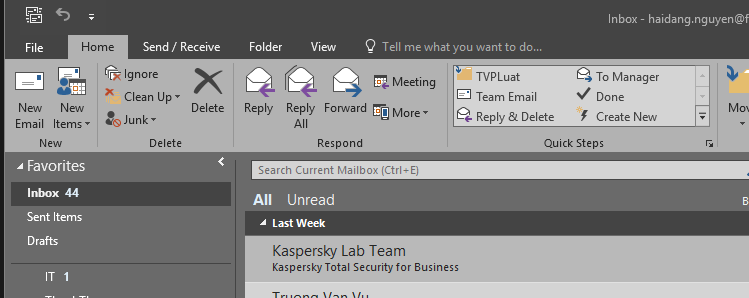
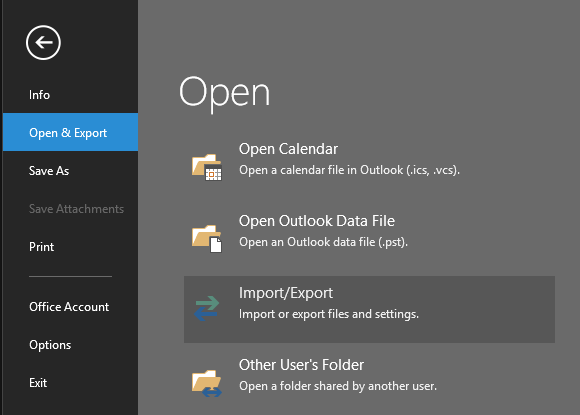
**HƯỚNG DẪN BACKUP MAIL OUTLOOK**

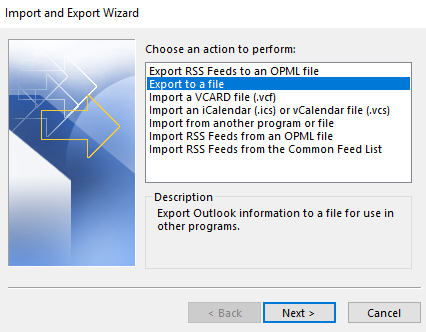
Góc trái Outlook chọn File



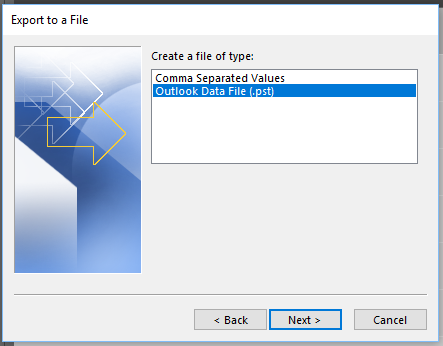
Chọn **Open & Export -> Import/ Export**

