How to backup your E-mails using MS Outlook 2013

1- Click the file menu on the top left corner in MS Outlook 2013



2- Click open & Export, Then Click Import / Export



3- Click Export to a file, then click next

Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.		Choose an action to perform:
Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.		Export RSS Feeds to an OPML file
Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.	-X >	Export to a file
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		Description Export Outlook information to a file for use in other programs.

4- Choose Outlook Data file (.pst) then click next

Export to a File

Comma Outloo	Separated Val k Data File (.ps	ues t)	
	< Back	Next >	Cancel

5- Click the small arrow beside Outlook data file and check the box include subfolder, click then next,

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6- browse your computer to choose where to save the backup, then write your backup file name, then click OK



7- Click Finish

Save exported file as:			
C:\Desktop\123.pst		Browse	
Options Replace duplicates Allow duplicate iter Do not export dupl	with items exp ns to be create icate items	orted d	
			5
	~	0	4
Deale I	Finish		

8- You will be asked to write a password to protect your backup (the password will be needed when you start to restore your backup), then click OK,(you can click OK without inserting a password)

	Create Outlook Data File	\times
	Add optional password Password: Verify Password: Save this password in your password list OK Cancel	
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9- The backup will start immediately