To Backup and Restore Microsoft Outlook.

Before we start please open "My Documents" and create a new folder called "Email Backup".

To Backup Outlook

1. Open Outlook
2. Click File, Import and Export
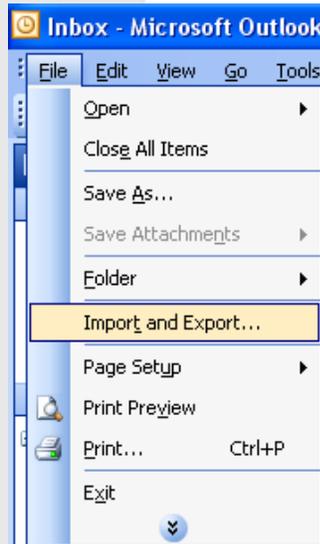
3. Select "Export to a File" and click Next
4. Select "Personal Folder File (.pst)" and click Next
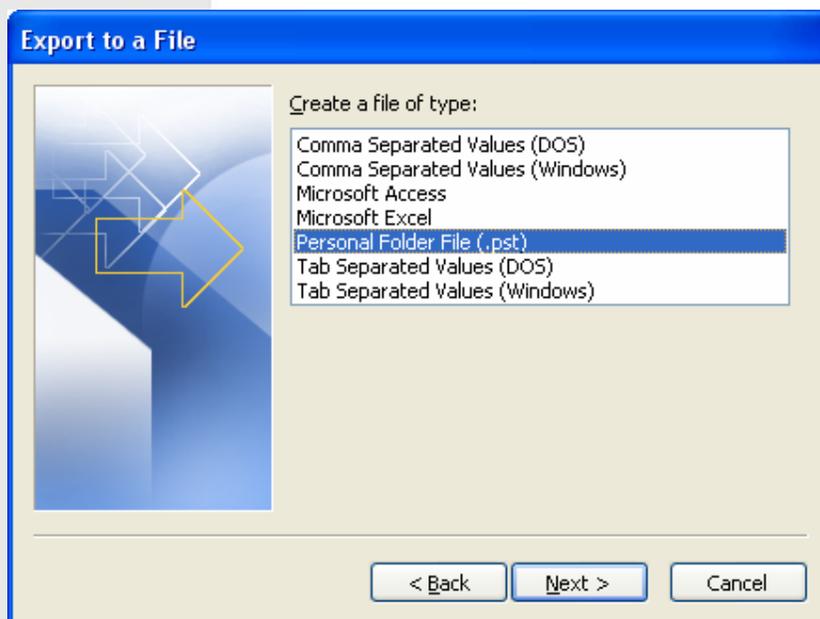
5. Scroll to top of the tree and select "Personal Folders"
6. Ensure you have ticked the "Include subfolders" tick box then click Next

7. In the "Export Personal Folders" window click browse.
8. Select My Documents and double click the "Email Backup" folder.
9. Change the filename to today's date (in reverse order) i.e. YY_MM_DD. This will keep your files in the order that they were backed up. Then click OK.
10. Check that the "Replace duplicates with items exported" is selected (red arrow) then click finish.
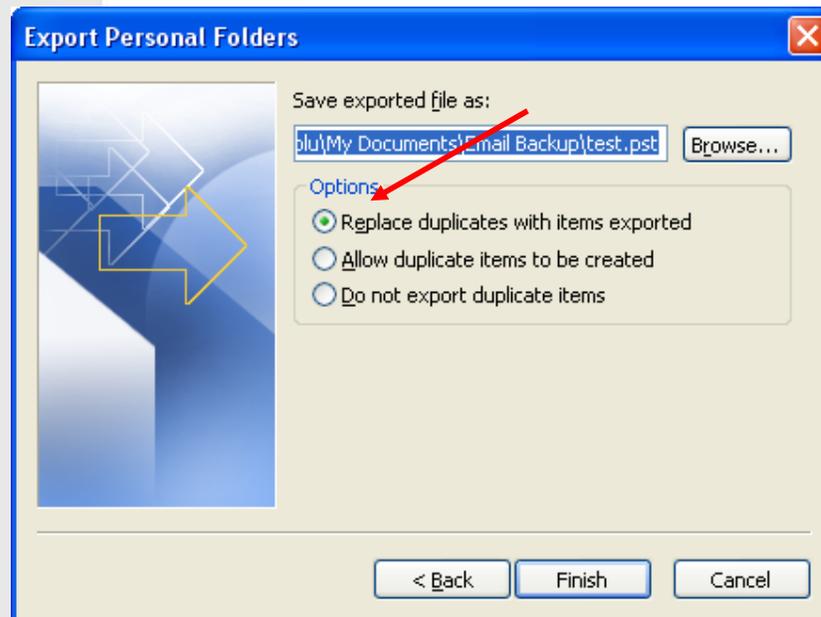
11. Change The Personal Folders to today's date using the reverse order formula.
12. You may want to enter a password, if you do please keep it safe because you will not be able to access this file without it. Then click OK.
13. The process will start to copy your files. Please do not try and use your email until it has finished.

