

Instructions for Backing up Your Outlook 2003 PST File

Creating a backup of your PST file will back up all your contacts, appointments, email, and tasks that you have entered into Outlook. If you have vital information in Outlook, I would recommend backing up your PST file at least once a month.

1. Open up Outlook. Click on "Import and Export".
2. The Import and Export Wizard appears.
3. Click on "Export to a file".
4. Then select "Personal Folder file". Click "Next".
5. When the next dialog box appears, be sure to scroll up to the top and select "Personal folders" and check the "Include Subfolders" checkbox. Then click "Next".
6. Then "Browse" to where you would like your backup file to be saved. I recommend saving it in "My Documents" folder. This way when you back up "My Documents" folder, it will backup your PST file also.
7. Leave the "Replace duplicates with items exported" checked.
8. Then click on "Finish". You will then see a dialog box with a status bar that indicates the progress of your backup.

Note: If you are prompted with another dialog box that asks for a password for your PST file, you can enter in a password or leave the textboxes blank and click "OK". If you enter a password here, you will need this password in the future if you import this PST file into Outlook. So be sure to place this password in a safe place for future reference. Otherwise, your PST file will be of no use to you when needed. I would suggest against password protecting your PST file.

9. Once it has completed, you can proceed with backing up your documents in "My Documents" folder.