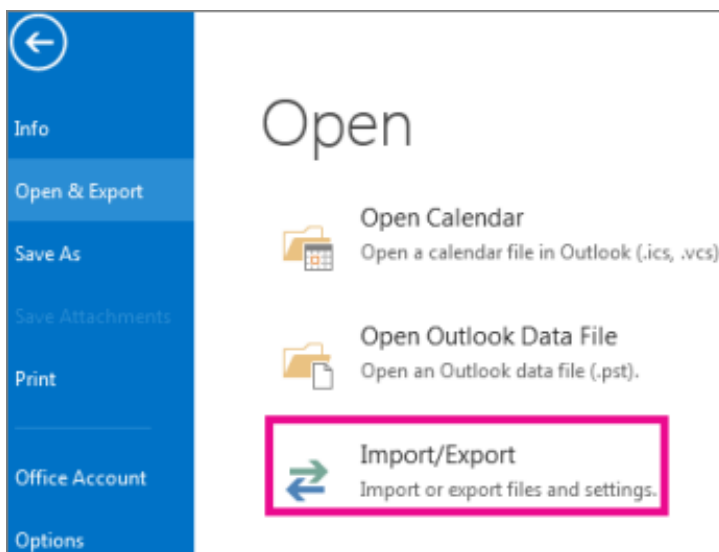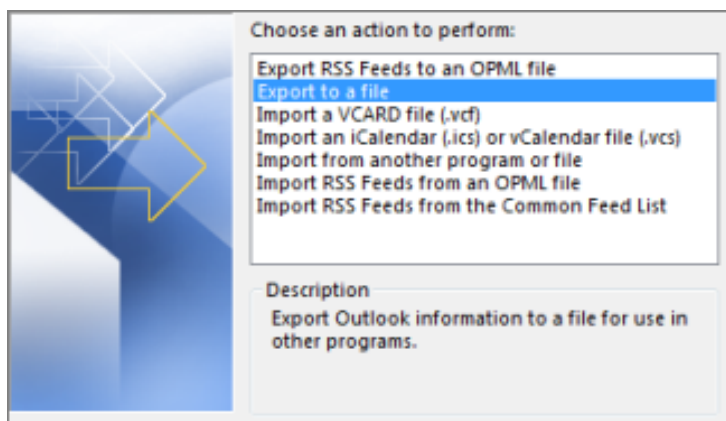# Back up your email in Outlook

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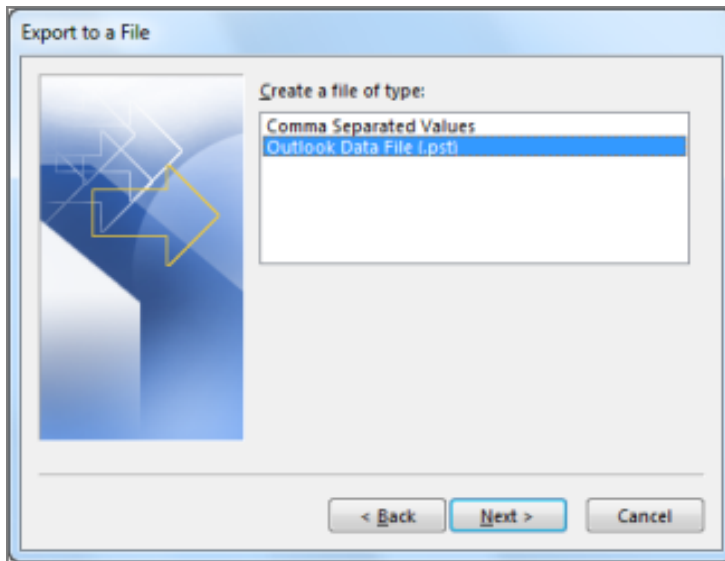
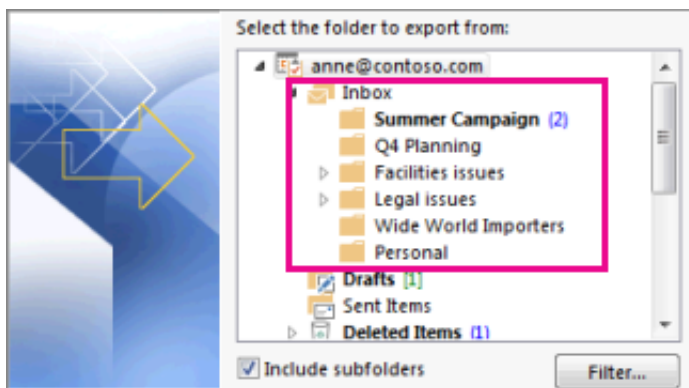1. Select **File** > **Open & Export** > **Import/Export**.

