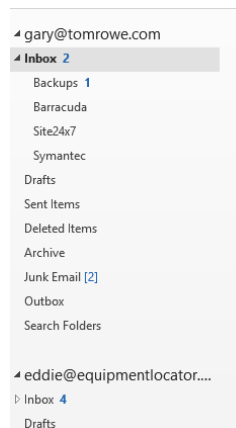


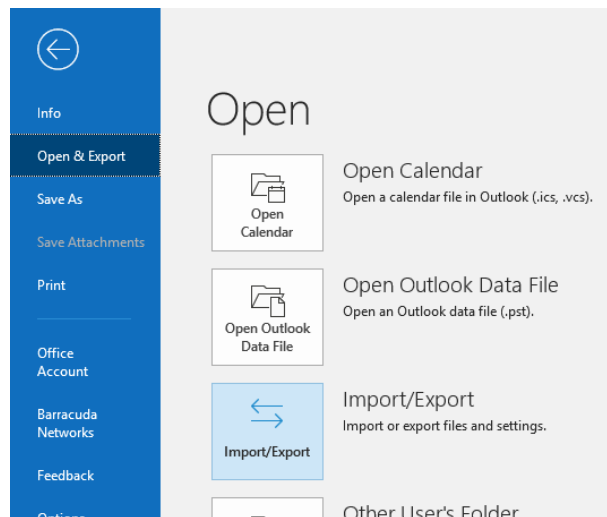
Outlook 2016 - How to Archive a Mailbox to a PST File

Tuesday, May 7, 2019 8:47 AM

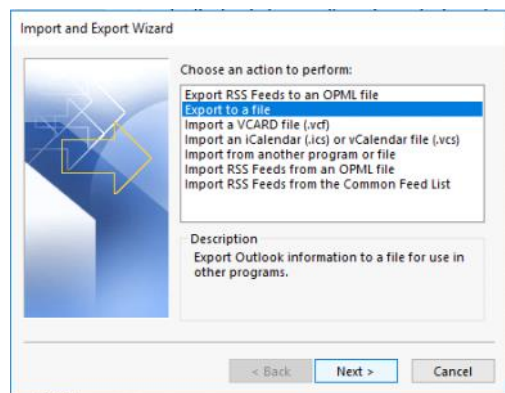
Open Outlook 2016 and select the inbox of the account you want to archive



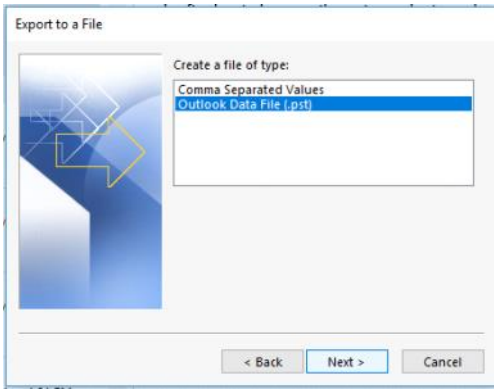
Click "File", then click "Open & Export", then click "Import/Export":



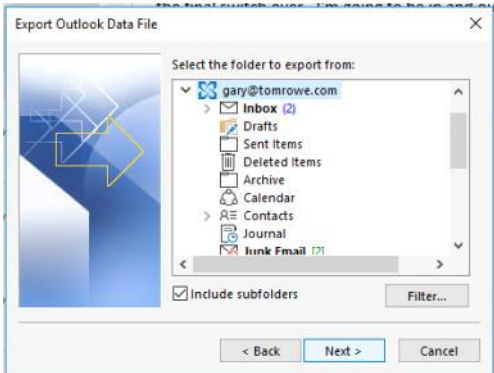
Select "Export to a file", then click the "Next" button:



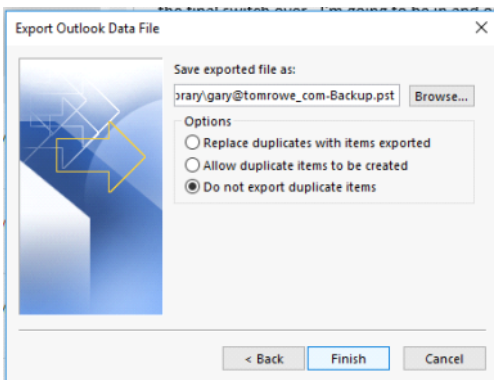
Select "Outlook Data File (.pst)", then click the "Next" button:



Select the top level of the mailbox, make sure the "Include subfolders" checkbox is checked, then click the "Next" button:

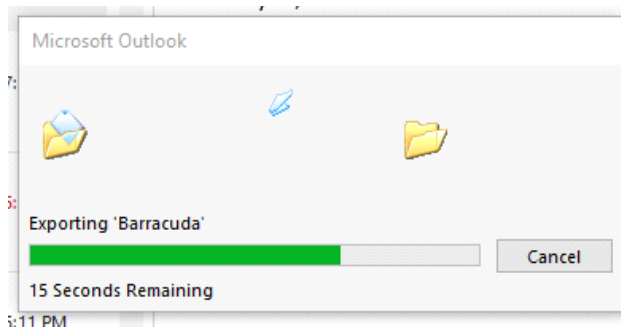


Select where you want the backup file to be located and name the file, click the "Do not export duplicates items" option, then click the "Finish" button:



If you are prompted with a password prompt, leave both fields blank, then click "OK".

Wait until the status window disappears:



Store your .PST backup file in a safe location for future use if needed.

