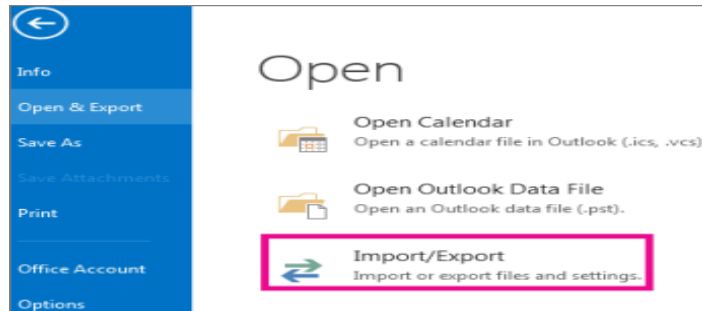


Guide to Backup or Restore Email Data

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

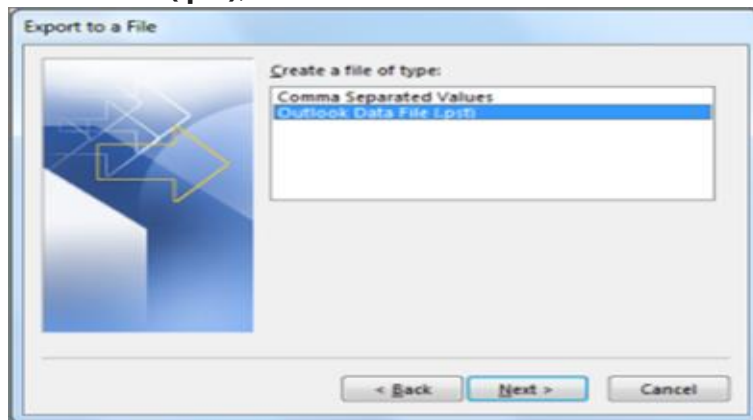
1. Select **File Menu > Open & Export > Import/Export**.



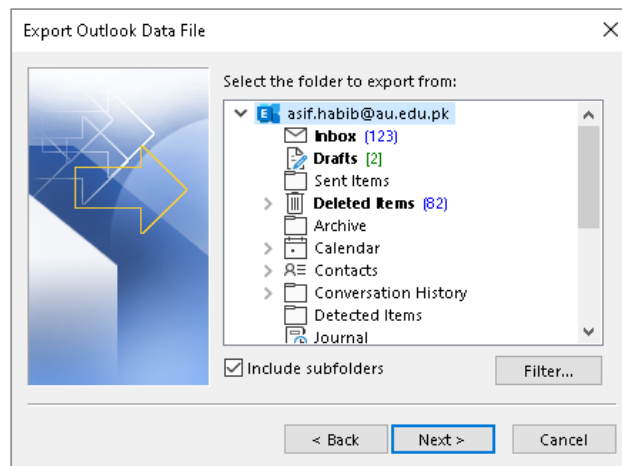
2. Select **Export to a file**, and then select **Next**.



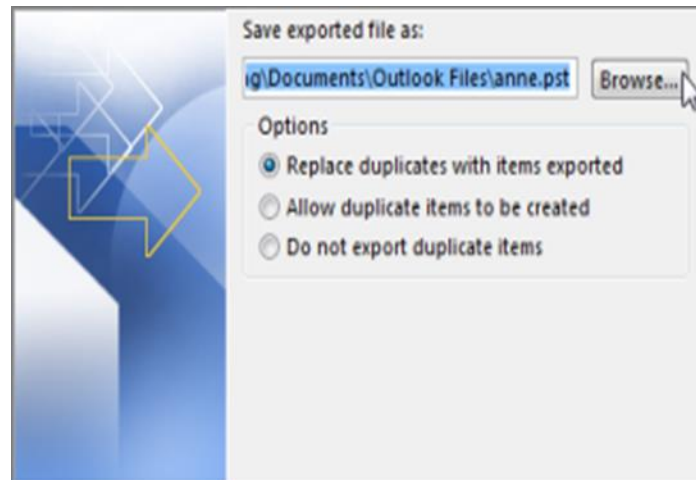
3. Select **Outlook Data File (.pst)**, and select **Next**.



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)

