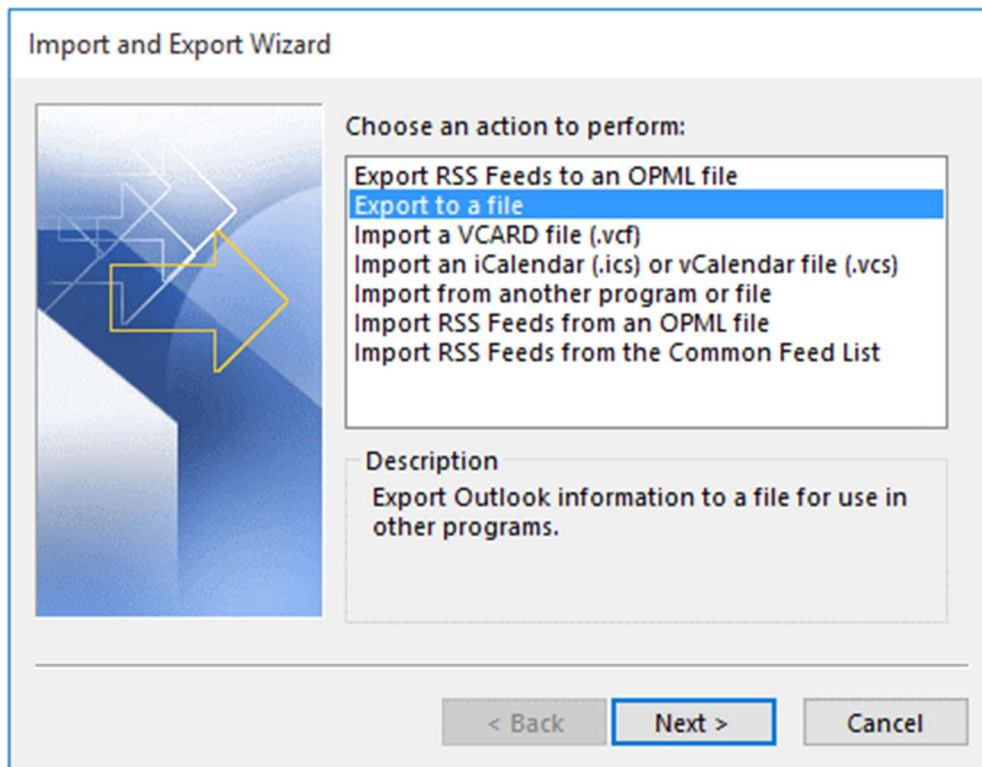


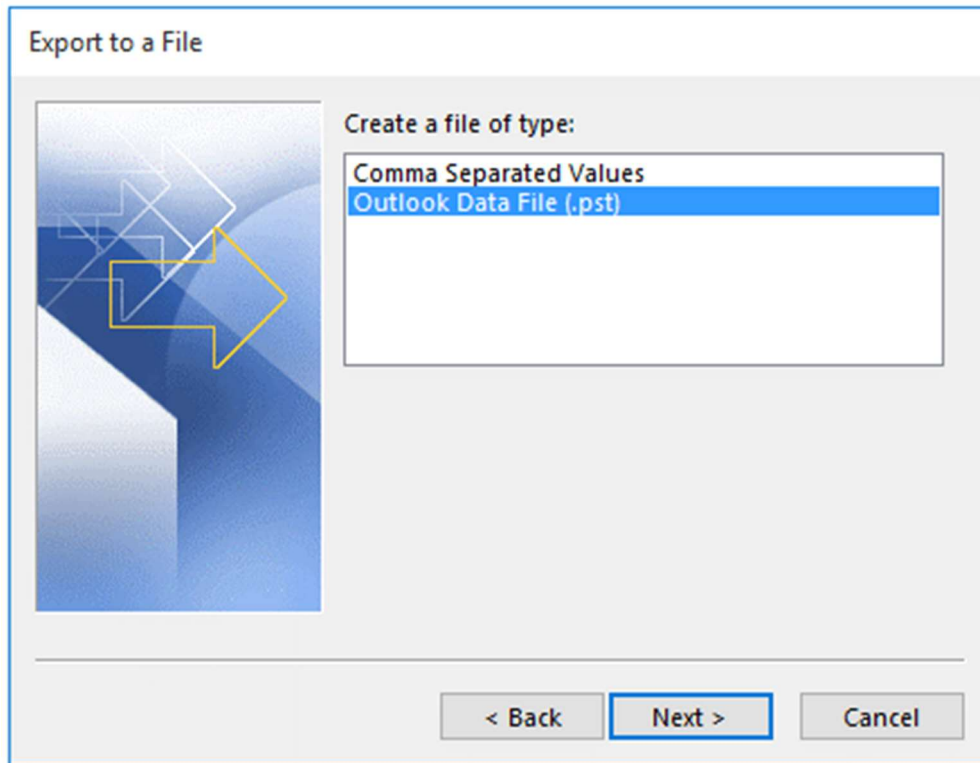
How to Backup All Emails in a certain folder as PST File

To backup all emails in a certain folder as a PST file in Outlook, follow these instructions:

