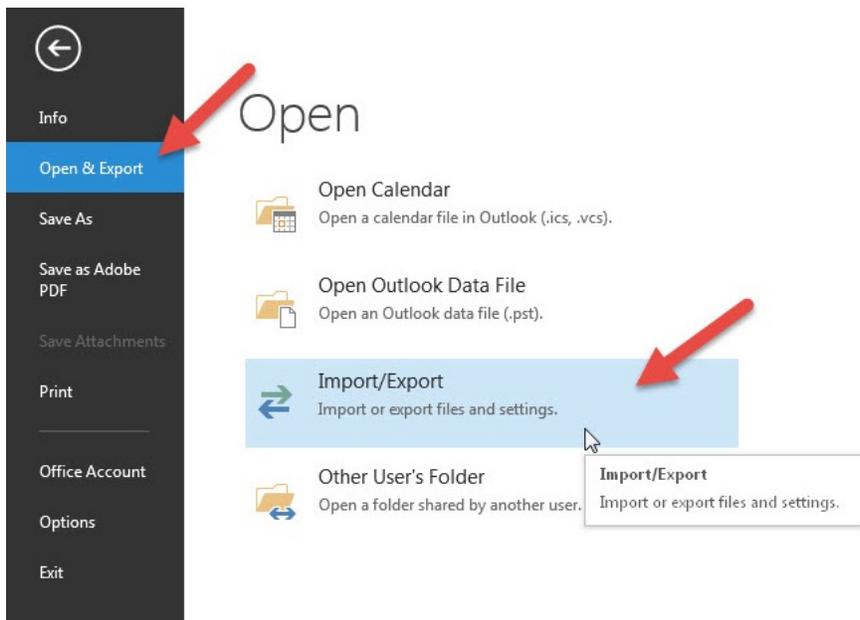


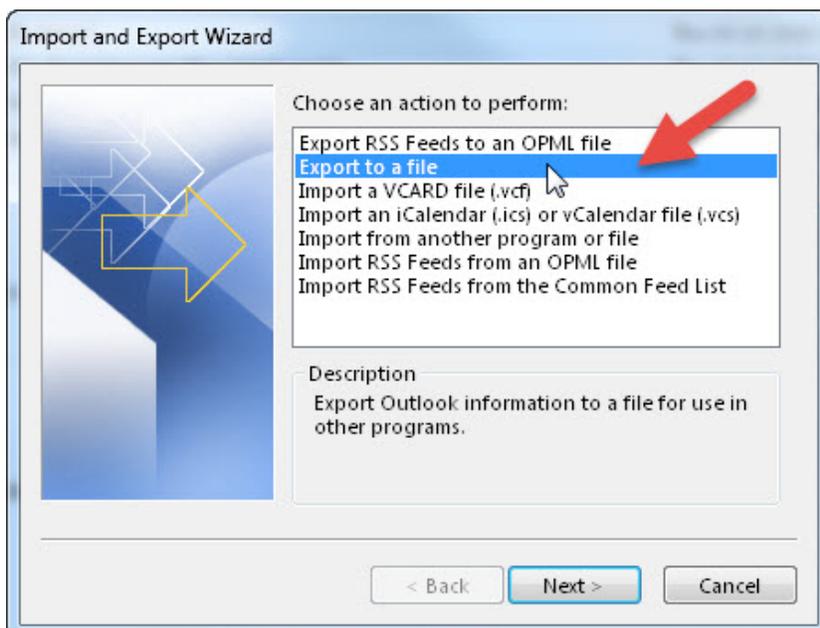
# How to Back Up your Data in Outlook 2013

Although ITaP's Exchange server is configured to hold permanently deleted items in a dumpster for 30 days after being deleted, it is not possible to do an individual mailbox restore to a previous point in time. So, even though items deleted within 30 days can be recovered, folder structures and original locations of deleted items cannot be restored. The Education IT team recommends that users periodically make a complete backup of their Exchange data by exporting to an Outlook Data File (.PST). The process for doing this on a Windows computer is outlined below.

