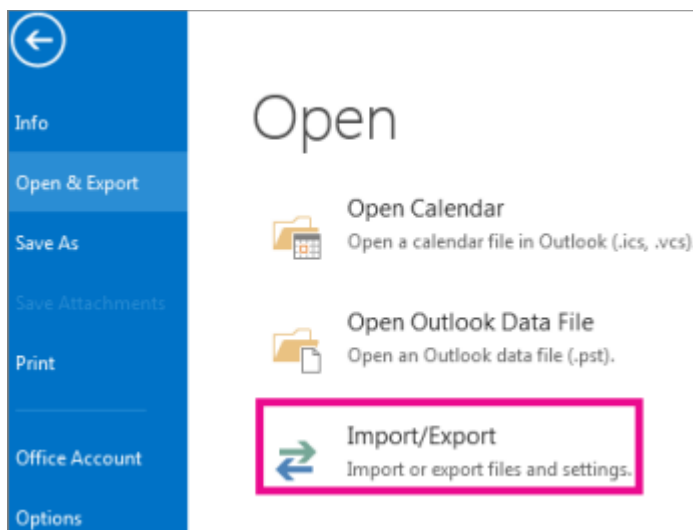


Back up your email

If you are using email for work, you are most likely using an Exchange or IMAP account. Exchange and IMAP servers automatically archive your email so that you can access it anytime or anywhere. If you have an Exchange account, check with your admin about how to access your archived email.

If you want to back up the message folders locally (in addition to keeping them on the server), you can [automatically move or delete older items with AutoArchive](#) or export the items to a .pst file that you can restore later as needed and use by [importing](#).

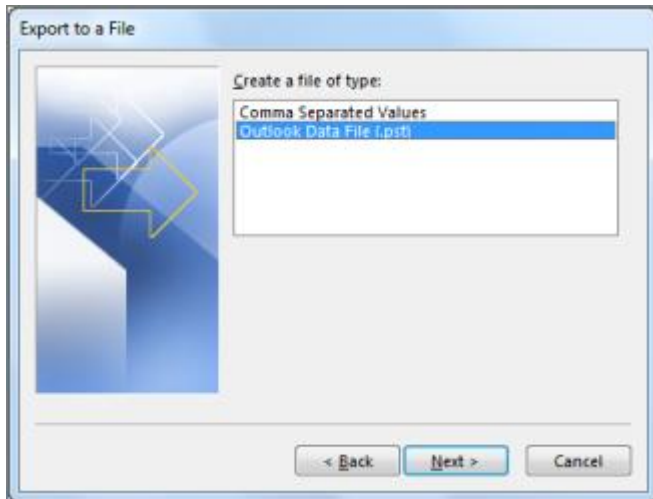
1. Select **File > Open & Export > Import/Export**.



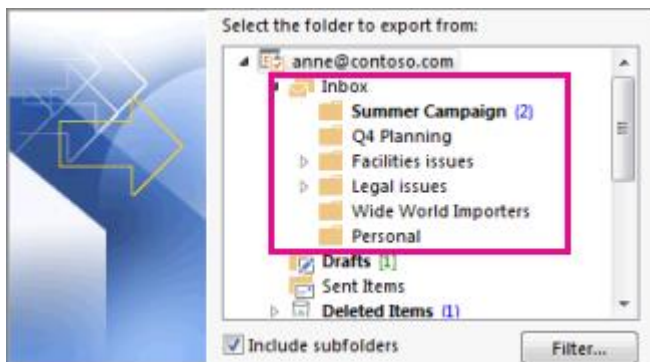
2. Select **Export to a file**, and then select **Next**.



