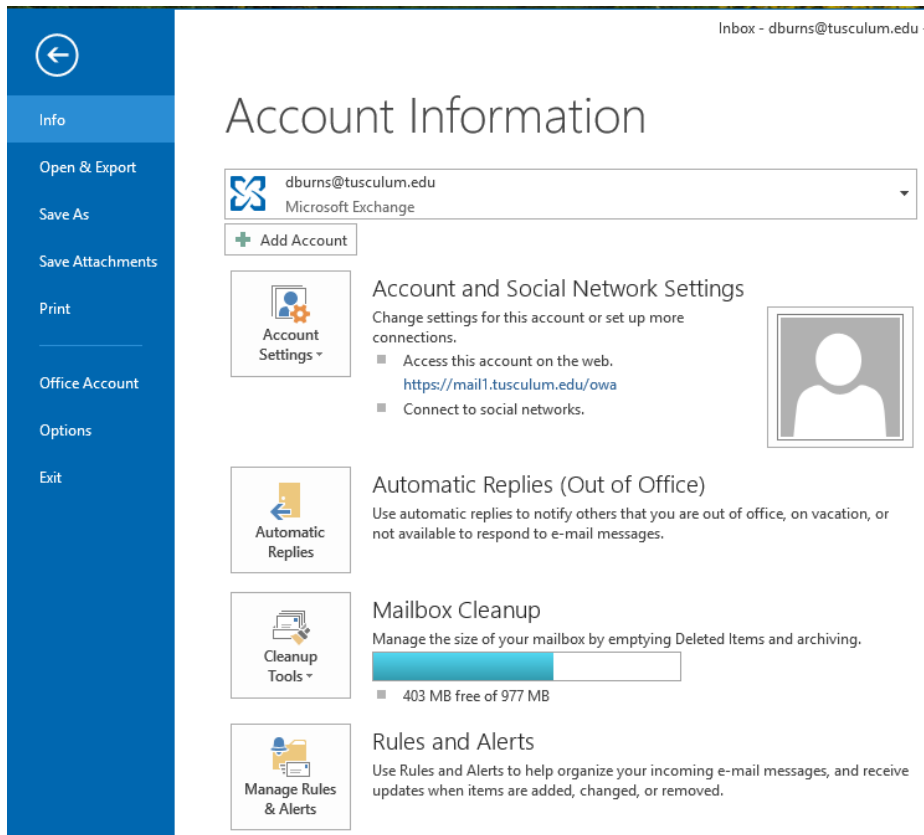


# How to Backup your Email within Outlook

On the Outlook Toolbar click on File, “Open and Export”



The screenshot shows the Outlook interface with the 'File' ribbon selected. The 'Open & Export' option is highlighted in the ribbon. The main content area displays 'Account Information' for the account 'dburns@tusculum.edu'. Below this, there are several settings sections: 'Account and Social Network Settings', 'Automatic Replies (Out of Office)', 'Mailbox Cleanup', and 'Rules and Alerts'. The 'Mailbox Cleanup' section shows a progress bar indicating 403 MB free of 977 MB.

Inbox - dburns@tusculum.edu ·

## Account Information

dburns@tusculum.edu  
Microsoft Exchange

+ Add Account

### Account and Social Network Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://mail1.tusculum.edu/owa>
- Connect to social networks.

### Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

### Mailbox Cleanup

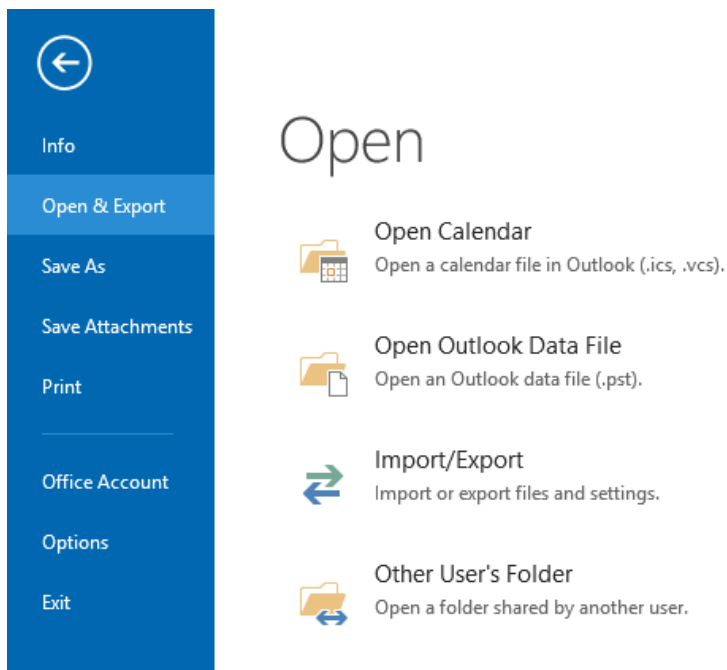
Manage the size of your mailbox by emptying Deleted Items and archiving.

403 MB free of 977 MB

### Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Click on “Import/Export”

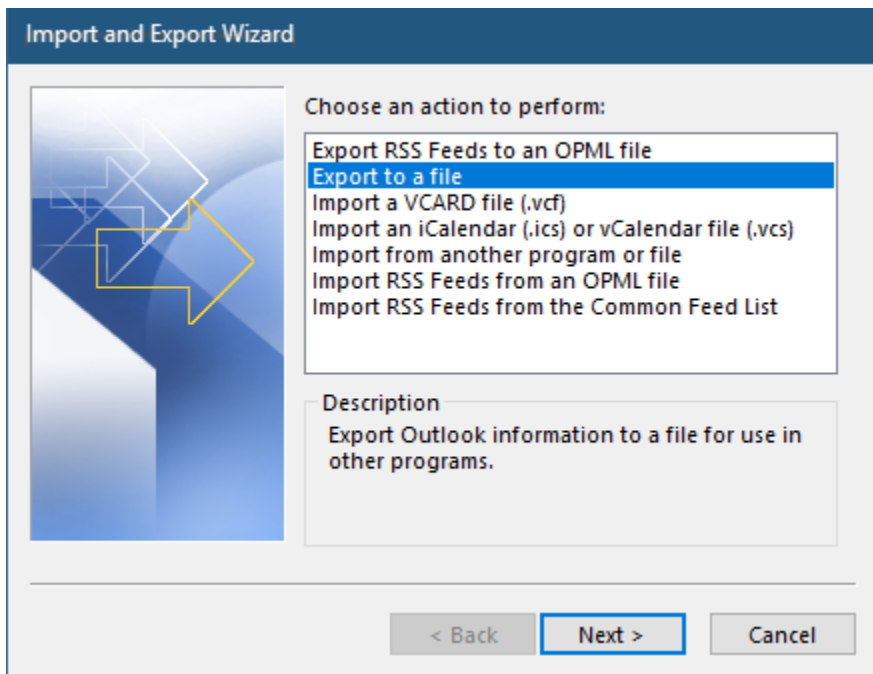


The screenshot shows the Outlook interface with the 'File' ribbon selected. The 'Open & Export' option is highlighted in the ribbon. The main content area displays the 'Open' menu with several options: 'Open Calendar', 'Open Outlook Data File', 'Import/Export', and 'Other User's Folder'. Each option has a small icon and a brief description.

