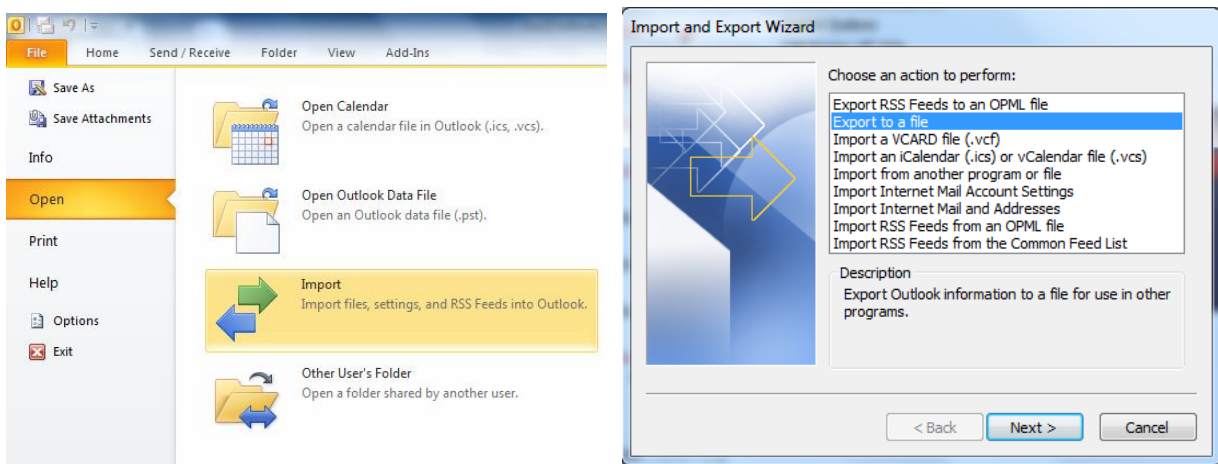# How to use the OUTLOOK backup mail

This time, we will show you how to use the OUTLOOK backup mail.

Steps :

1. open Outlook, click "file" menu and select "open" , in the right click "import" , in the pop-up "import and Export Wizard" dialog box, select the "export to a file" and click "next".
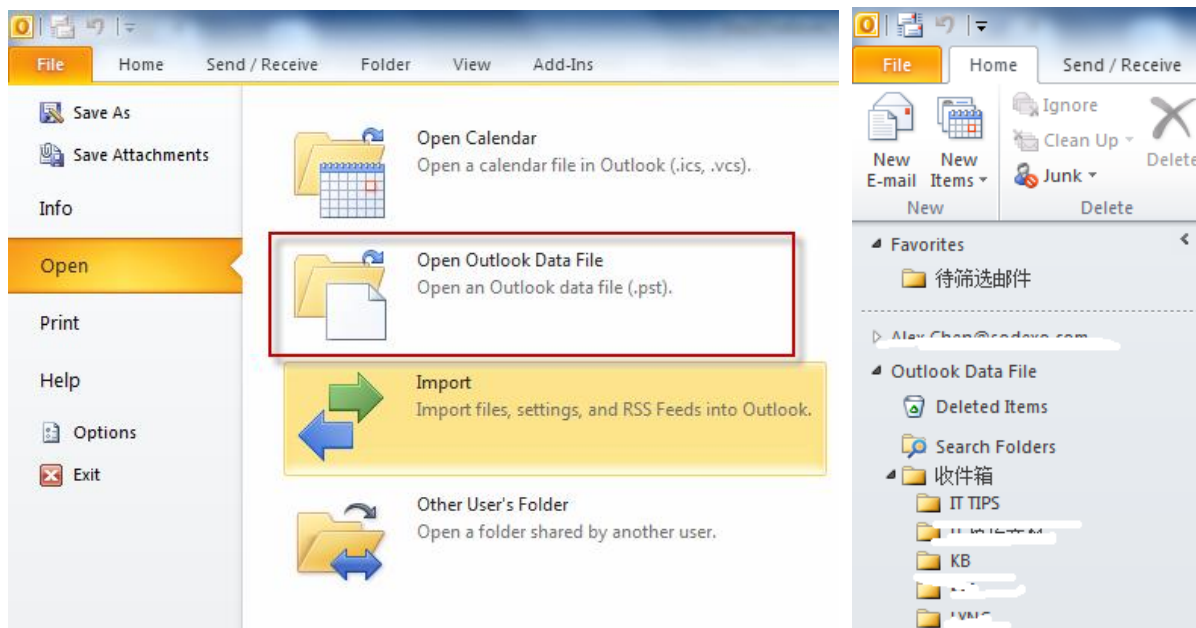

