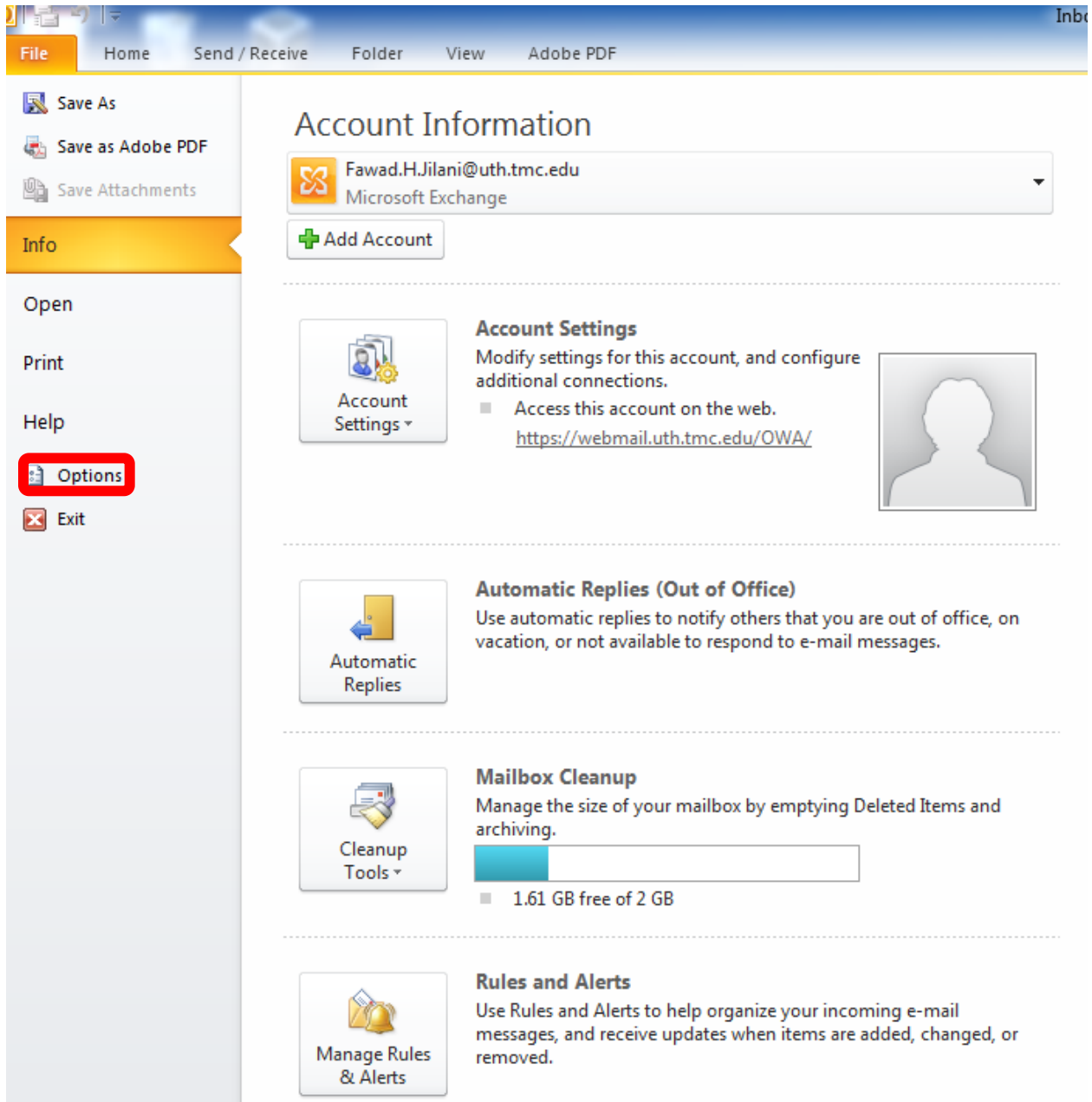
