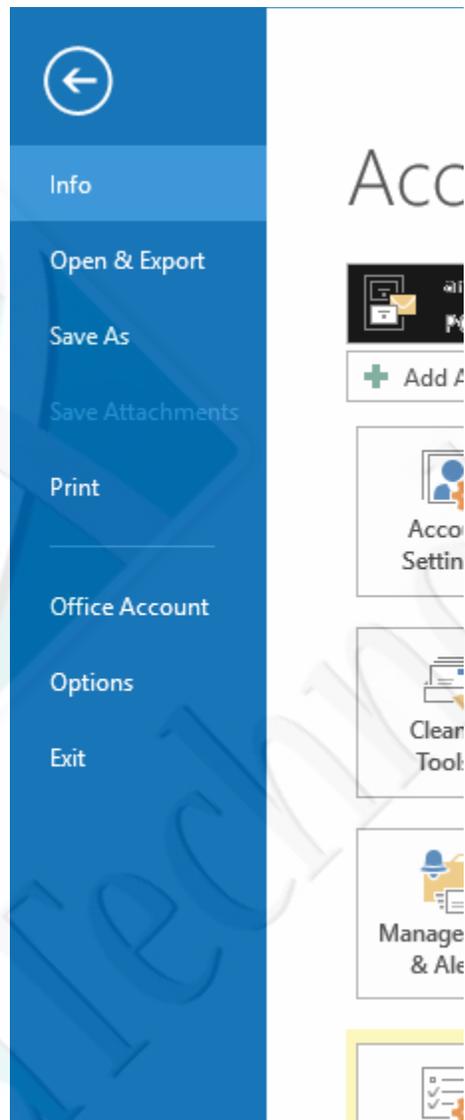
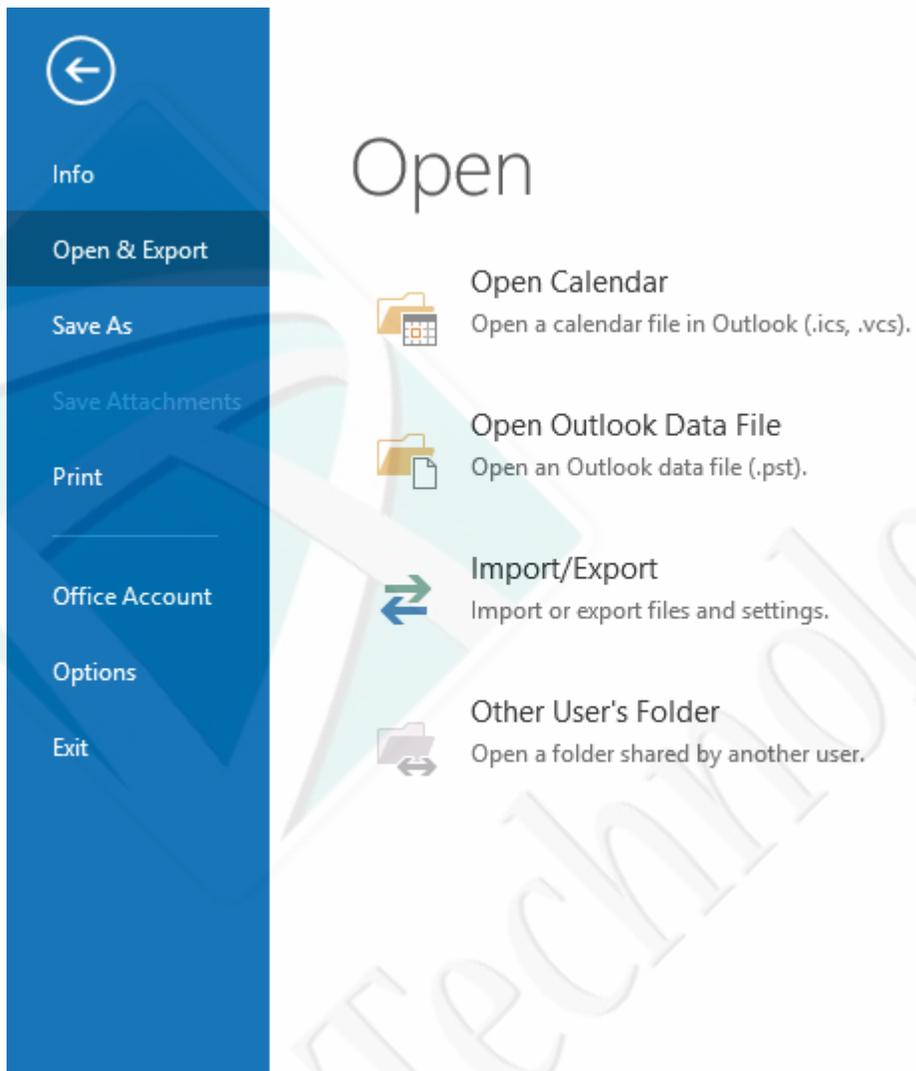