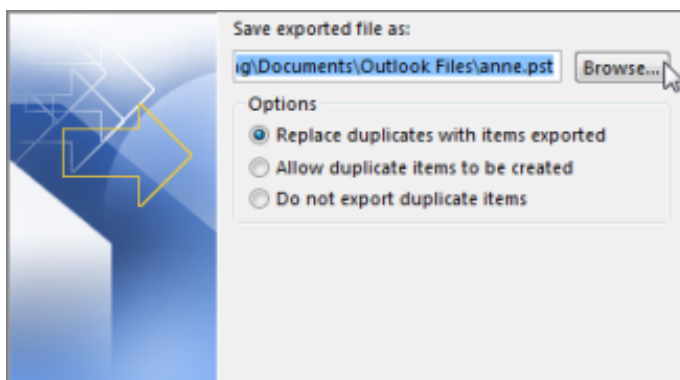2. Select **Export to a file**, and then select **Next**.

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 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.

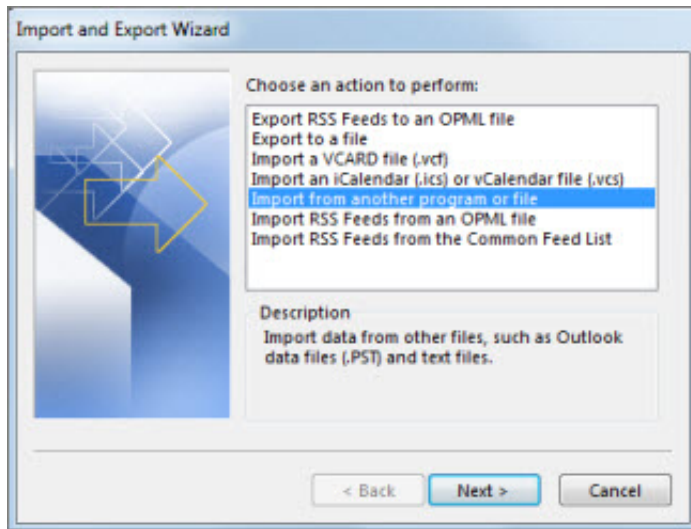1. At the top of your Outlook ribbon, select **File**.

    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.
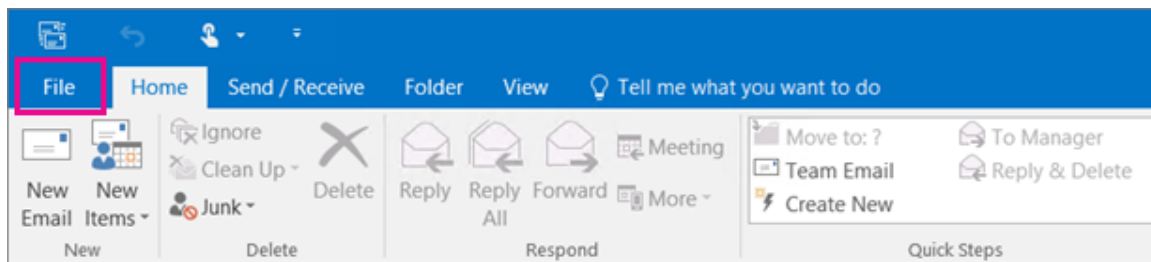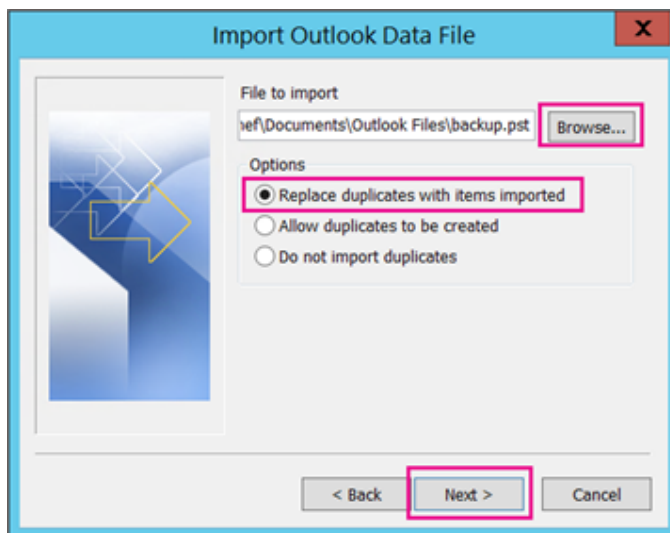