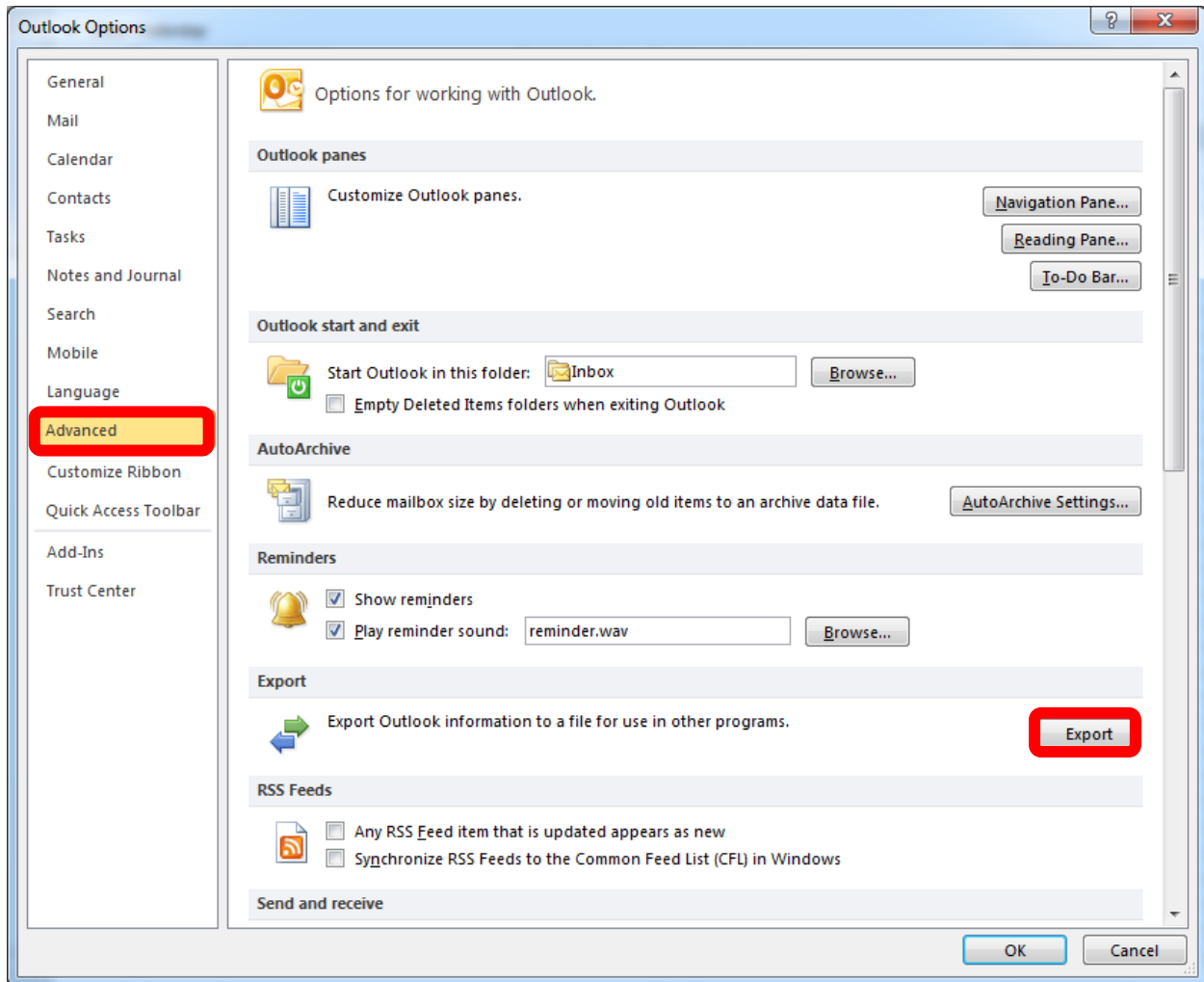