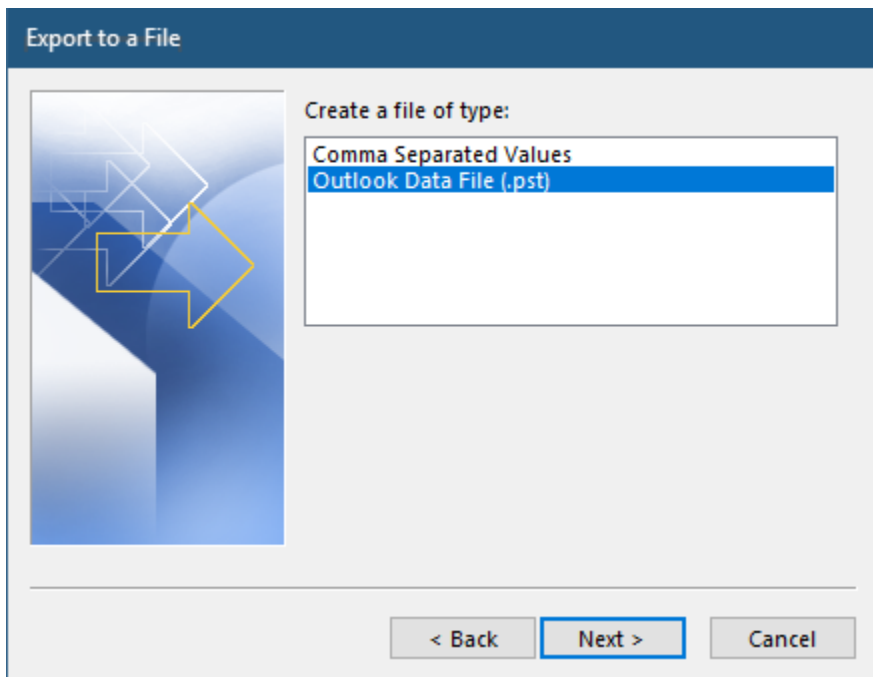
## Open

- Open Calendar**  
Open a calendar file in Outlook (.ics, .vcs).
- Open Outlook Data File**  
Open an Outlook data file (.pst).
- Import/Export**  
Import or export files and settings.
- Other User's Folder**  
Open a folder shared by another user.

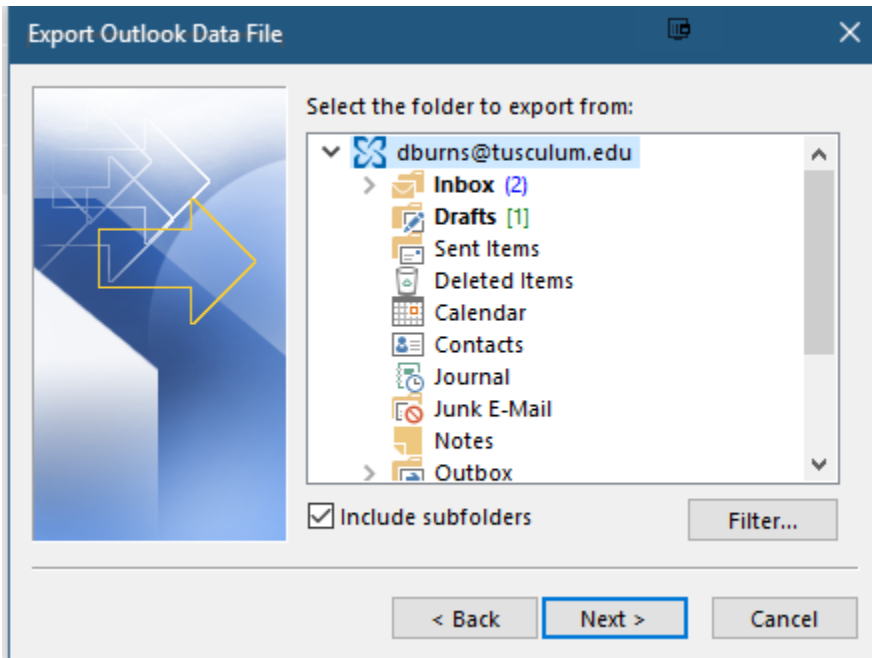
Click on “Export to a file” and click Next



Click on “Outlook Data File (.pst)” and click Next



Highlight the mailbox name (ex. [dburns@tusculum.edu](mailto:dburns@tusculum.edu)) and select “Include Subfolders” and click Next



Click “Browse” to select the file name and folder to save it to and click “Finish”