s

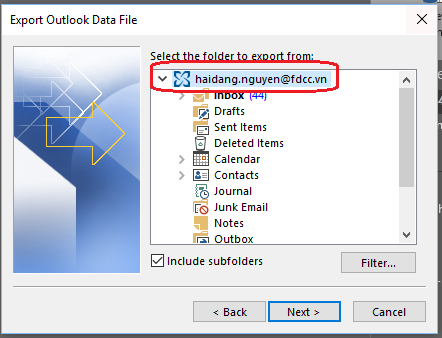
Chọn **Export to a file**



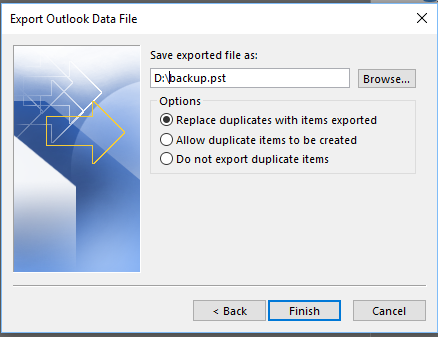
Chọn **Outlook Data File (.pst)**



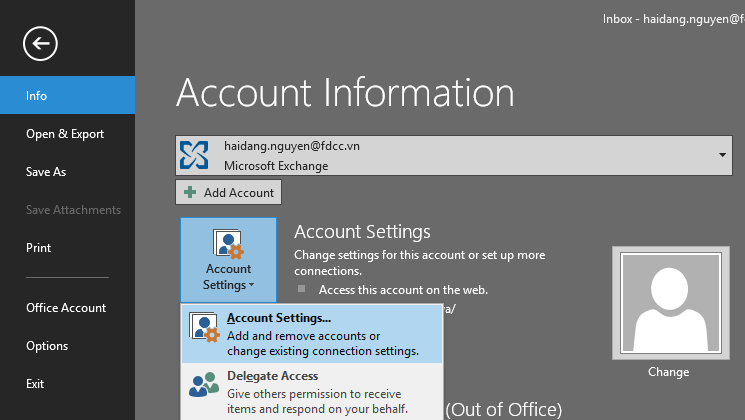
Chọn dòng trên cùng email@fdcc.vn



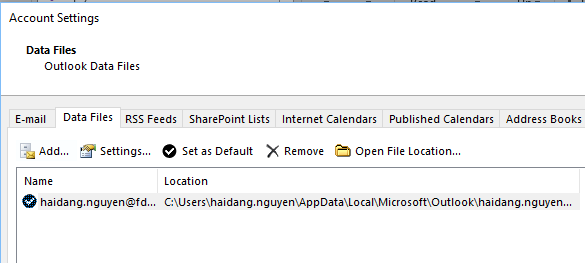
Tại **Export Outlook Data File,** chọn chỗ lưu file



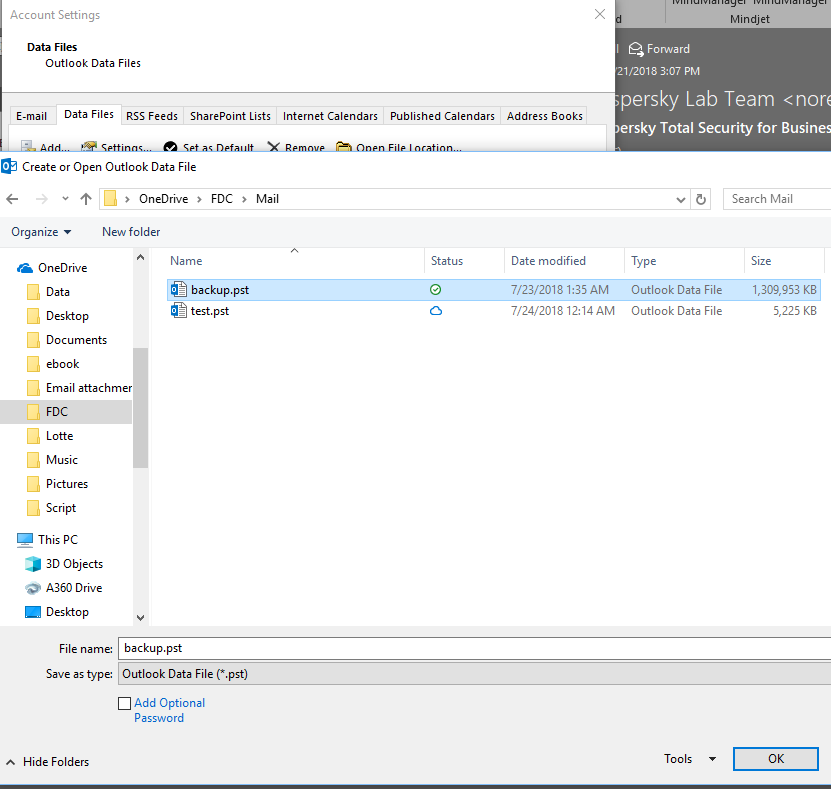
Quay lại trang **Account Information -> Account Settings -> Account Settings**