How to back-up your emails in Outlook 2010

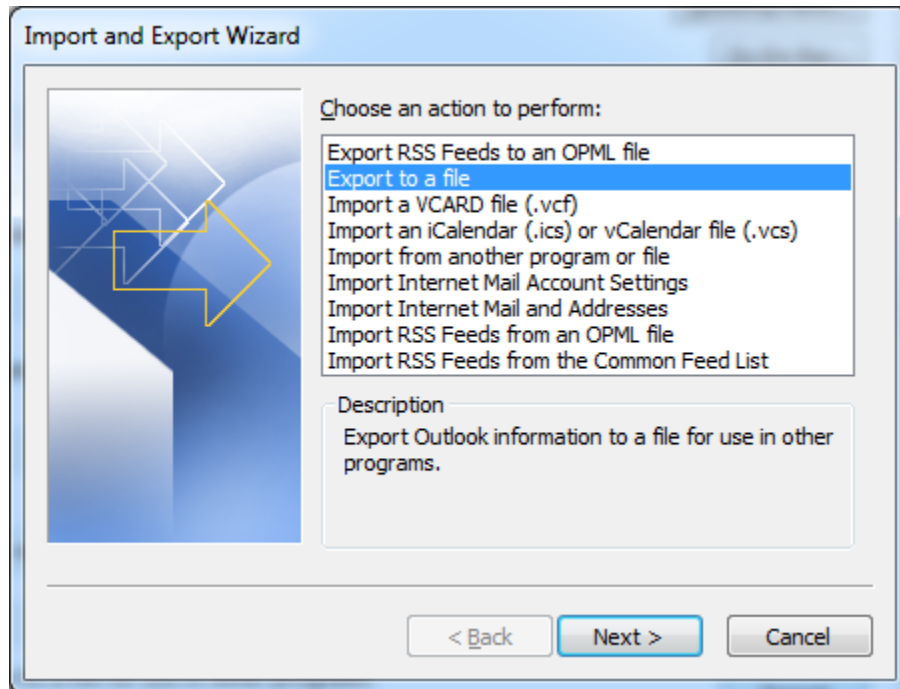
1) Open Outlook, go to **File** menu and select **Options**



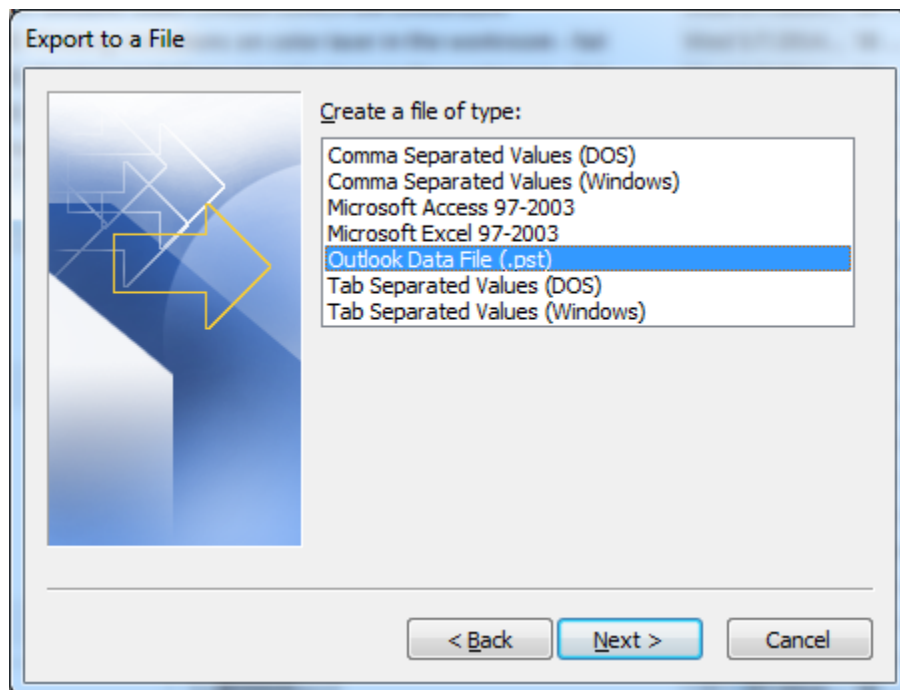
2) Click **Advanced** and then select **Export**



