

How to Back up Outlook e-mail messages

Open Outlook 2003:

1. On the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. In the list, click **Personal Folder File (.pst)**, and then click **Next**.
4. Click the folder that contains the messages you want to back up. If the folder contains a subfolder that you want to include, select the **Include Subfolders** check box, and then click **Next**.
5. Under **Save exported file as**, click **Browse**, and then specify a name and location for your backup file, for example, **Mail Backup**.
6. If you back up a .pst file that you have backed up to before, click one of the following:

Replace duplicates with items exported Existing data will be overwritten with the information in the file being exported.

Allow duplicate items to be created Existing data will not be overwritten, and duplicate information will be added to the backup file.

Do not export duplicate items Existing data will be kept, and the duplicate information in the folder will not be copied to the backup file.

7. Click **Finish**.