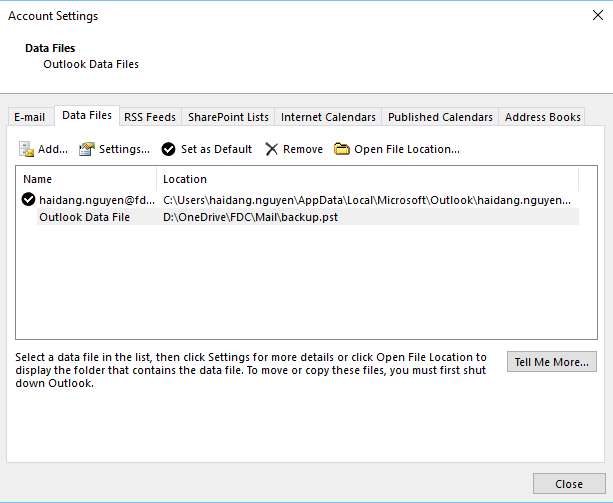
Chọn tab **Data Files -> Add**



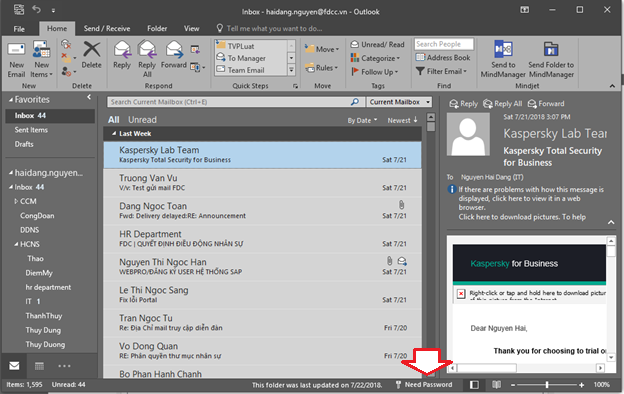
Chọn File vừa backup -> **OK**



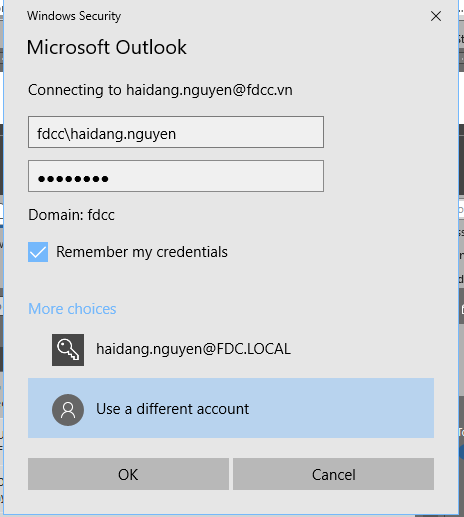
File cần Add đã được them vào



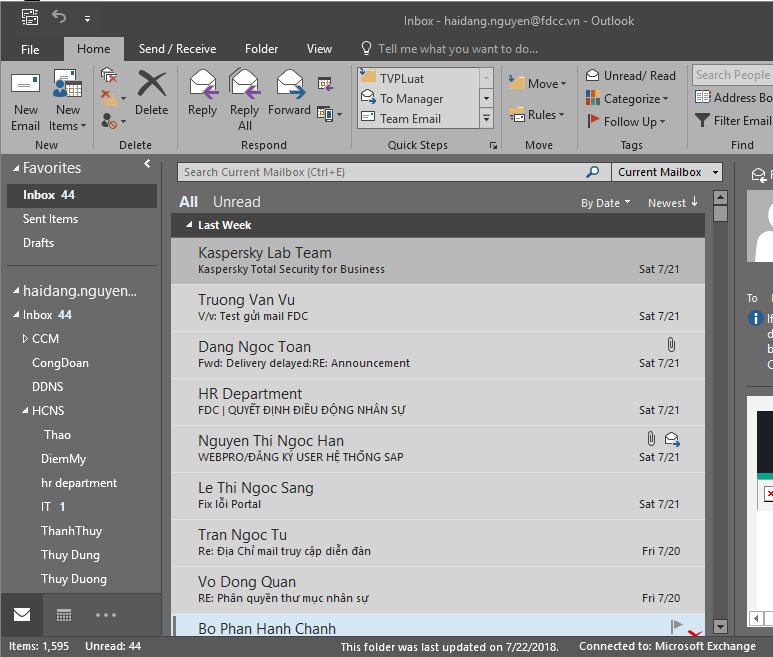
Chọn Need Password



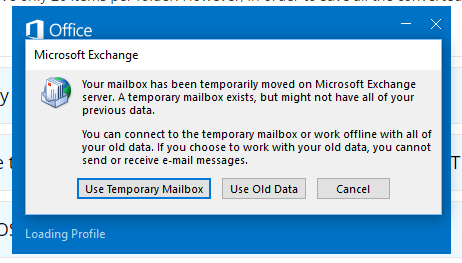
Điền thông tin tài khoảng mới như trong hình



Outlook đã chuyển thành **Connected to: Microsft Exchange**



Chọn **Use Temporary Mailbox**



Khi đăng nhập lại thì mailbox hoàn toàn rỗng. Lúc này copy các file và folder từ Outlook Data File (cần thiết) lên email mới