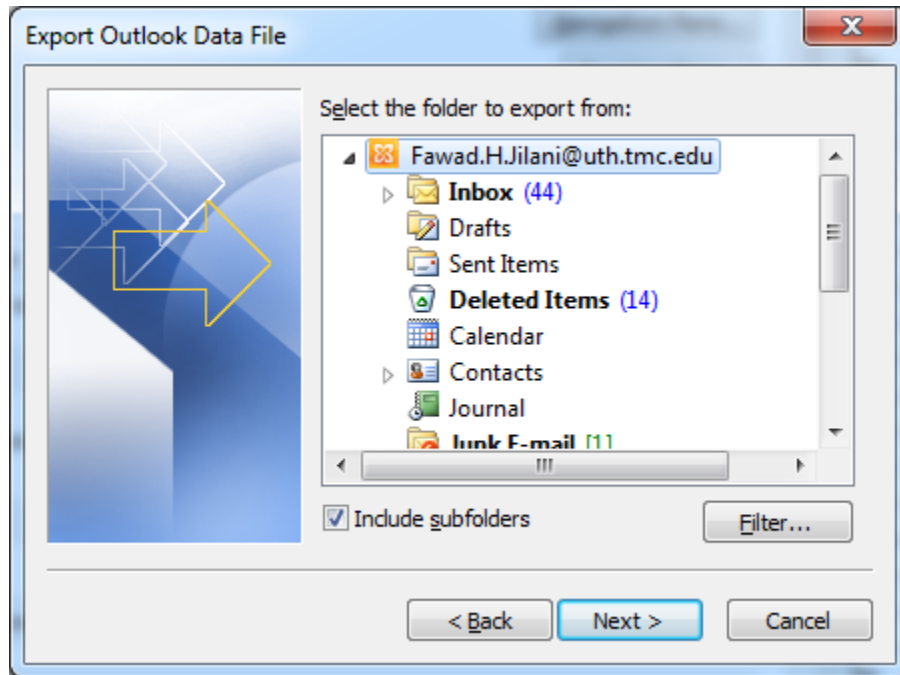
3) Select "Export to a file" and hit next



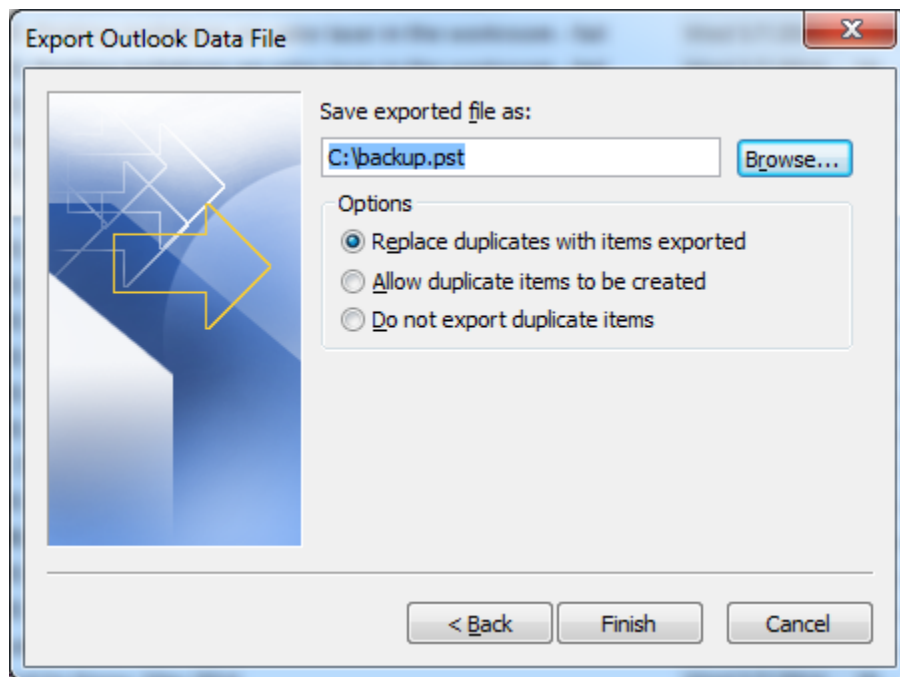
4) Go to Outlook Data file (.pst) and then next



5) Select “Inbox” or select your mailbox name on top to save all.

