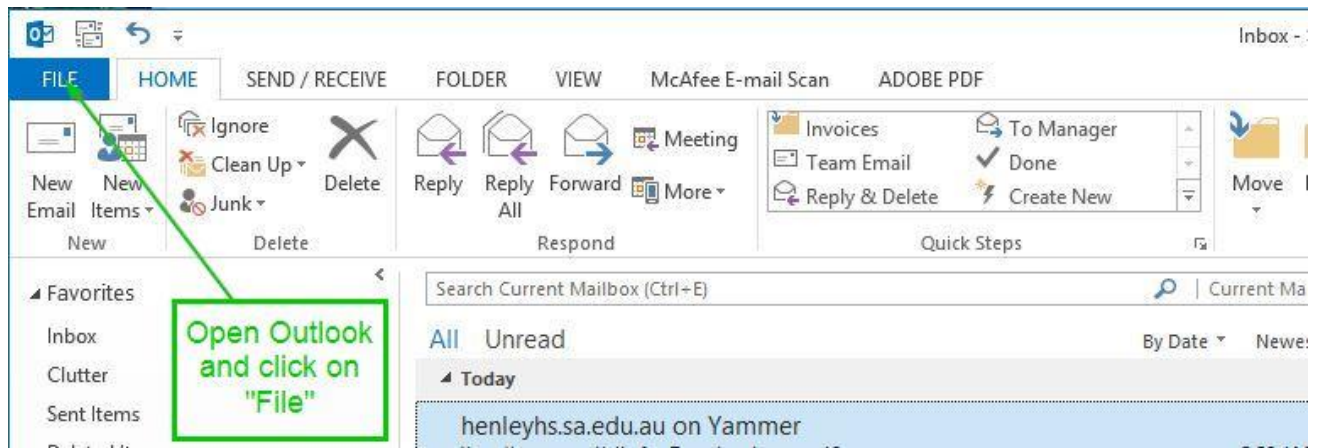


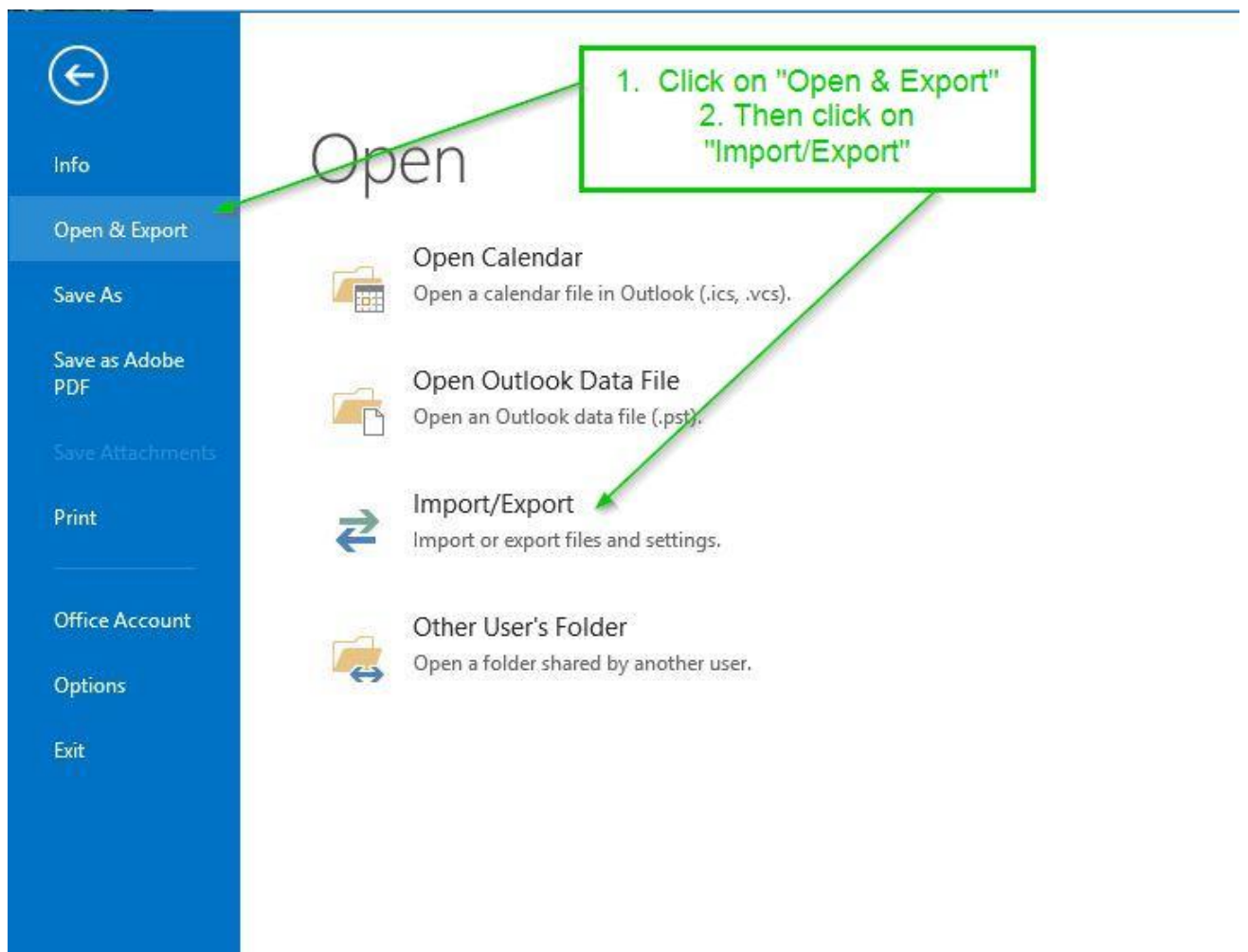
*How to back up your mailbox (emails) in Outlook 2013/2016*

