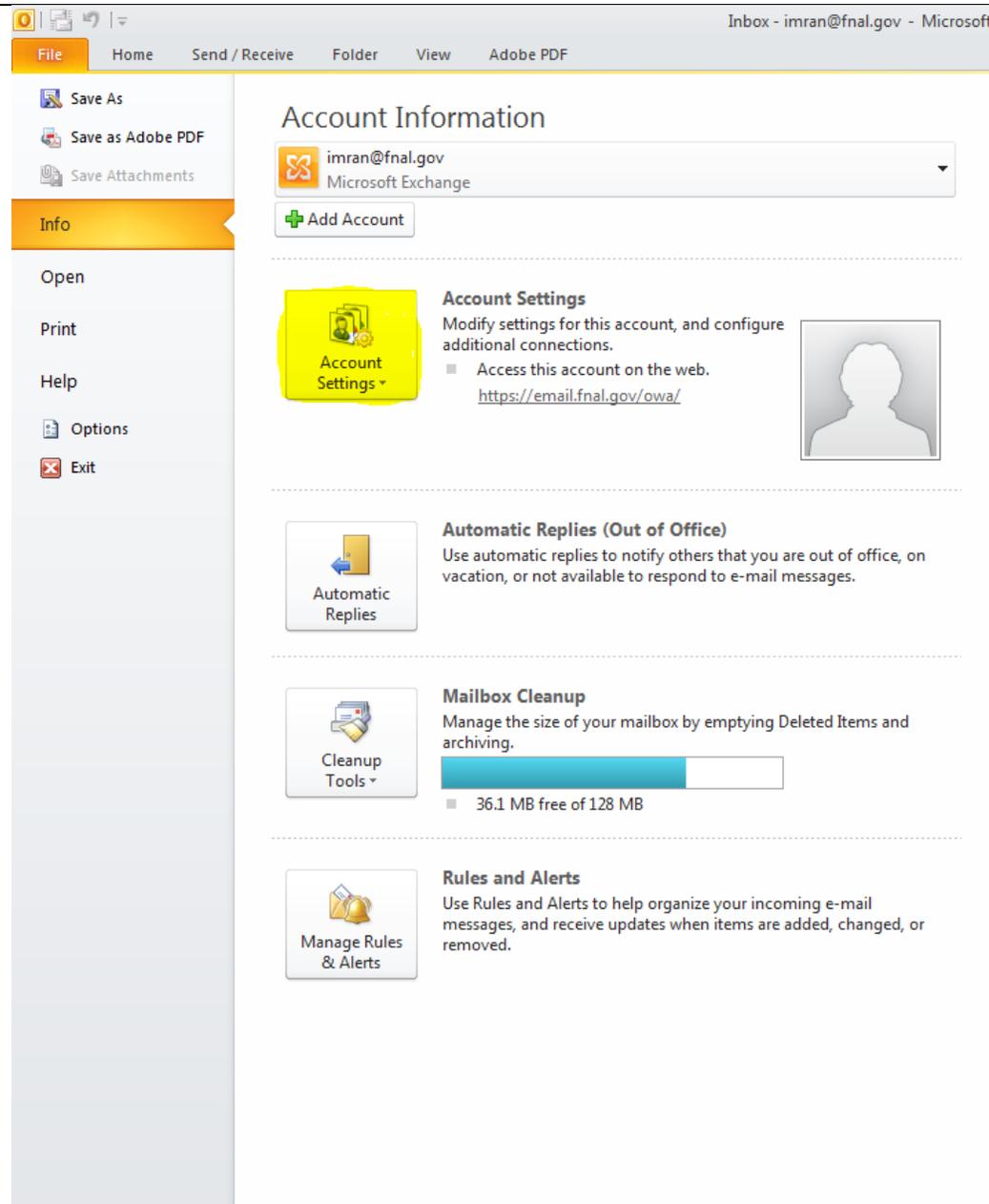


# How to back up your PST files in Outlook

1. Click on “Account Settings”



The screenshot shows the Outlook interface with the 'Account Information' page open. The top ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Adobe PDF'. The left sidebar contains 'Info', 'Open', 'Print', 'Help', 'Options', and 'Exit'. The main content area displays account details for 'imran@fnal.gov' on Microsoft Exchange, with an 'Add Account' button. Below this are sections for 'Account Settings', 'Automatic Replies (Out of Office)', 'Mailbox Cleanup', and 'Rules and Alerts'. The 'Account Settings' section includes a link to 'https://email.fnal.gov/owa/'. The 'Mailbox Cleanup' section shows a progress bar indicating 36.1 MB free of 128 MB. The 'Rules and Alerts' section provides instructions on organizing incoming e-mail messages.

