

# Outlook 2007 – Backing up your emails

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One way to speed up how Outlook works is to not keep a bunch of old emails laying around in the file. But if you're like me, you are a "Pack-Rat" when it comes to saving stuff and you don't want to just throw out something that might have a use down the road or you need to keep something that will "CYA" yourself for those troublesome individuals you encounter in life as an example.

Because of my responsibilities as the Website Manager for the PlainDealerLaborNews.com website and the various other websites I help out with, I have several different email addresses I must tend to along with my own personal email address and receive more than my share of emails every day.

For these reasons my Inbox and various sorted folders can accumulate emails very fast, so I decided a long time ago to "Archive" my emails in a separate location on my PC's hard drives and then delete any emails I know I won't need immediate access to in the near future. This has also come in real handy when the unforeseen disasters have hit my PC's and I was able to recover almost all of my past emails when I was able to restore or replace my PC's or even to migrate them to a new PC.

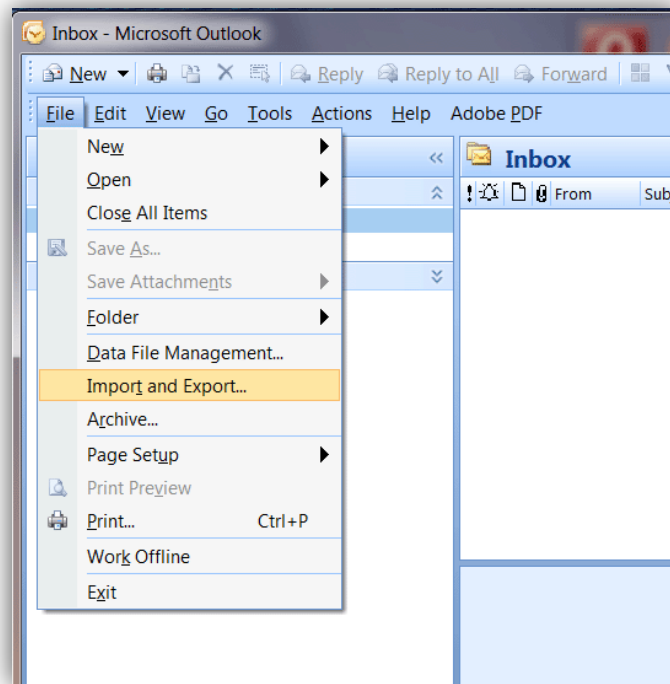
The instructions below are specifically for the Outlook 2007 version, however earlier versions will follow almost the same instructions. As to how often you should perform this task is really your personal preference, I do it at least once a month, but some people may want to do it more or less often.

## **STEP 1**

Open the Outlook program on your PC. If you are saving the exported emails to an external hard drive make sure it is connected and functioning before you begin. If you are saving the file just somewhere else on your internal hard drive then you are ready to go, however it is recommended that you copy this file to an external location such as an external hard drive or a CD/DVD disk in case your internal hard drive crashes you will have this file safe and sound someplace else that you can perform a recovery/restore from.

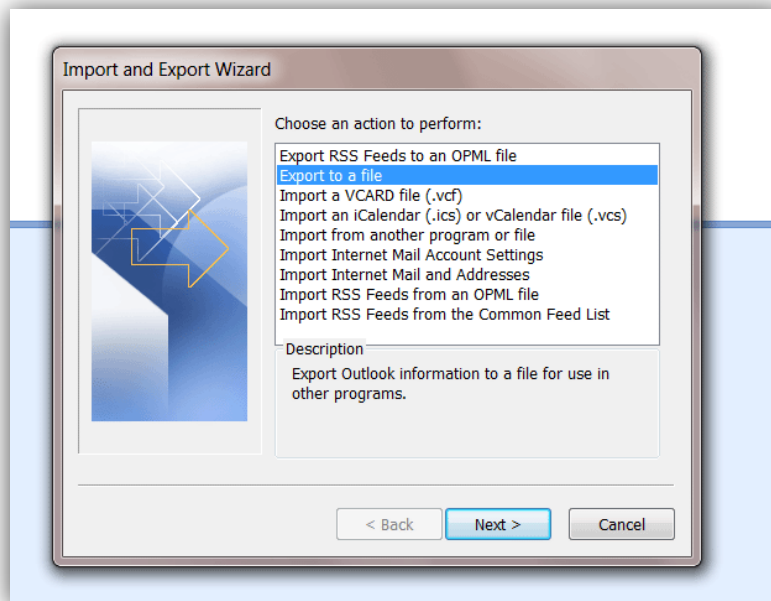
## STEP 2

Click on "File", click on "Import and Export...".