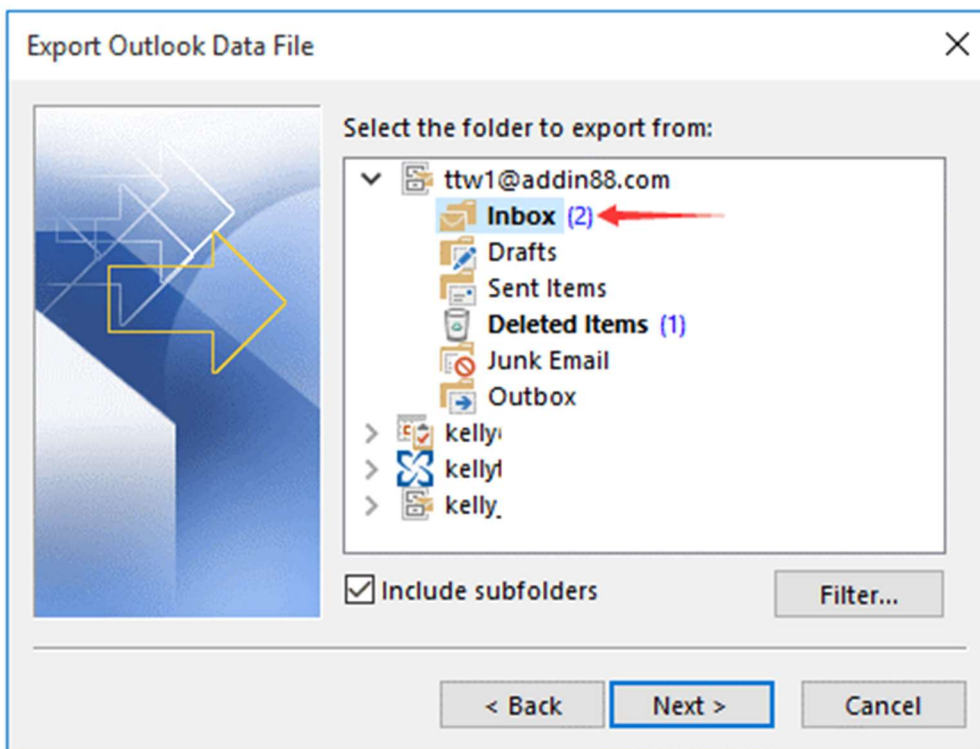
1. Click on **FILE > OPEN & EXPORT > IMPORT/EXPORT**
2. In the Import and Export Wizard, please click to select the **EXPORT TO A FILE** option and click the **NEXT** button.



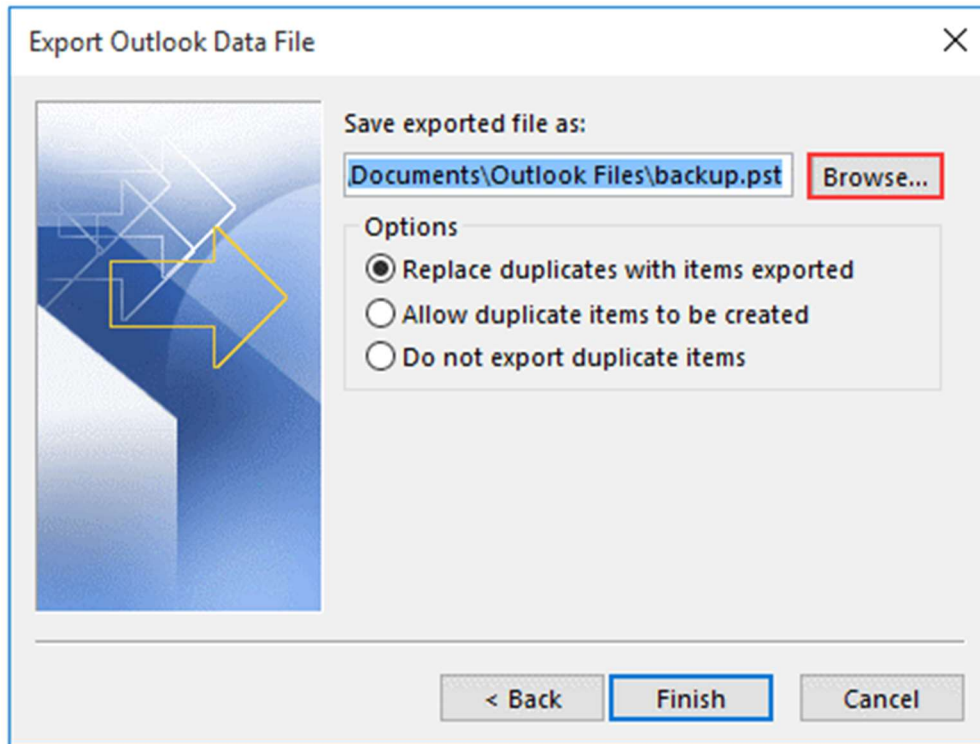
3. In the Export to a File dialog box, please click to select the **OUTLOOK DATA FILE (.pst)** option, and click the **NEXT** button



4. In the Export Outlook Data File dialog, please select the specific folder where you will backup all emails from, and click the **NEXT** button



5. In the new Export Outlook Data File dialog box, click the **BROWSE** button



6. Open the Outlook Data File dialog box. Specify the destination folder where you will save the PST File, type a name for the PST file in the **FILE NAME** box, and click the **OK** button

7. Return to the Export Outlook Data File dialog box, click the **FINISH** button.

8. In the popping out Create Outlook Data File dialog box, click the **OK** button directly.

NOTE: It is optional to add a password. If you need to add a password, type the password into both **Password** and **Verify Password** boxes, then click the **OK** button

Create Outlook Data File



Add optional password

Password:

Verify Password:

Save this password in your password list

OK

Cancel