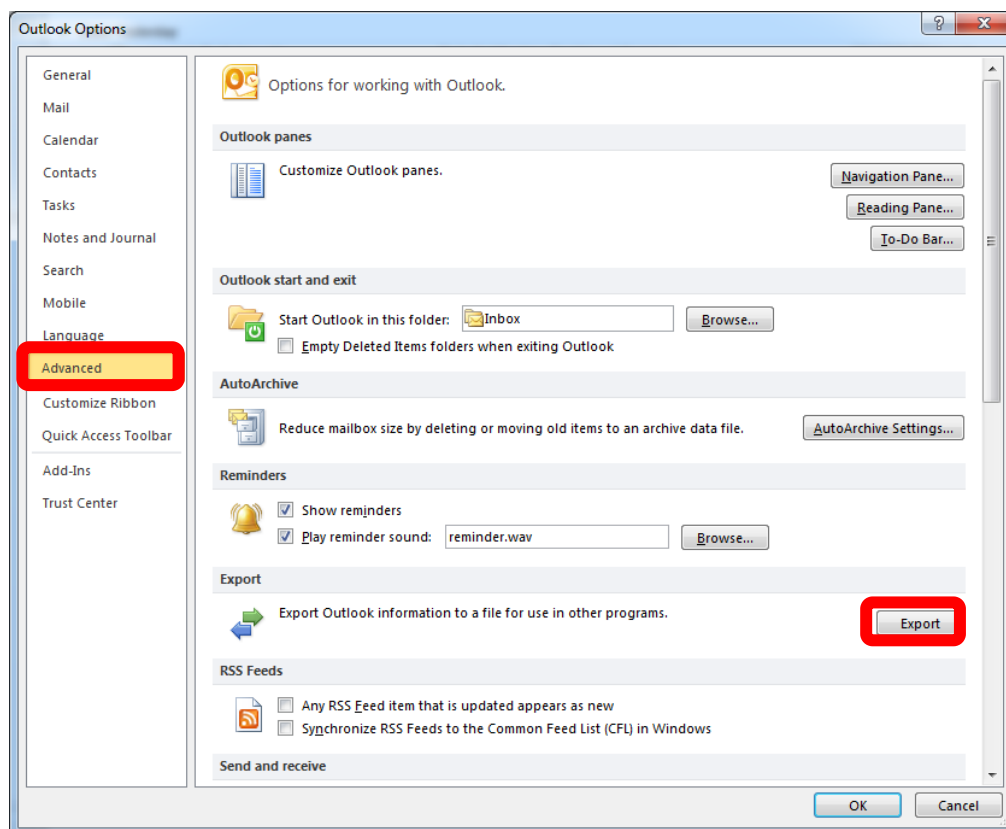
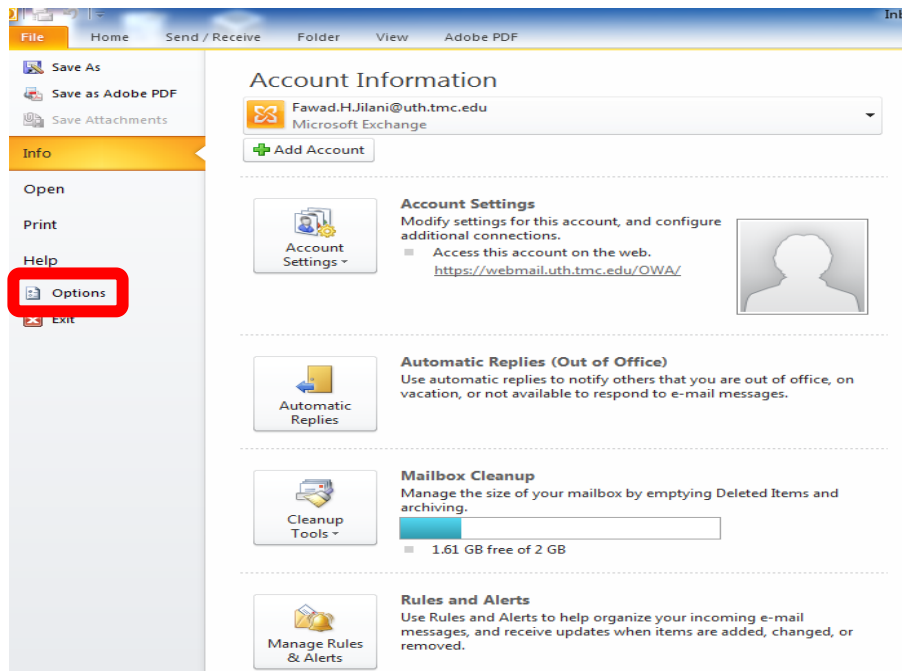