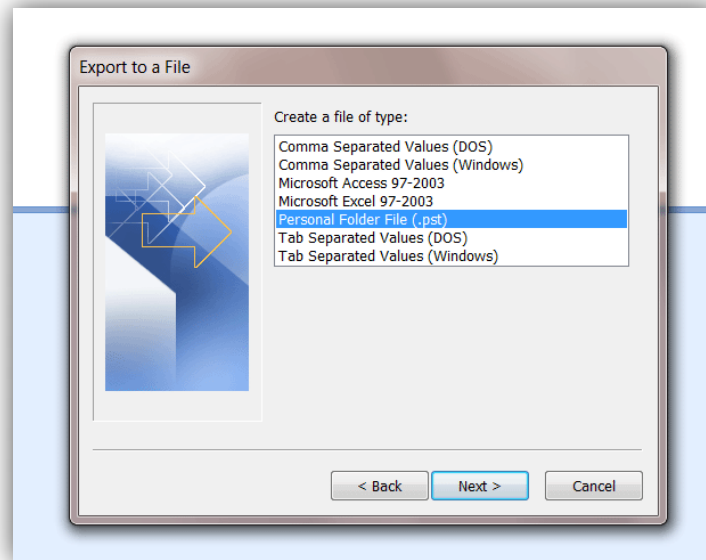
## STEP 3

Click on "Export to a file" and then click on "Next".



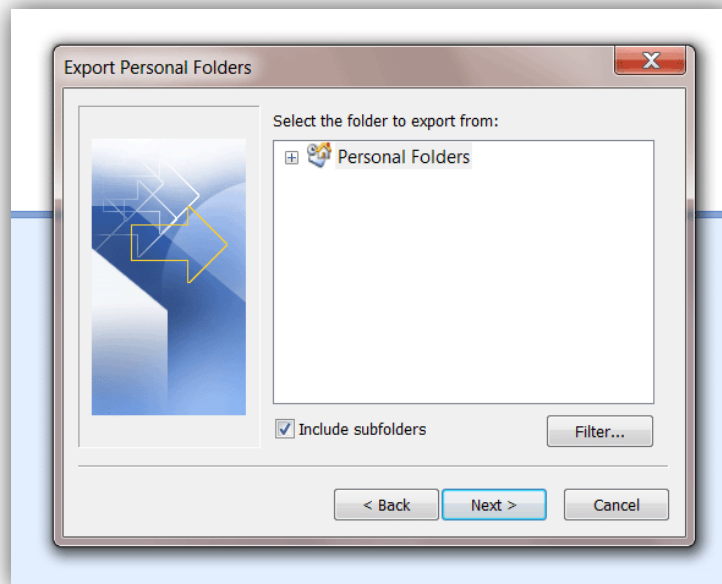
## STEP 4

Click on "Personal Folder File (.pst)", then click on next.



## STEP 5

Select which individual folder you want to export or "Personal Folders". By checking the "Include subfolders" option it will also export anything in a subfolder of the actual folder you have selected. Then click on "Next". By selecting "Personal Folders" and the "Include subfolders" you will also be including your Contacts & Calendar.

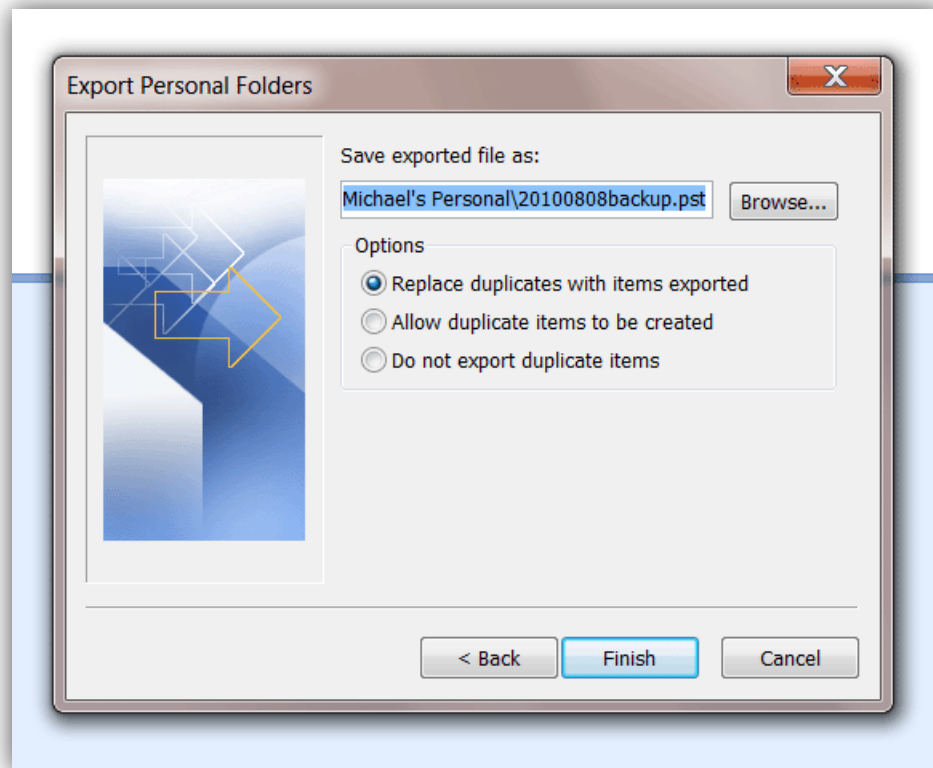


## STEP 6

This and the next step are where things can get complicated. You be will choosing where to save the exported emails and giving that file a name. You also have a couple of other "Options" to decide here in Step 6. The "Options" you must decide on are:

