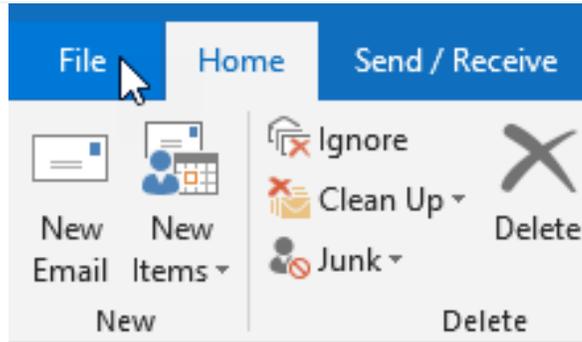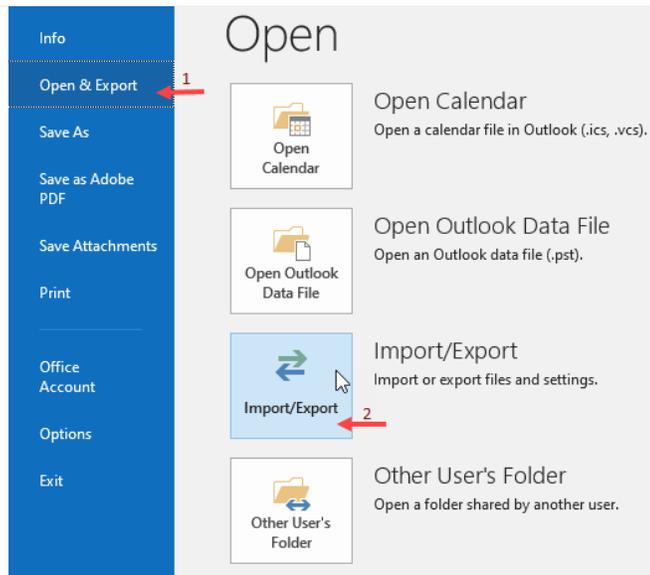# Backing Up Your Email Account
Using Outlook 2013/2016/2019 for Windows

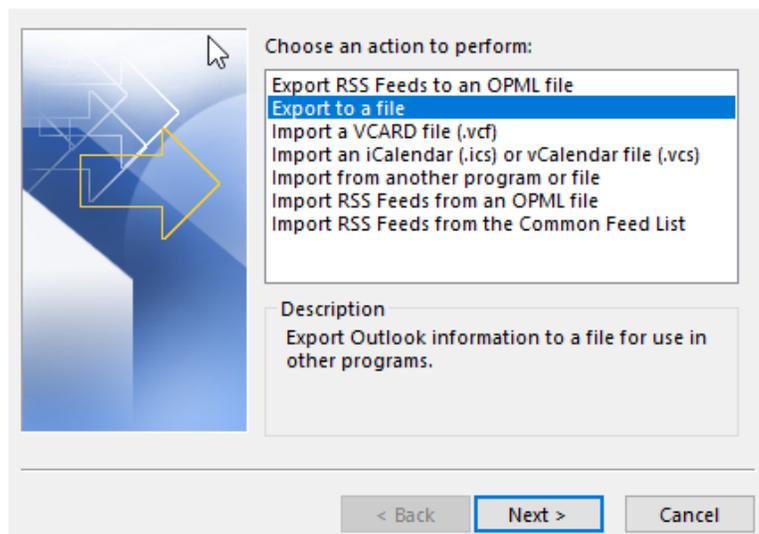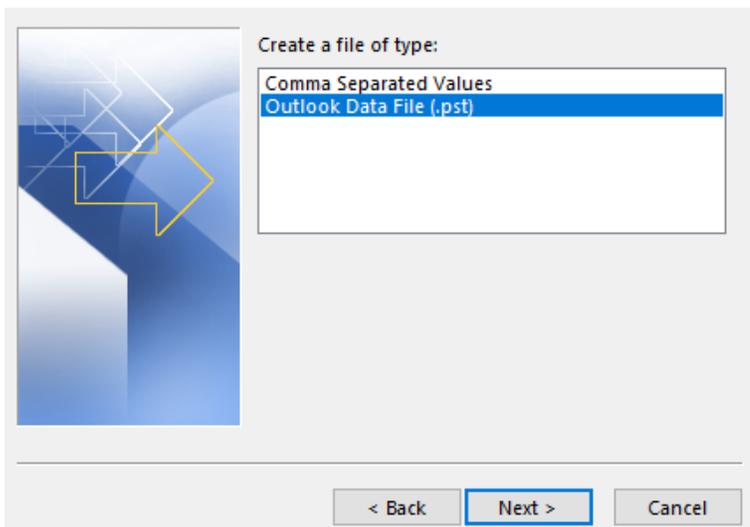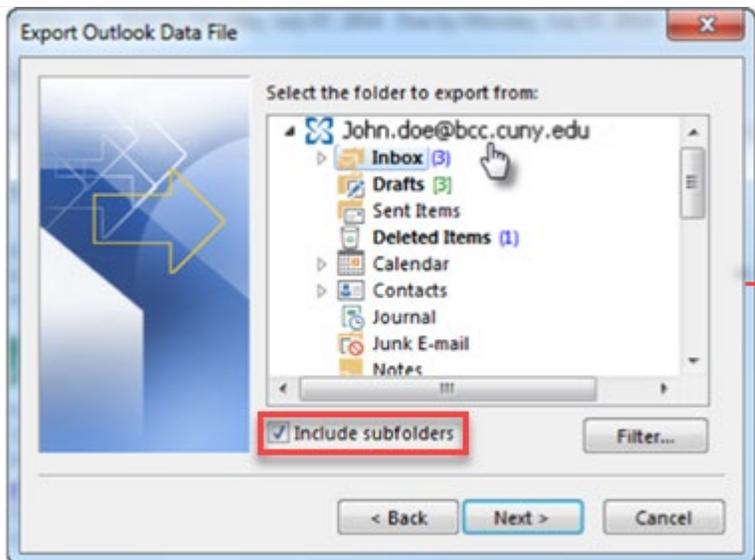|	
1. Login into Outlook. Once logged into Outlook, click on the **File**.	
2. From the **File** menu, click on **Open & Export** and select **Import/Export**.	
3. From the **Import and Export Wizard,** select Export to a file and click on **Next**.	