## How to backup your E-mails using MS Outlook 2013

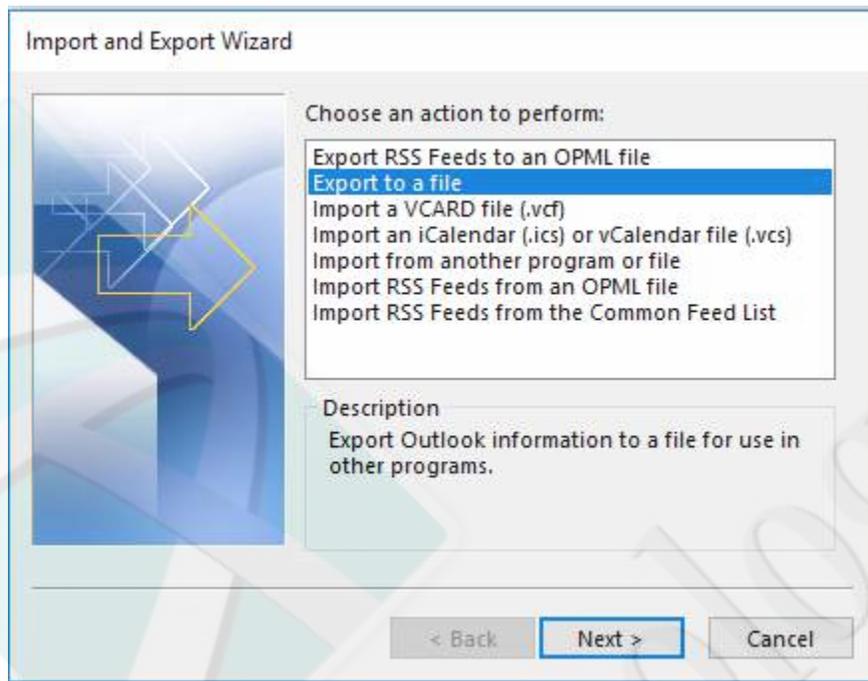
- 1- Click the file menu on the top left corner in MS Outlook 2013



