## 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

✓ gary@tomrowe.com
⊿ Inbox 2
Backups 1
Barracuda
Site24x7
Symantec
Drafts
Sent Items
Deleted Items
Archive
Junk Email [2]
Outbox
Search Folders
▲ eddie@equipmentlocator
▷ Inbox 4
Drafts

## 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.

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