6) Browse your location to save your outlook backup file(.pst)

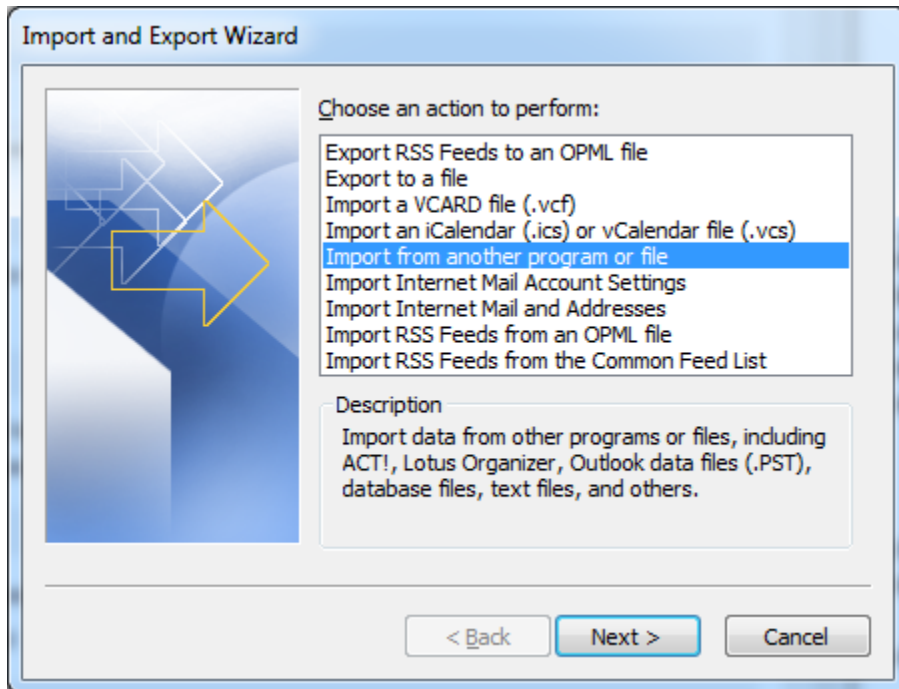


How to import your backup emails in Outlook 2010

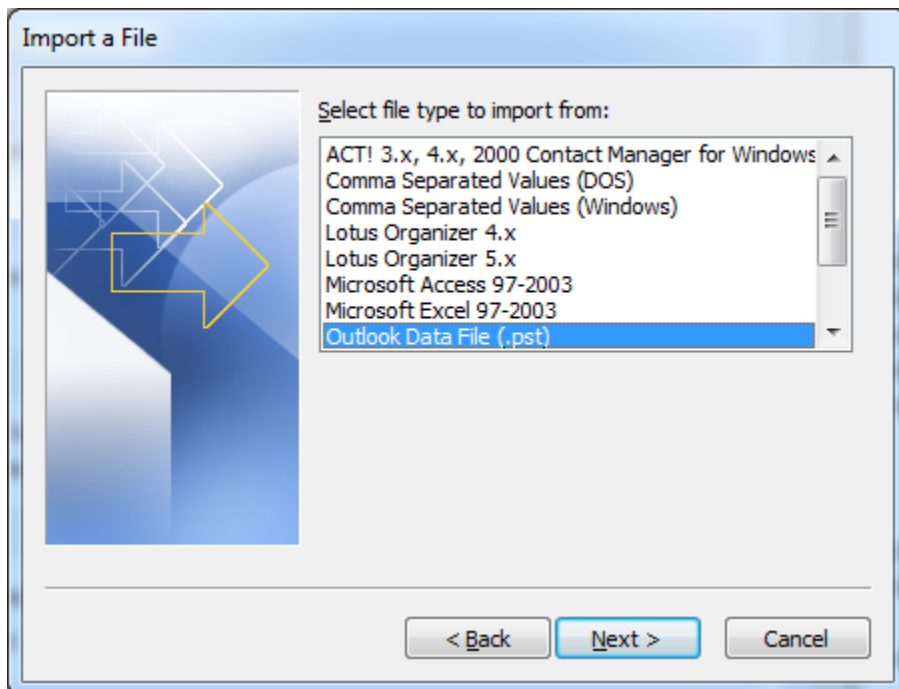
a) Go to **“Options”** under File menu and select **“Advanced”** then hit **“Export”**