- ❖ "Replace duplicates with items exported"
  - This is probably the best option to use as it will save the latest version of each email being exported overwriting any other version already in the export file.
- ❖ "Allow duplicate items to be created"
  - If you need to keep any unrevised copies of your emails, then this is the option to use as long as you are aware the export file size can be rather large compared to the first option.
- ❖ "Do not export duplicate items"
  - This option is okay to use also and could actually take less time to complete the task as it will skip over any duplicate items in your export selection.

After you selected which option you will use, you will need to choose the location where to save the exported file. You do this by clicking on "Browse...". That will open the dialog box shown in Step 7. After you have completed Step 7 you will be returned here to Step 6 and to actually start the exporting you need to click on "Finish".

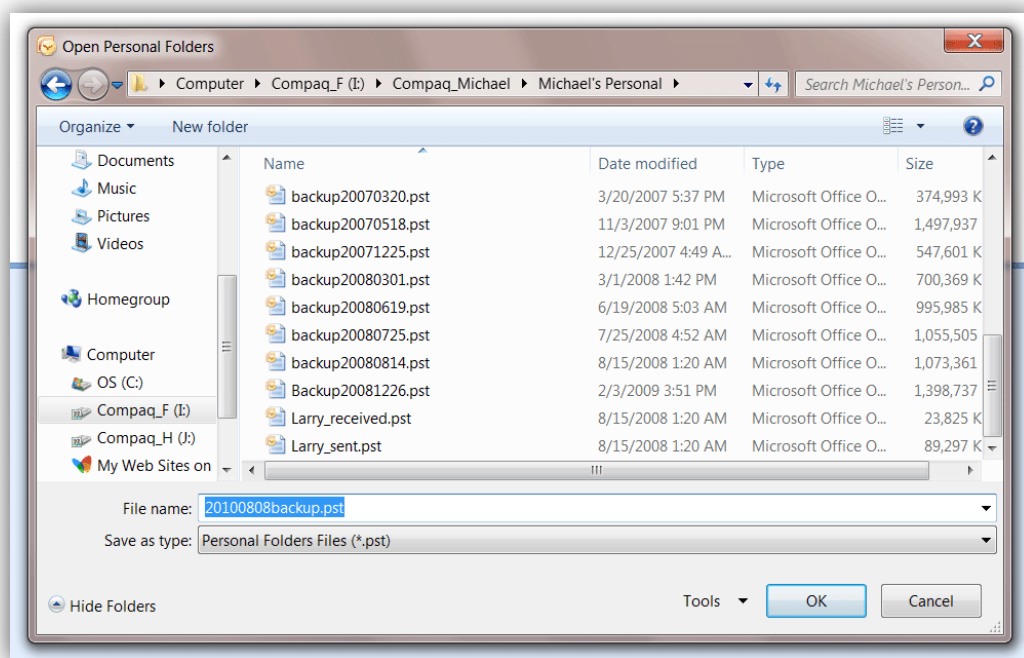


## STEP 7

In this step you will navigate to the location you want to save the exported file and create a name for the file. The location I have navigated to in the example below is on one of my external hard drives. Your actual dialog box may look slightly different than the one shown due to which Windows Operating System you are using, this one is from Windows 7.

I have also used a file name that describes what the file is, "backup" and used a date format in the file name that tells me when the file was created. This format is "Year", "Month", and "Day of Month" (YYYYMMDD). Using this format will ensure Windows will sort the files in correct chronological order. One option you can have is to simply use the same file name over and over again so that you will have only one file each and every time you do this. I prefer to have a separate file for each time. The file name in this example is what is highlighted in blue and the file extension should also be ".pst".

Once you have completed Step 7 you will be returned to Step 6 and you will need to click on "Finish" to begin the export process.



## ONE FINAL NOTE

If you have saved your exported file to a location on your PC's internal hard drive, it is recommended that you make a copy of it on a disk (either CD or DVD depending upon the size of the file) or some other external location from your PC.

Restoring or recovering your archived emails is a very similar process to what has been described here, you would simply select to "Import from another program or file" instead and then follow the steps in the dialog boxes to navigate to where the archived file is stored.