

How to backup email in outlook 2010

Part 1 - Create the data file

1. Go to start
2. Control panel
3. Mail
4. Data files
5. Add
6. Create backup.pst (Press OK) You can use any name.
7. Close

Part 2 - Backup Outlook email

1. Go to start
2. Programs
3. Microsoft office
4. Click Outlook
5. Enter user and password
6. Select any email you want to backup
7. Hold down the CTRL button and click on the email(s) you want to back up
8. Hit the right click mouse button
9. Click the mouse arrow on "move"
10. Now select the folder (or subfolder) you want to move the email.
11. Enter
12. Open new folder to make sure you email are move to new folder