Guide to Backup or Restore Email Data

Backup your file in .pst file by following the step mentioned below :-

1. Select File Menu > Open & Export > Import/Export.



2. Select Export to a file, and then select Next.



3. Select Outlook Data File (.pst), and select Next.

	Greate a file of type:
	Duttook Data File Losti
-	< Back Next > Cancel

4. Select the mail folder you want to back up and select **Next**

(Inbox, sent folders are mandatory to backup, however you can add other folders also)

Export Outlook Data File		×
	Select the folder to export from: asif.habib@au.edu.pk bbox (123) Drafts [2] Sent items Deleted items (82) Archive Calendar RE Contacts Conversation History Detected Items Journal	
	✓ Include subfolders	Filter
	< Back Next >	Cancel

5. Choose a location and name for your backup file, and then select **Finish**.



b) Restore Emails from an Outlook Backup .pst file.

1. At the top of your Outlook ribbon, select File.

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File	Но	me	Send /	Receive	Folder	View	♀ Tell me what	you want to do	
New Email	New Items *	€¢ ≧≊ (gnore Clean Up unk ~	Delete	Reply	Reply Forwa	Meeting	Move to: ? Team Email Create New	🕞 To Manager 🛱 Reply & Delete
N	ew		Delet	le		Respon	ıd	Q	uick Steps

2. Select Open & Export > Import/Export. This starts the Import/Export wizard.



3. Select Import from another program or file, click Next.

Choose an action to perform:	
Export RSS Feeds to an OPML file Export to a file Import a VCARD file (vcf) Import an iCalendar (.ics) or vCalendar file (.vcs)	
Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List	
Description Import data from other files, such as Outlook data files (PST) and text files.	

- 4. Select Outlook Data File (.pst) and click Next.
- 5. Browse to the .pst file you want to import. Under Options, choose how you want to deal with emails and contacts, then choose **Next.**

In	nport Outlook Data File
	File to import vef\Documents\Outlook Files\backup.pst Browse Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicates
	< Back Next > Cancel

- 6. If a password was assigned to the Outlook Data File (.pst), enter the password and then click OK.
- 7. If you're importing the contents of your .pst file into your Microsoft 365 mailbox, choose that mailbox here.

Select the folder to import from:	
 Include subfolders Import items into the current 	Filter folder
asif@au.edu.pk	v and er in:

8. Click Finish. Outlook will start importing the contents of your .pst file immediately. When the progress box disappears, the import is **finished**.