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, type the password, and then click **OK**.