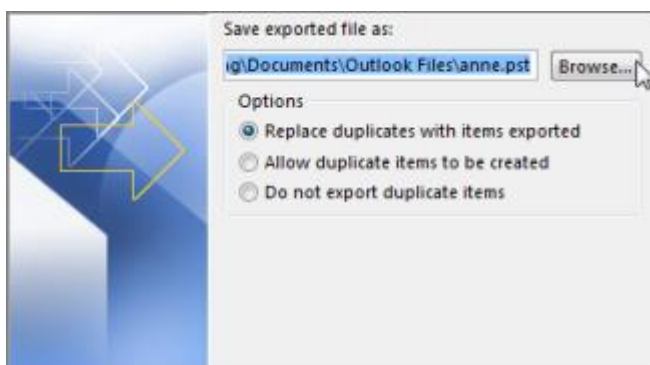
3. Select **Outlook Data File (.pst)**, and select **Next**.



4. Select the mail folder you want to back up and select **Next**.



5. Choose a location and name for your backup file, and then select **Finish**.



6. If you want to ensure no one has access to your files, enter and confirm a password, and then select **OK**.

The messages that you keep in a .pst file are no different from other messages. You can forward, reply, or search through the stored messages as you do with other messages.

Import email, contacts, and calendar from an Outlook .pst file

Outlook 2016 Office for business Outlook 2013 Office 365 Small Business [More...](#)

There are several reasons why you might want to import Outlook items from an Outlook Data File (.pst).

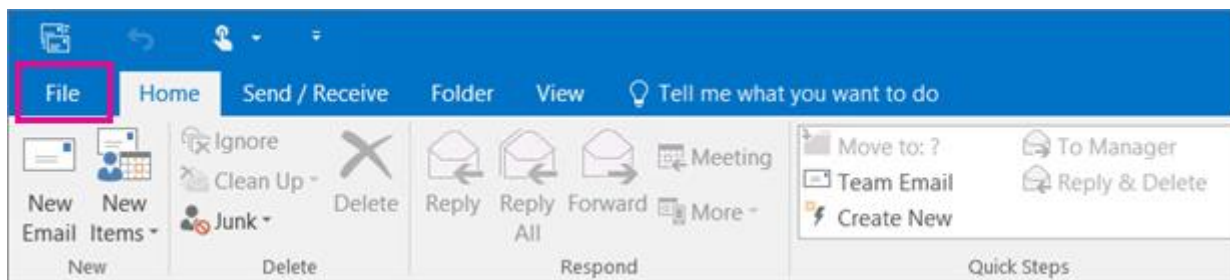
- You want to move Outlook items from one email account to another email account
- You want to move Outlook items from one PC to another PC
- You want to move Outlook items from PC to Mac or Mac to PC
- You want to move Outlook items between local folders and an IMAP or Exchange server.

Import Outlook items from a .pst file in Outlook for PC

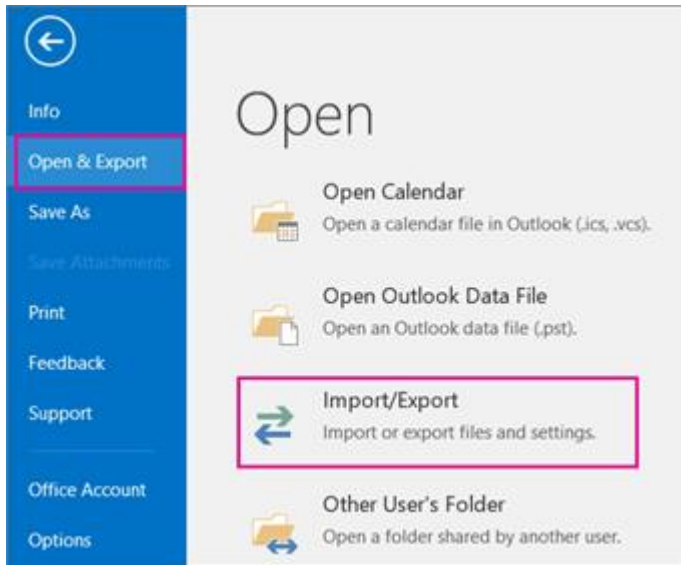
These instructions assume you've already [exported](#) your Outlook email, contacts, and calendar from another instance of Outlook, and now you want to import them to Outlook.