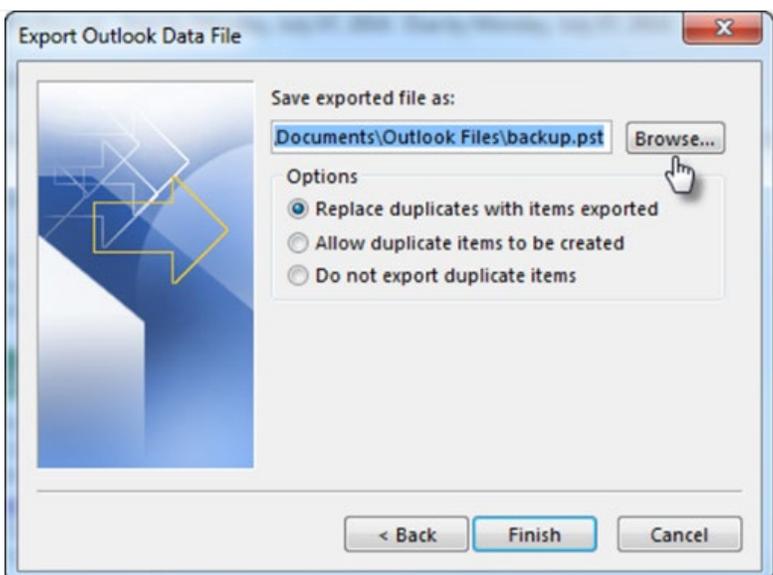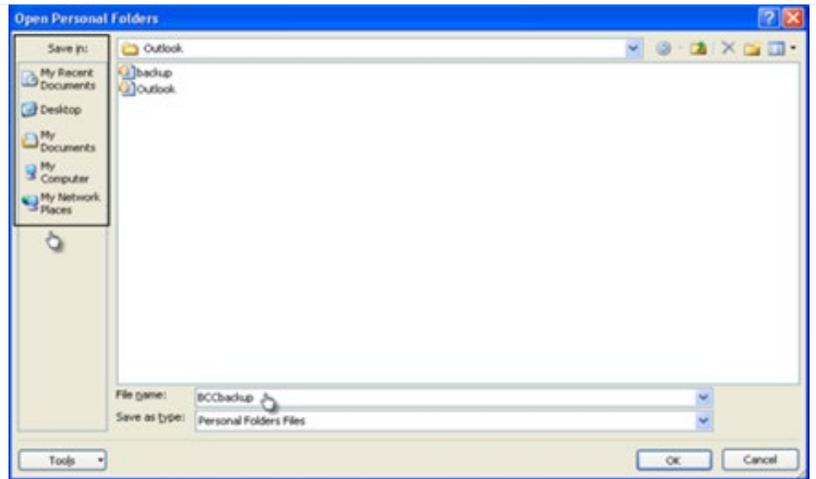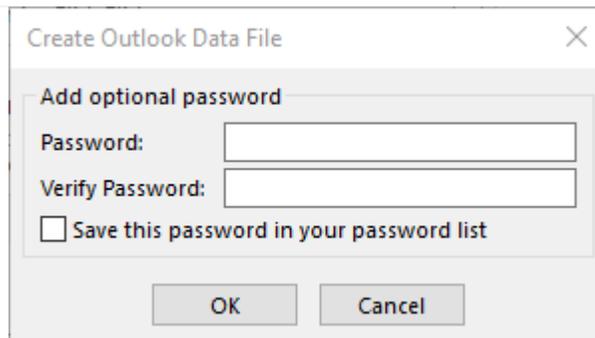|		
4.	Select Outlook Data File (.pst) and click on Next.	**Export to a File** Create a file of type: Comma Separated Values **Outlook Data File (.pst)** < Back Next > Cancel
5.	On the **Export Outlook Data File** window, **select** the folder you want to export. **For example:** John.doe@bcc.cuny.edu, and **click** on **Next**. **Note: Check** on **Include subfolders** (*at the bottom of the window*) to include all sub items contained within the folder you chose to export. Click on **Nex**t.	**Export Outlook Data File** Select the folder to export from: ▲ ✕ John.doe@bcc.cuny.edu 　▷ Inbox (3) 　　Drafts [3] 　　Sent Items 　　Deleted Items (1) 　▷ Calendar 　▷ Contacts 　　Journal 　　Junk E-mail 　　Notes 　☑ Include subfolders Filter... < Back Next > Cancel
6.	Select **Replace duplicates with items exported**, then click on **Browse** button to choose the location where you will be saving your file.	**Export Outlook Data File** Save exported file as: .Documents\Outlook Files\backup.pst Browse... Options ◉ Replace duplicates with items exported ○ Allow duplicate items to be created ○ Do not export duplicate items < Back Finish Cancel

7. Choose where you want to save the file. Click on **OK. Choose where you want to save the file. Your back up can be saved on your desktop, an external HDD or USB.** *Note: If you wish to rename the file, you can do so by typing a new name on the **File name** field. For example, BCCbackup*	
8. Do **NOT** set a password. Click on **OK**. This may take a few minutes based on how much data is in your mailbox.	
9. At the Export Outlook Data File window, click on **Finish.**	