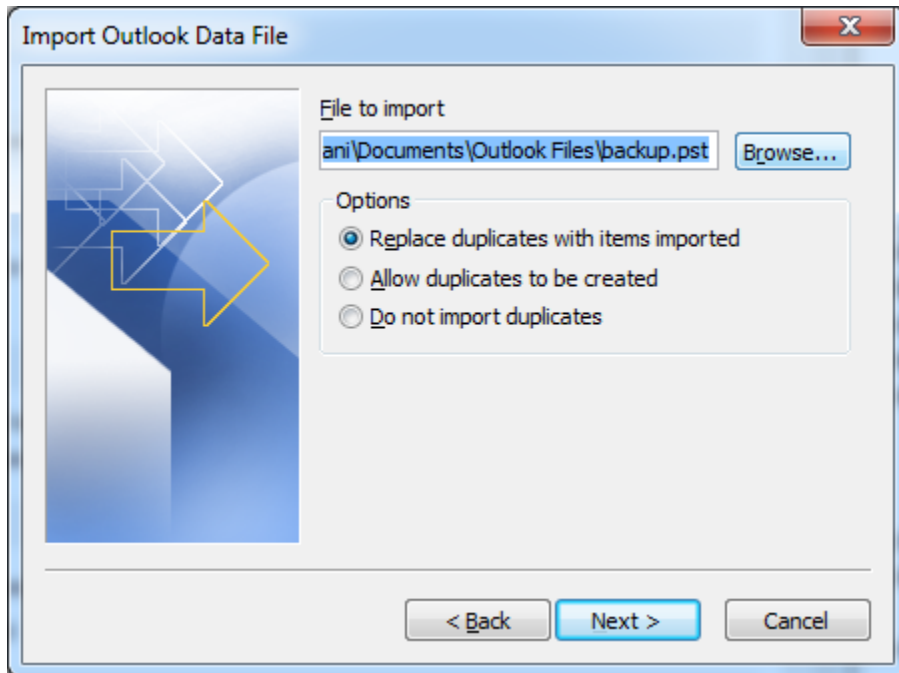
b) Select "Import from another program or file"



c) Select "Outlook Data File (.pst)" and hit Next



d) Browse to your backup email (.pst) file to import, hit next



e) Select "Outlook Data file" to import All items and hit Finish.