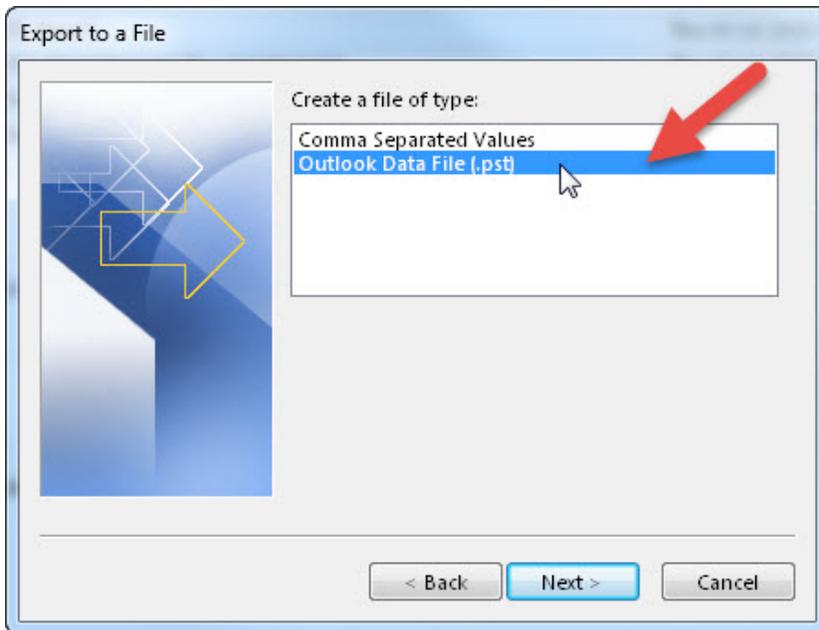
1. Open Outlook.
2. Click **File > Open & Export > Import/Export**.



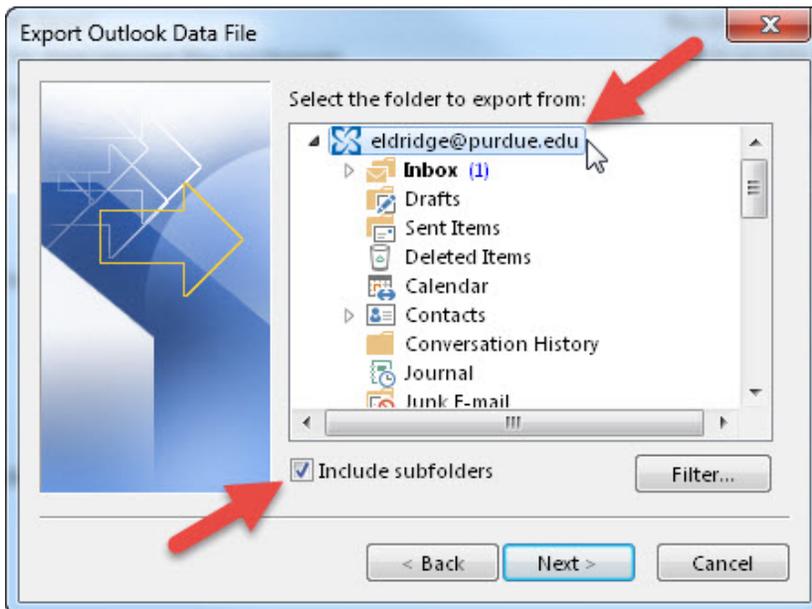
3. Click **Export to a file** and then click **Next**.



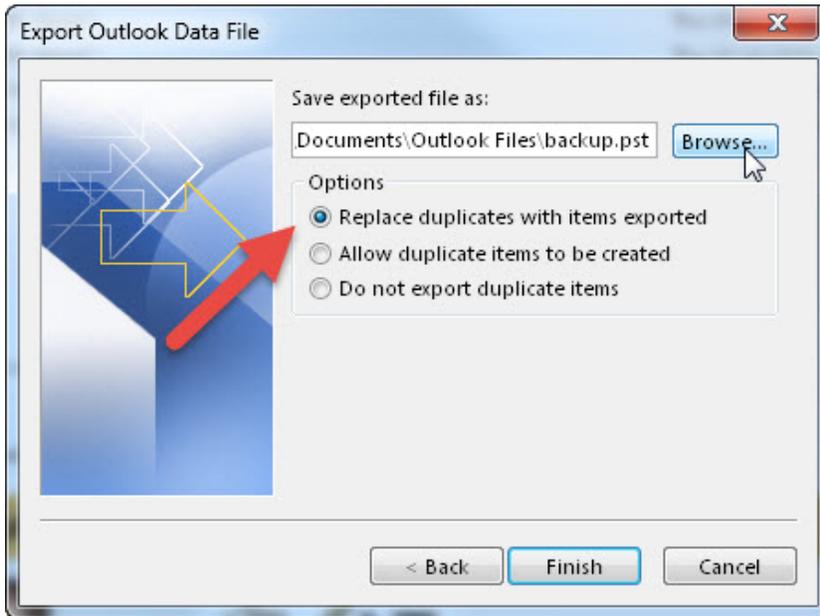
4. Click **Outlook Data File (.pst)** and then click **Next**.



5. Select the account you want to export by clicking on the email address. To back up everything in your account, including mail, calendar, contacts, etc., make sure the **Include subfolders** check box is selected. Click **Next**.



6. Click **Browse** to set the location where the .pst file will be saved or you can leave the default path if the backup file already exists. Type a filename such as **backup.pst**. If you are backing up to an existing file, I would suggest leaving the **Options** set to **Replace duplicates with items exported**. Click **Finish**.



You will be presented with a dialog box with the option to password protect your data file. This is optional.

-- Education IT ([edit@purdue.edu](mailto:edit@purdue.edu))