File Home Send / Receive Folder View Adobe PDF

Save As  
Save as Adobe PDF  
Save Attachments

Info

Open  
Print  
Help  
Options  
Exit

Inbox - imran@fnal.gov - Microsoft Exchange

### Account Information

imran@fnal.gov  
Microsoft Exchange

+ Add Account

#### Account Settings

Modify settings for this account, and configure additional connections.

- Access this account on the web.  
<https://email.fnal.gov/owa/>

#### 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

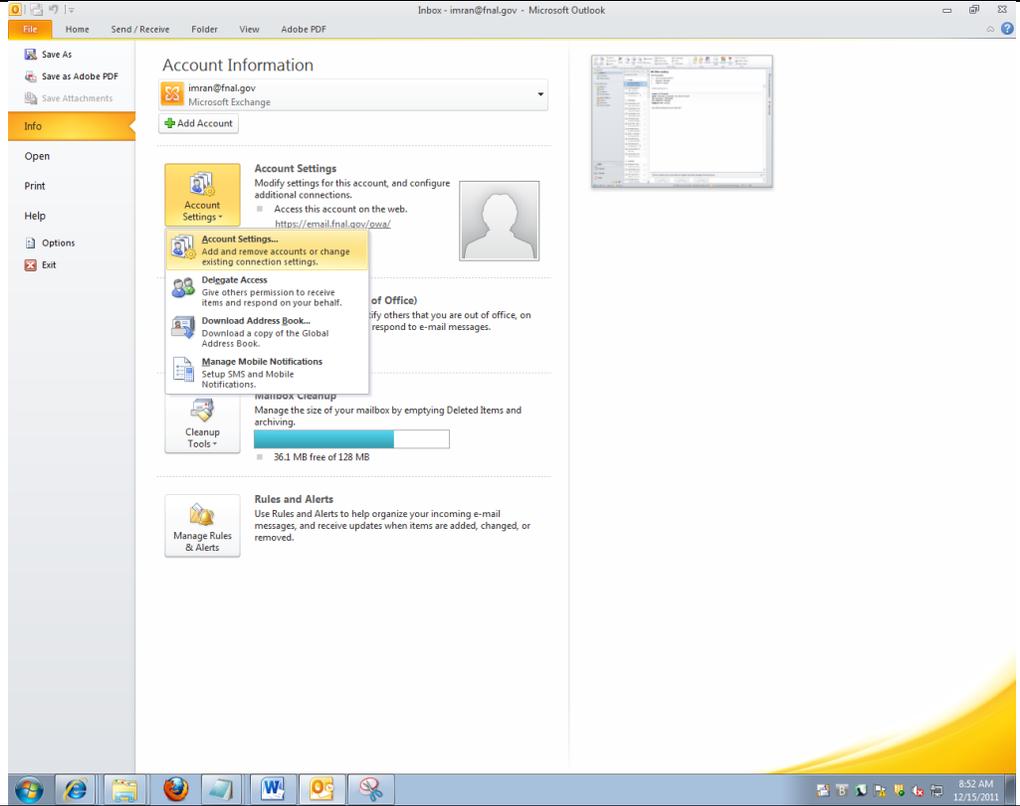
Manage the size of your mailbox by emptying Deleted Items and archiving.