1. At the top of your Outlook ribbon, select **File**.

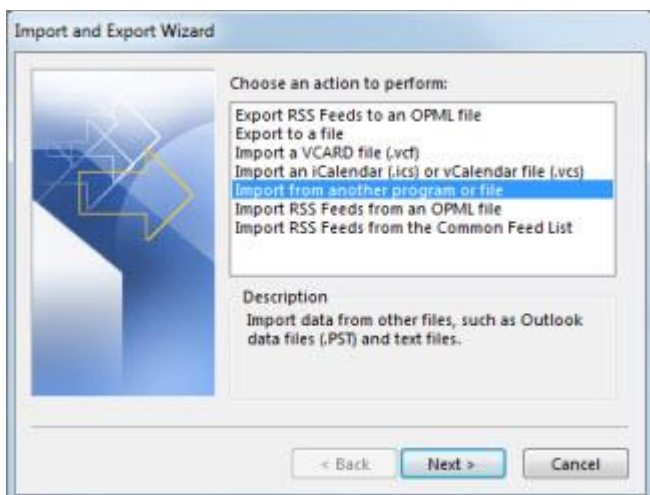
If your ribbon doesn't have a **File** option in the top left corner, you aren't using an Outlook app installed on your computer. See [What version of Outlook do I have?](#) to find your version of Outlook and to get to right import steps.



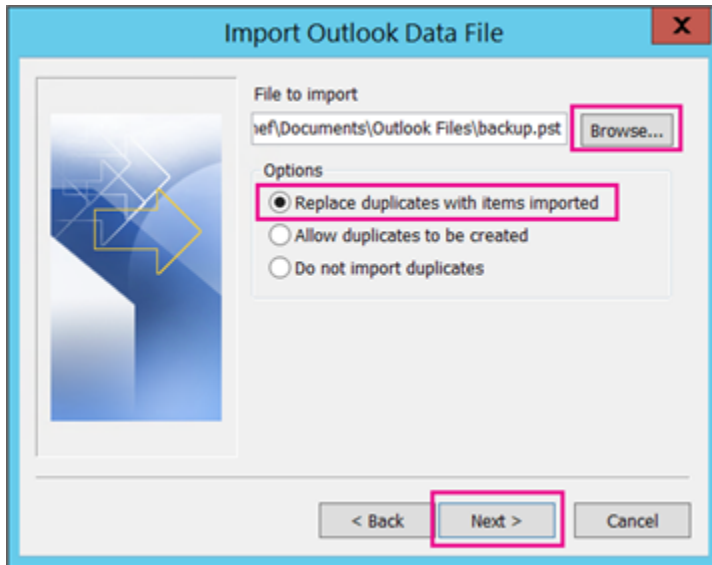
2. Select **Open & Export** > **Import/Export**. This starts the Import/Export wizard.