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

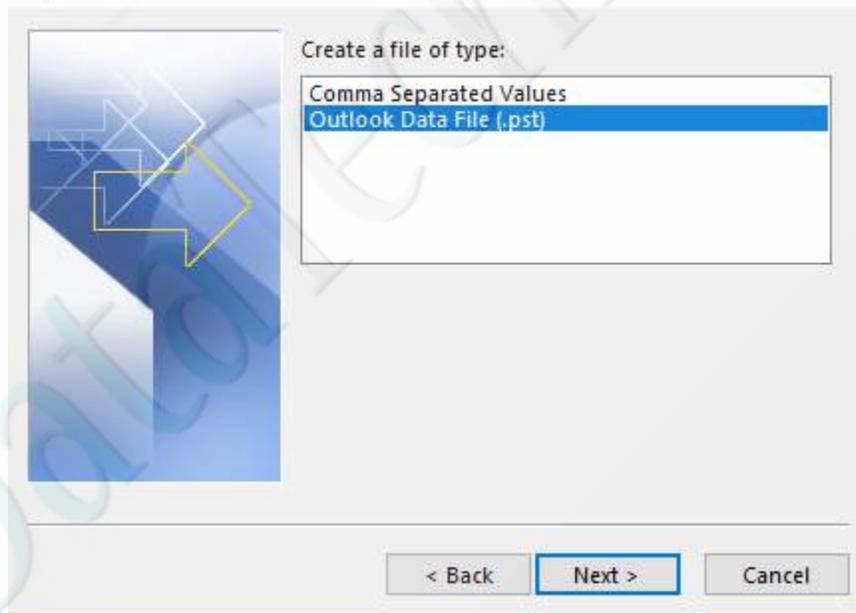


3- Click Export to a file, then click next

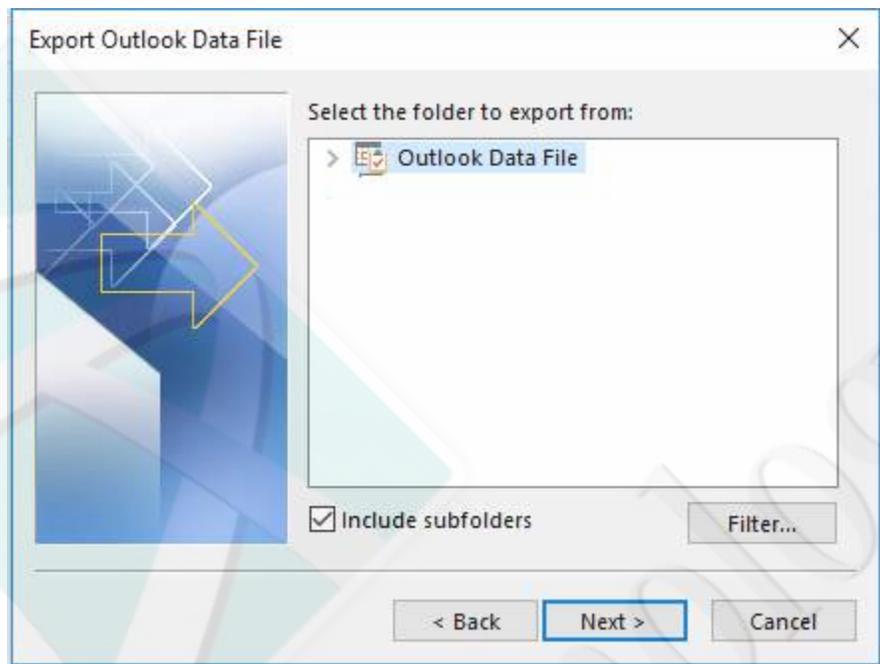


4- Choose Outlook Data file (.pst) then click next

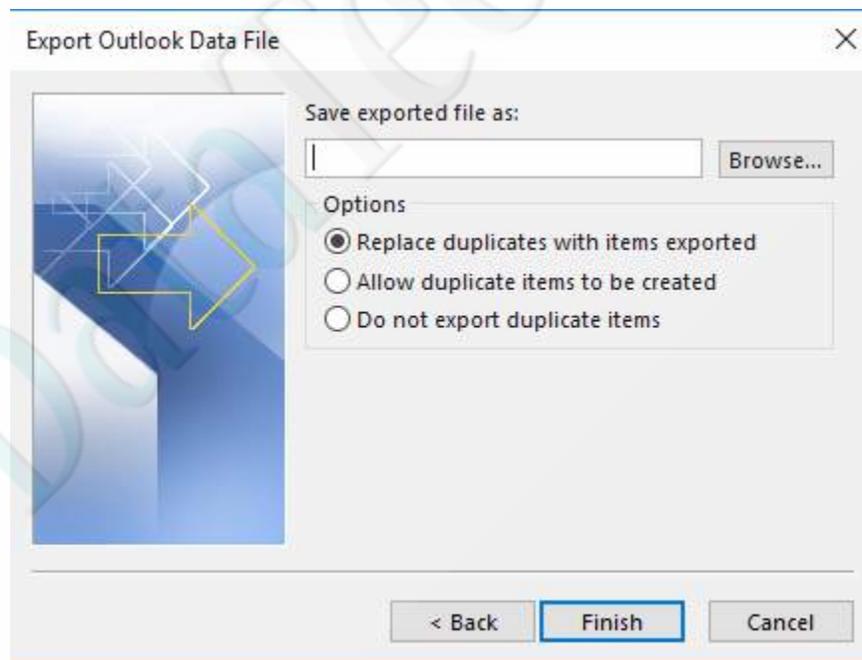
Export to a File



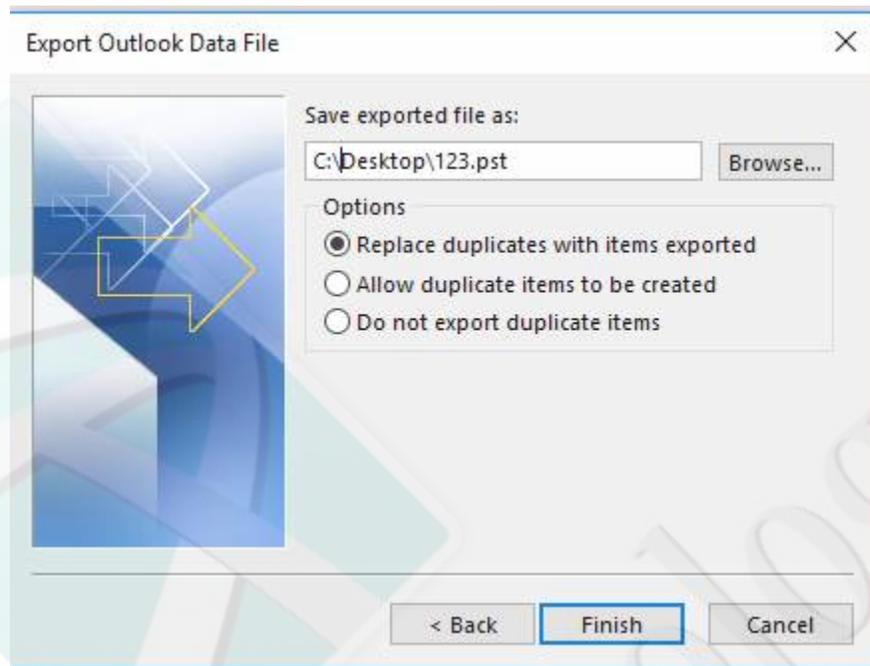
- 5- Click the small arrow beside Outlook data file and check the box include subfolder, click then next,



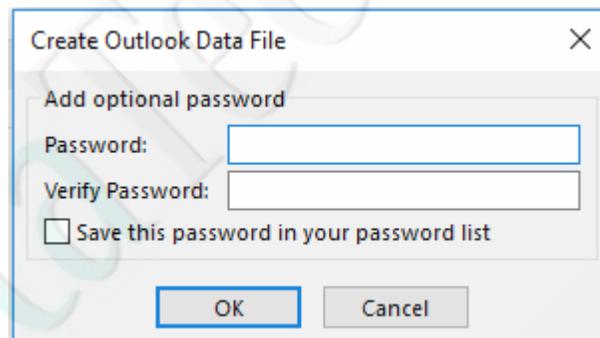
- 6- browse your computer to choose where to save the backup, then write your backup file name, then click OK



7- Click 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)



9- The backup will start immediately