To Access your email backup file

Please note this process allows you to retrieve emails, not appointments or contacts. If you need to recover appointments or contacts proceed to the restore from an email backup file section.

1. Open Microsoft Outlook.
2. From the drop down menus, select File, Open, Outlook Data File.
3. From the Icons select "My Documents" and double click the Email Backup Folder.
4. You will see your email backup files listed in date order.
5. Select the required file.
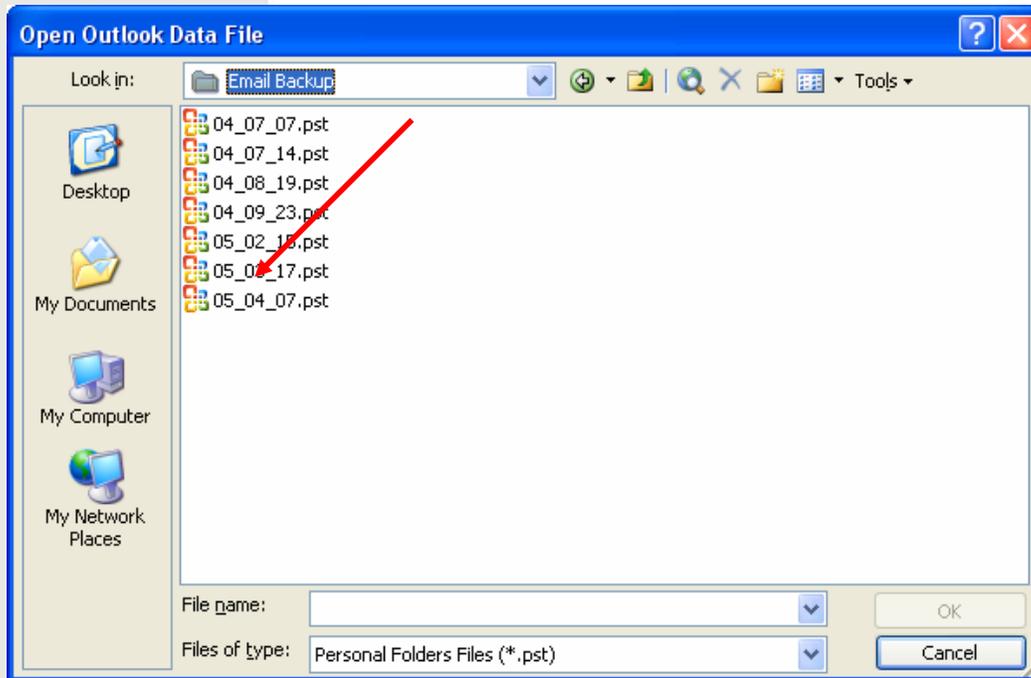
6. This will take you back to outlook. In the box all mail folders you will see your backup file, you can expand it and copy the required emails.
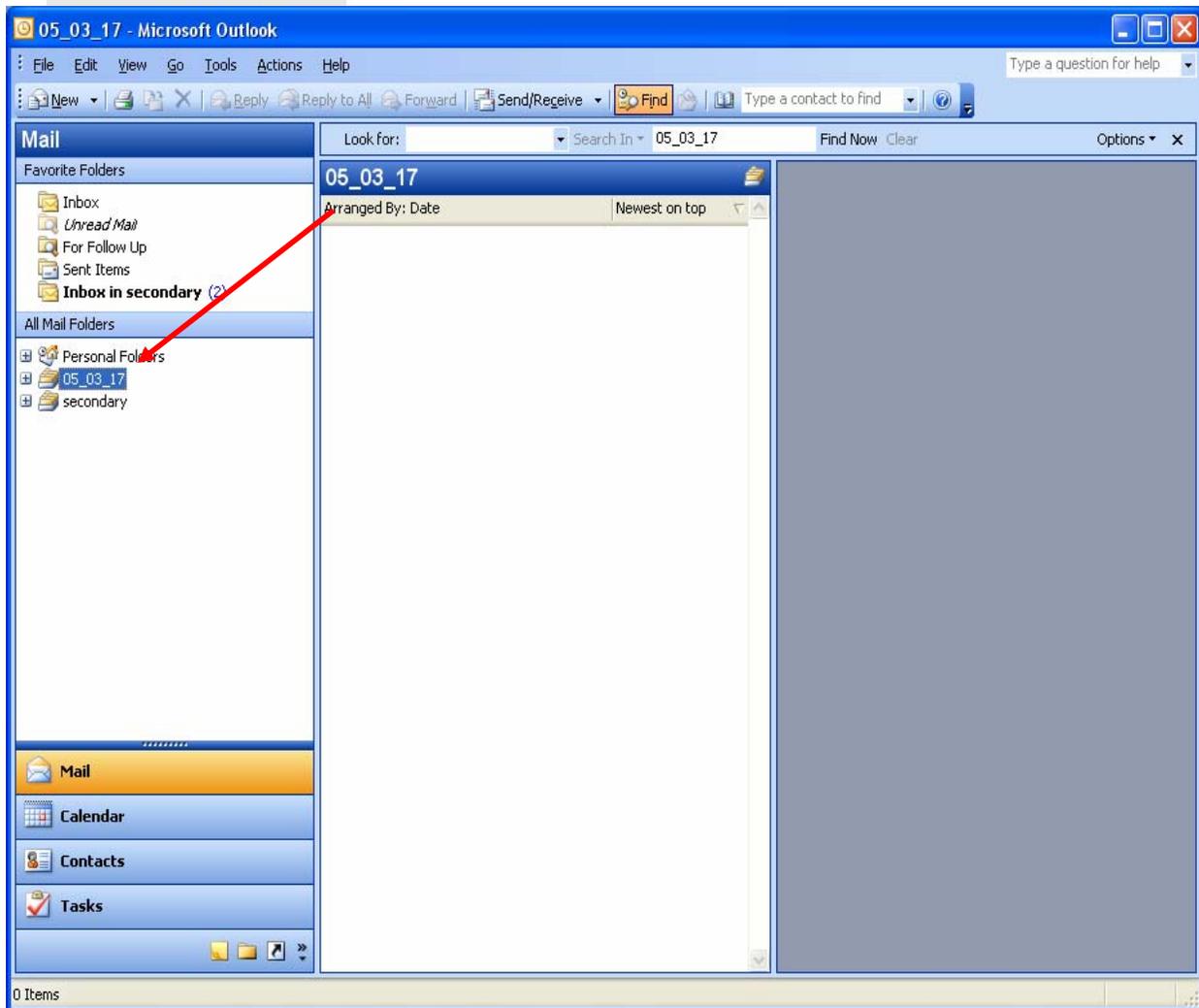
7. When you have finished with the backup file just right click it and select close.