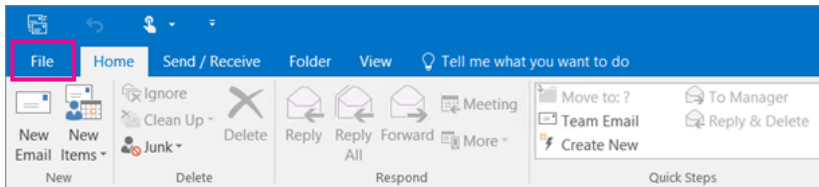


5. Choose a location and name for your backup file, and then select **Finish**.

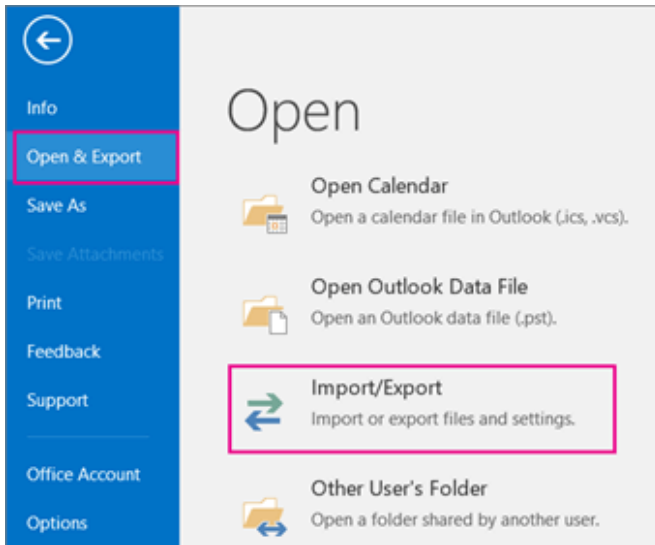


b) Restore Emails from an Outlook Backup .pst file.

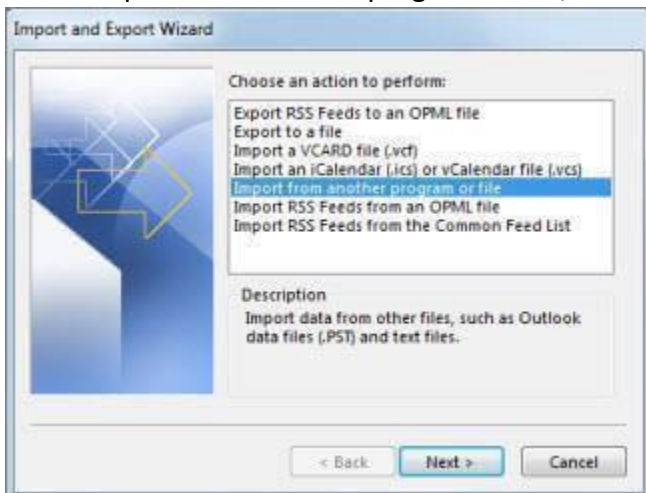
1. At the top of your Outlook ribbon, select **File**.



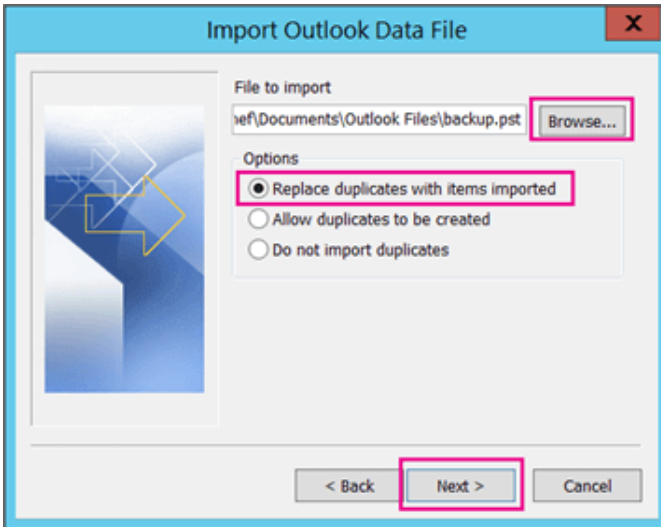
2. Select **Open & Export > Import/Export**. This starts the Import/Export wizard.



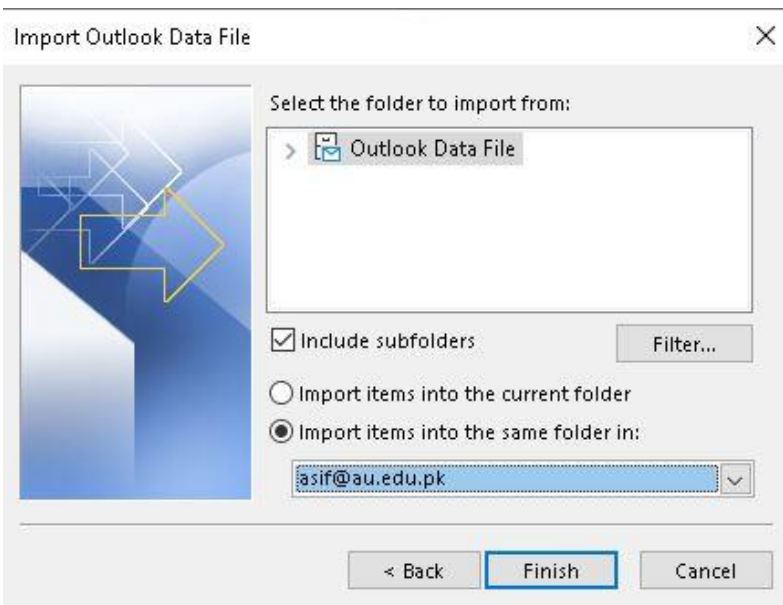
3. Select Import from another program or file, click **Next**.



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**.



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.



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