36.1 MB free of 128 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.

## 2. Click On “Account Settings...”



3. Click on the “Data Files” Tab

Account Settings

**Data Files**  
Outlook Data Files

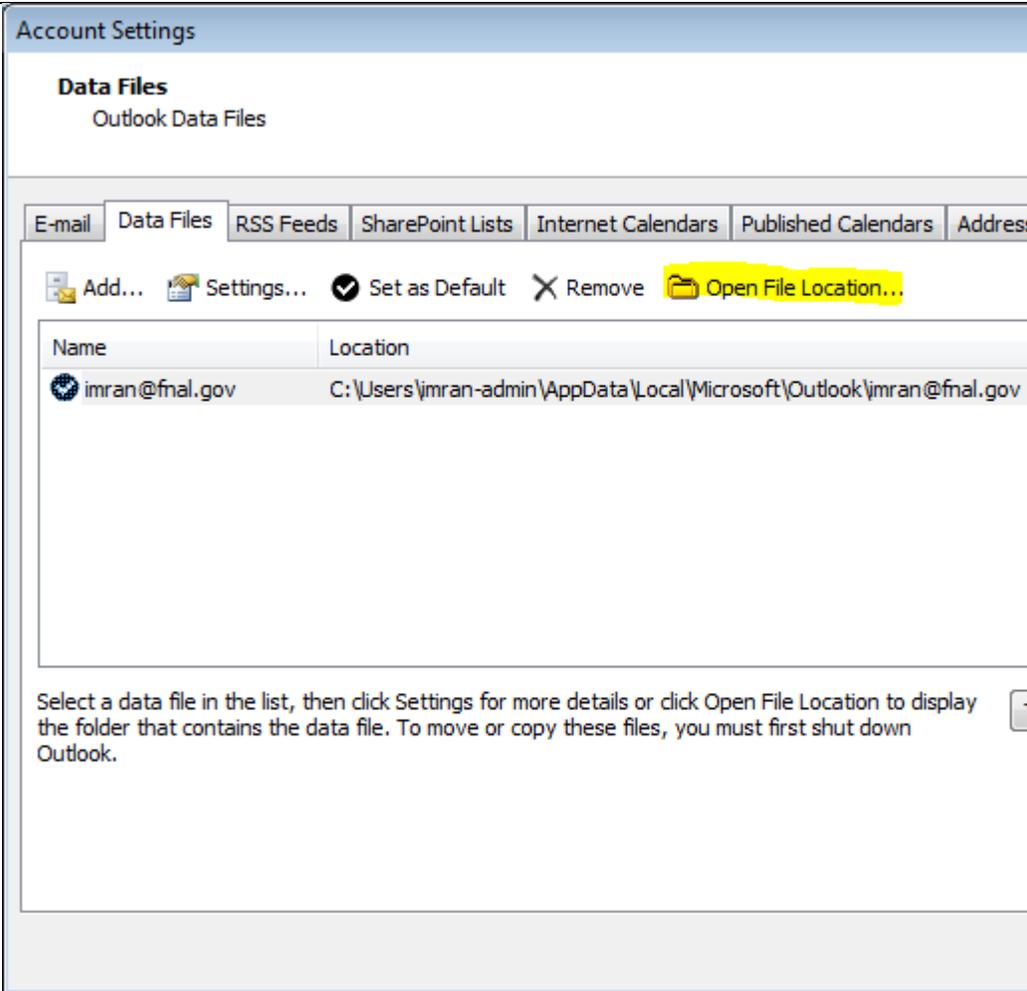
E-mail **Data Files** RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address

 Add...  Settings...  Set as Default  Remove  Open File Location...

Name	Location
 imran@fnal.gov	C:\Users\jmran-admin\AppData\Local\Microsoft\Outlook\imran@fnal.gov

Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.

4. Click on “Open File Location...”



The screenshot shows the 'Account Settings' window in Outlook, specifically the 'Data Files' tab. The title bar reads 'Account Settings' and the main heading is 'Data Files' with the subtitle 'Outlook Data Files'. Below the heading is a tabbed interface with 'Data Files' selected. The 'Data Files' tab contains a toolbar with icons for 'Add...', 'Settings...', 'Set as Default', 'Remove', and 'Open File Location...'. The 'Open File Location...' button is highlighted in yellow. Below the toolbar is a table with two columns: 'Name' and 'Location'. The table contains one entry for the email account 'imran@fmal.gov' with the location 'C:\Users\jmran-admin\AppData\Local\Microsoft\Outlook\imran@fmal.gov'. Below the table is a text box with instructions: 'Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.'

Name	Location
imran@fmal.gov	C:\Users\jmran-admin\AppData\Local\Microsoft\Outlook\imran@fmal.gov

Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.

5. Select all the files and folders you want to back up. Copy them into a destination location.