2. In the pop-up "export to a file" dialog box, select "Outlook data file (. pst)", we select "Inbox", backup your Inbox full of messages. You can also select "filter" according to your needs, select the message that needs to be backed up, and click "next."
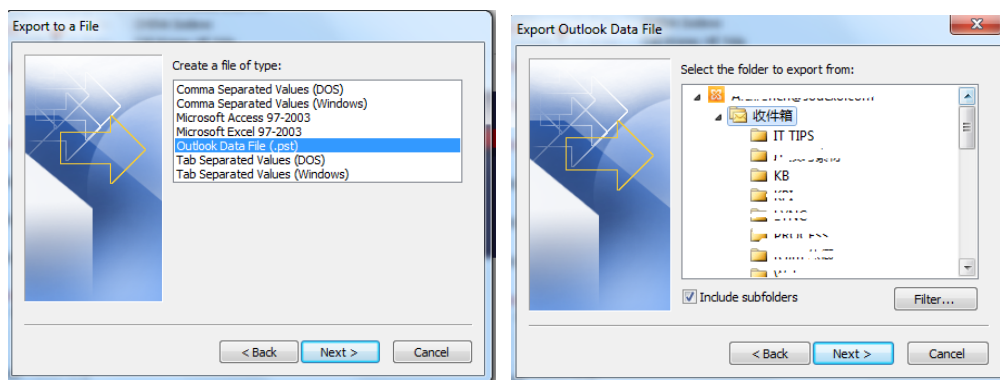
3. Save the backup file, click "Browse", select the location where you want to save, and then click Finish. After clicking Finish will pop up a password dialog box, if you set a password, the next time you open the backup file when you need to enter the password for authentication. Without the password, click OK.
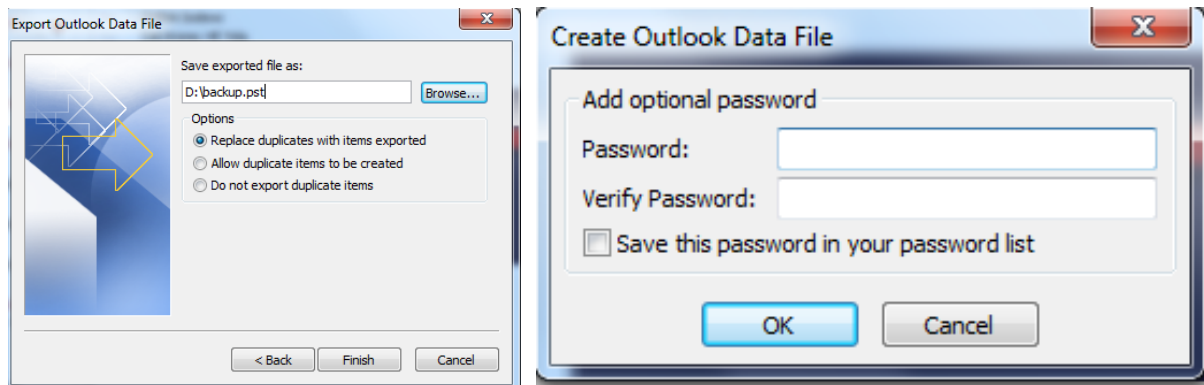
4. Open the mail backup file, we click "file" menu and select "open", in the right click "open OUTLOOK data file" and open the saved mail backup files (PST files).

See you next week.