The following guide will show you how to back up your email mailbox in Outlook 2013 or 2016.

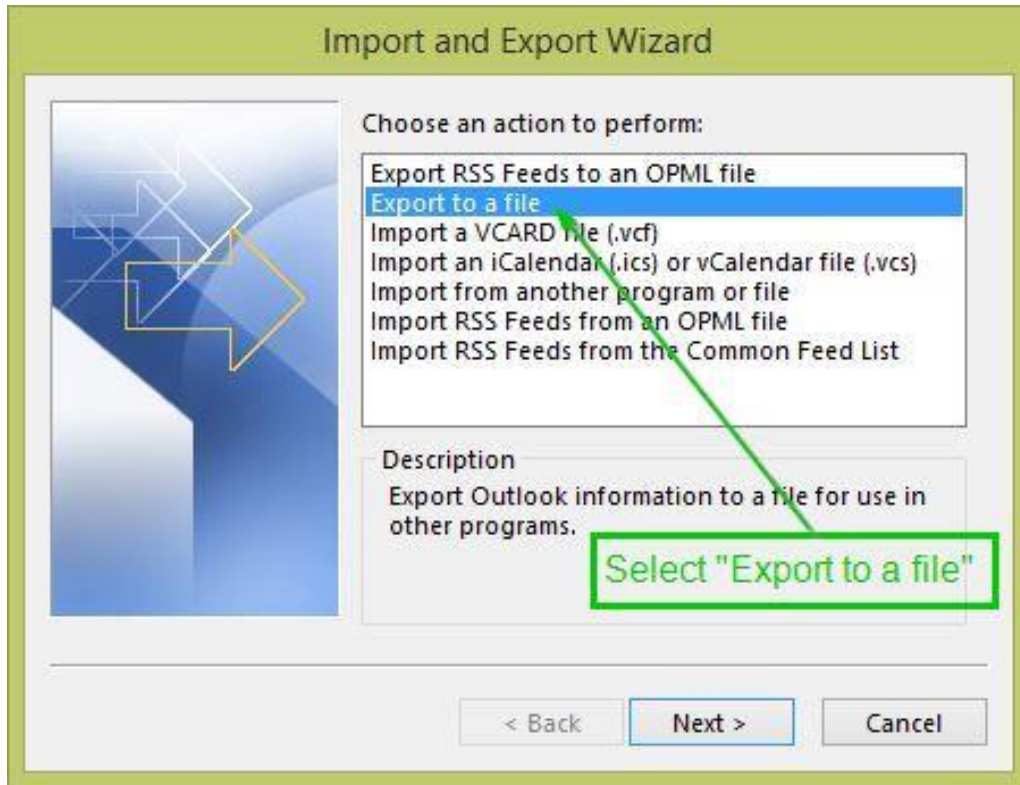
1.