3. Select **Import from another program or file**, and then click **Next**.

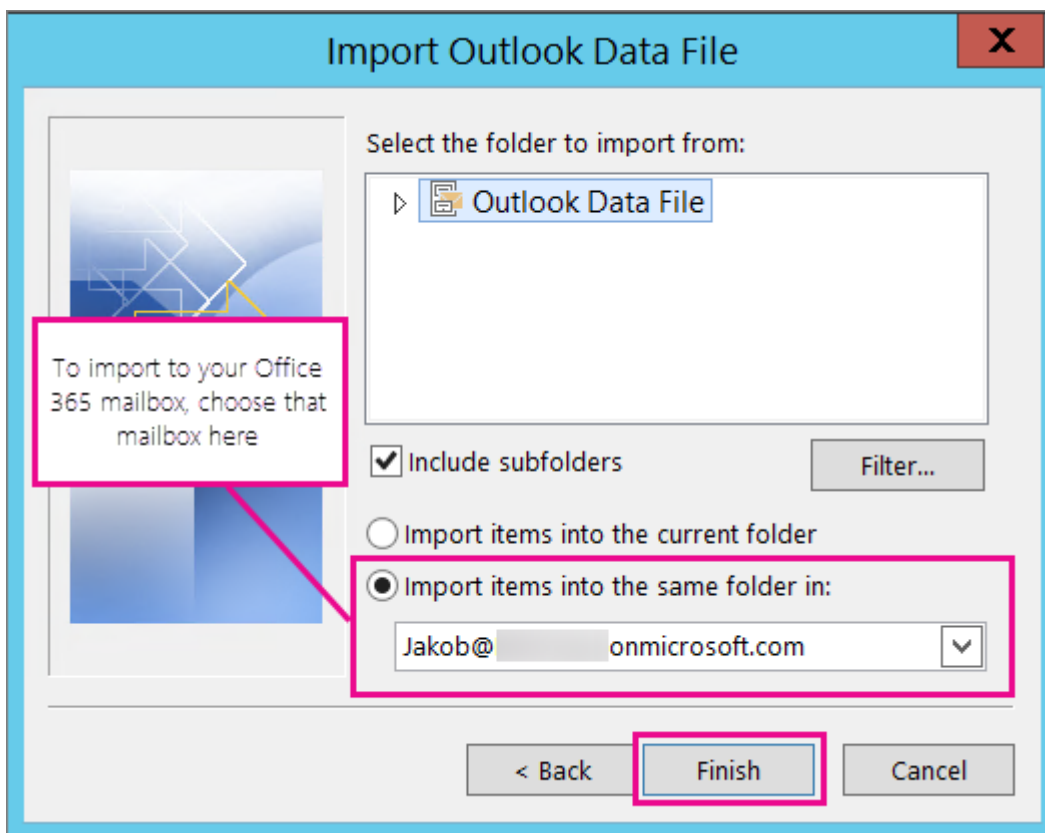


4. Select **Outlook Data File (.pst)** and click **Next**.
5. **Browse** to the .pst file you want to import. Under **Options**, choose how you want to deal with emails and contacts, then choose **Next**.



6. If a password was assigned to the Outlook Data File (.pst), enter the password, and then click **OK**.
7. If you're importing the contents of your .pst file into your Microsoft 365 mailbox, choose that mailbox here.

If you're NOT importing into your Microsoft 365 mailbox, choose **Import items into the current folder**. This imports the data into the folder currently selected.



8. Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. When the progress box disappears, the import is finished.



If you're importing your .pst file to your Microsoft 365 mailbox, you may see a message that it's trying to connect with Microsoft 365. This happens when the Internet connection is interrupted, even for a moment. Once your Internet connection is re-established, Outlook will continue importing the .pst file.

Tip: If you want to retrieve only a few emails or contacts from an Outlook Data File (.pst), you can [open](#) the Outlook Data File, and then, in the navigation pane, drag and drop the emails and contacts from .pst file to your existing Outlook folders.

What data is imported?

.Pst files are created when you [export or back up](#) email, contacts, and calendar to an Outlook .pst file. Outlook makes a **copy** of your email to the .pst file.

- When Outlook exports emails to a .pst file, **it includes any attachments**. So, when you import a .pst file, you'll see your attachments.
- Outlook does not export meta-data such as folder properties (views, permissions, and AutoArchive settings); message rules; and blocked senders lists. So, they won't be imported, either.
- When Outlook exports email, contacts, and calendar info to a .pst, **it makes a copy of the information**. Nothing is deleted from Outlook. You'll still see and have access to your email, contacts, and calendar in Outlook.

Reference:

Backup emails for Microsoft 365, Outlook 2019, Outlook 2016 and Outlook 2013.

<https://support.microsoft.com/en-us/office/back-up-your-email-e5845b0b-1aeb-424f-924c-aa1c33b18833>

Import email, contacts, and calendar from an Outlook .pst file

[Import email, contacts, and calendar from an Outlook .pst file \(microsoft.com\)](#)

Video on how to export and import.

<https://support.microsoft.com/en-us/office/video-archive-or-back-up-your-mailbox-456b06b3-77da-48ef-8a04-6c31a92f0782>