To restore Microsoft Outlook 2003 from a backup file

1. Open Outlook; click File, Import and Export, "Import from another program or file".

2. This opens the "Import a file screen" screen. Scroll Down and select "Personal Folder File (.PST)" then click next.
3. Click the browse button, then select My Documents and double click the "Email Backup" folder.
4. Select the required file from the list and click open then click next, then finish.
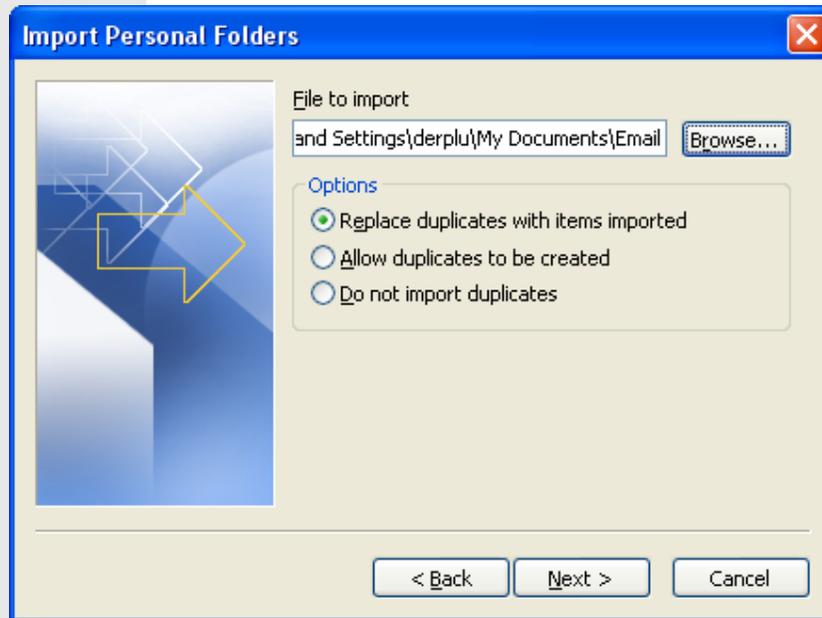
This will now do a complete restore of your email system, all your email folders, appointments and contacts.

For further information please contact

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