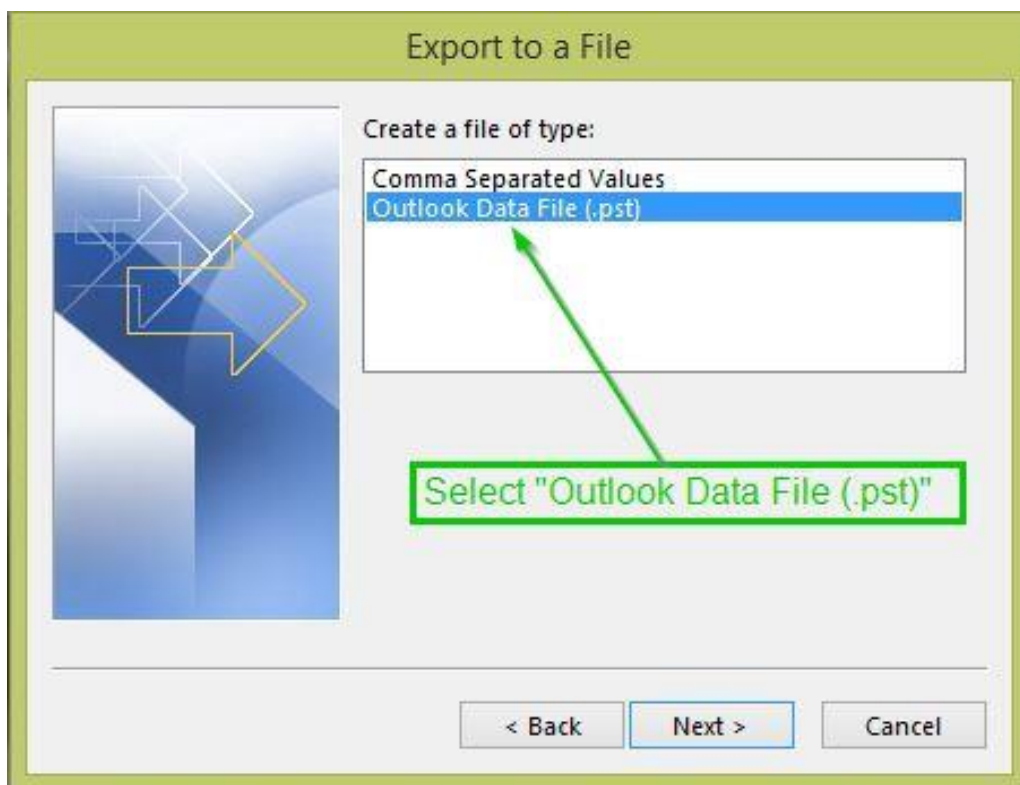
2.



3.



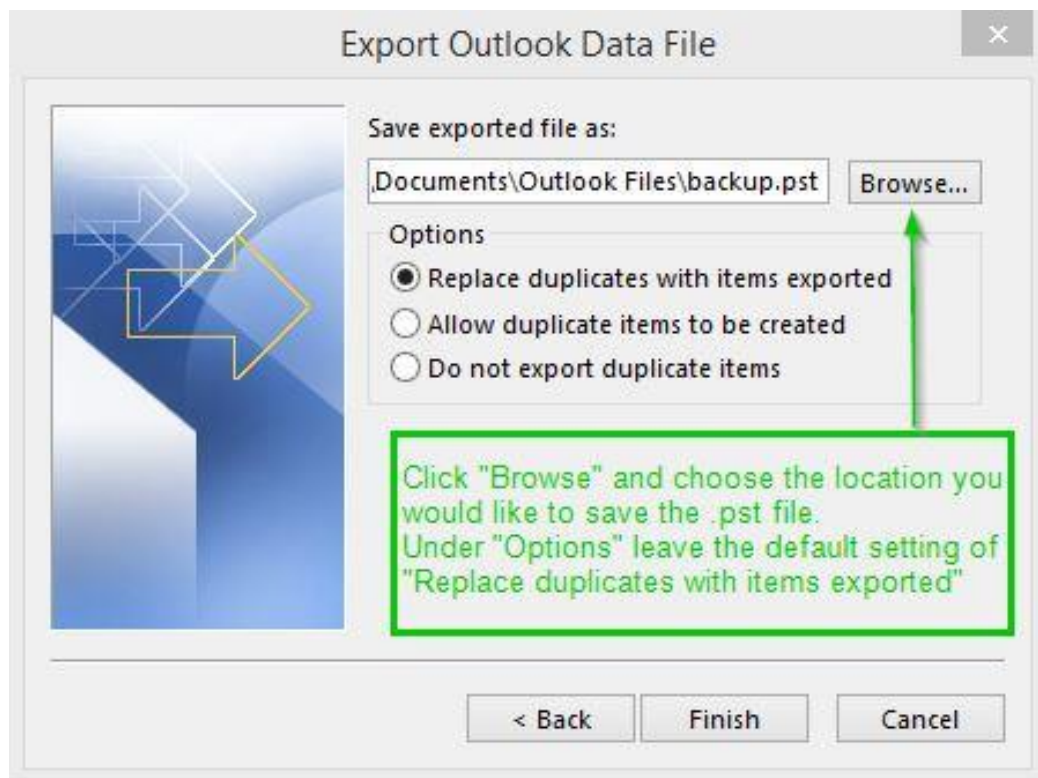
4.



5.



6.



- 7. If this is first time you have performed the backup you will be prompted to password protect the file. This is optional and can be left blank. Simply click "OK" to create the file. The process is now complete.



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In the future if you would like to open the backup file within Outlook simply click on "File" – "Open and Export" and then select "Open Outlook Data File". This will open the file within Outlook and can be found in the left pane along with your original mailbox folders.