2. Select **Open & Export** > **Import/Export**. This starts the Import/Export wizard.
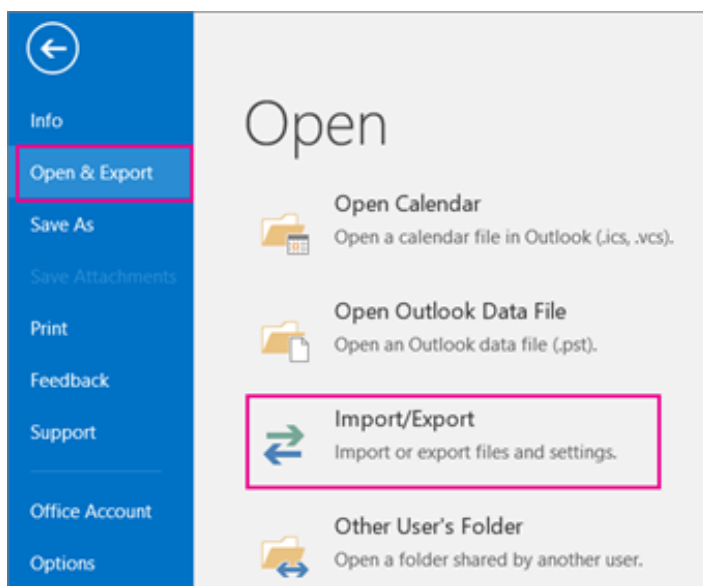
3. Select **Import from another program or file**, and then click **Next**.

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 Office 365 mailbox, choose that mailbox here.

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

Import Outlook Data File

Select the folder to import from:

▷ 🗐 Outlook Data File

To import to your Office 365 mailbox, choose that mailbox here

☑ Include subfolders   Filter...

○ Import items into the current folder
● Import items into the same folder in:

Jakob@   onmicrosoft.com   ▾

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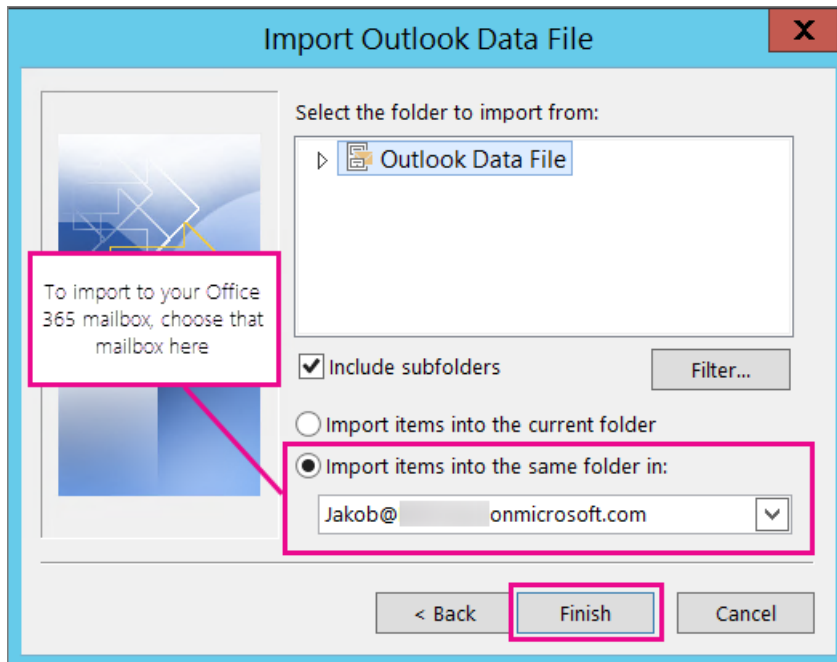
8. Choose **Finish**. Outlook starts importing the contents of your .pst file immediately. When the progress box disappears, the import is finished.

If you're importing your .pst file to your Office 365 mailbox, you may see a message that it's trying to connect with Office 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.