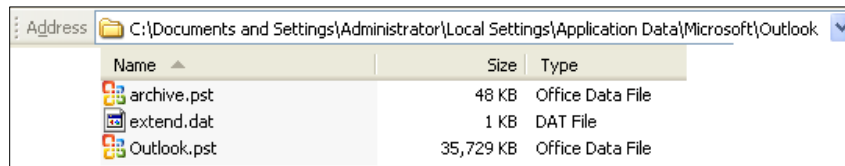


Outlook Backup

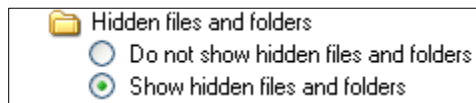
Microsoft programs do a good job of standardizing where data is stored. A notable exception is Outlook. All Outlook data is stored in a file with the extension .pst. As you have messages, appointments, contacts, and other Outlook items, your .pst file might become very large. More importantly, if your pst file becomes corrupt or you are moving to another computer, you will want to have a backup of this file.

An issue with backing up Outlook is that the path to the pst file is long and the file is in a hidden folder.

My data is stored in the following path:



In order to see these files I had to go to the Folder Properties for the computer and turn on to View Hidden files & folders:



Note that your Outlook data is stored in the file Outlook.pst. You may also want to turn on to Show extensions for known file types:

Hide extensions for known file types Deselect Hide!

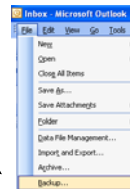
To BackUp your pst file you could navigate to the path, copy the file and then paste it in My Documents or somewhere that you regularly backup.

A better way is to use Microsoft's backup utility for Outlook:



You can find it by searching <http://support.microsoft.com> for Q238782 (pfbackup.exe)

After installing the program and then opening Outlook you will have a new option under the file menu ... Backup



Run the program

1. Select Options... and then Browse to My Documents
2. Leave the option to every 7 days, select OK
3. Lastly, Select Save Backup

