

## Backing up MS Outlook (97 through 2007)

You've probably noticed that Microsoft did not include a backup program of any kind with its versions of Outlook, however if you want to back up your mail, contacts, calendar and more, a free program is available for download from the creators of Outlook. This program is called PFBACKUP and can be found at this address:

<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=8b081f3a-b7d0-4b16-b8af-5a6322f4fd01&displaylang=en>

Unfortunately, this software has not been updated at this time to accommodate Outlook 2010, however, there are backup instructions for 2010 at the end of this document.



Simply click the download button on the web page, and you will be prompted to RUN or SAVE the file. Choose SAVE in case you need to run this program on other computers. When the dialog box asks you for a place to save it, choose your desktop.

After the program downloads, double click the file on your desktop to start the installation. It may be a good idea to make sure Outlook is not running on your system at this time.

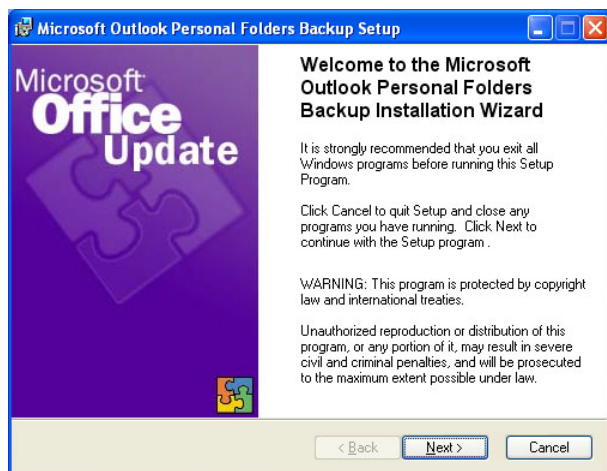


Figure 2: Click NEXT to continue the install

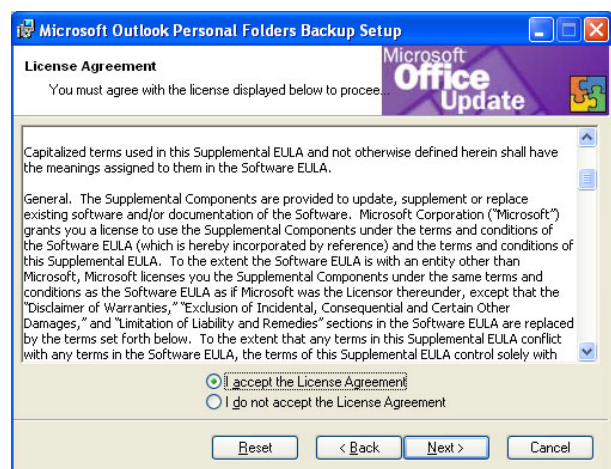


Figure 3: Accept the Agreement and click NEXT

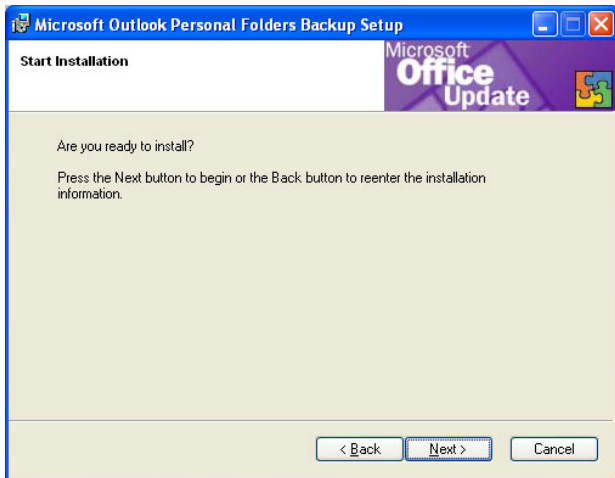


Figure 4: Click NEXT again to continue



Figure 5: Click FINISH to complete installation

Once the program installs, open Outlook and notice the new option in your **FILE** dropdown menu (Figure 6). Choose **BACKUP** and you can now configure the program to place the backup on any drive you choose. If it's a server drive, be sure you have sufficient rights to that drive.

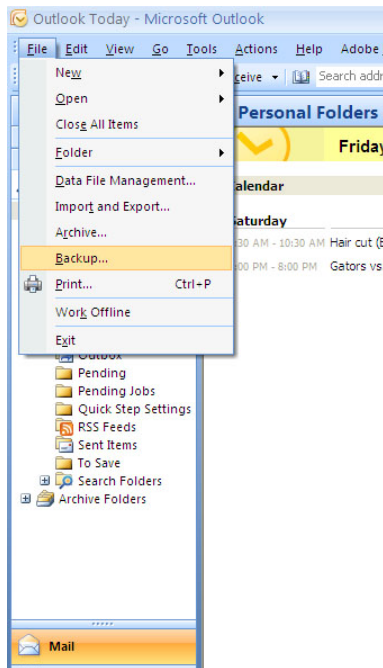


Figure 6: Backup option on FILE menu

When you choose the option you'll be presented with a dialog box to help you set up your backup (Figure 7).



Figure 7: Click the OPTIONS button

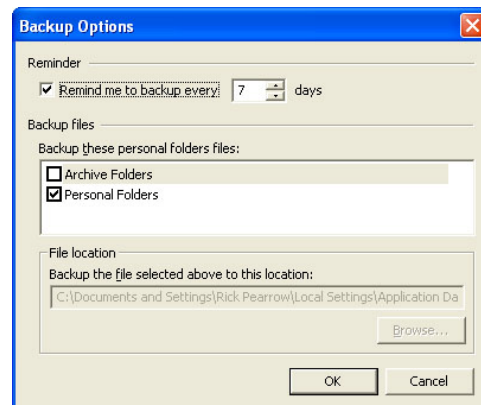


Figure 8: Backup Options

Check the option you want, and then type the path for the backup location (Figure 8)  
After setting up your backup options, you'll be prompted that Outlook must be closed before the first backup can happen. Close Outlook and the backup will be completed in the location you specified.

To restore the backup in case of a reinstallation of Outlook, or a roll back to a previous date, choose FILE, IMPORT and EXPORT (Figure 6) in the Outlook menu bar. Figure 9 shows the first dialog box. Select "Import from Another program or file." After clicking NEXT, scroll down in the next dialog box (Figure 10) and choose "Personal Folder File PST."

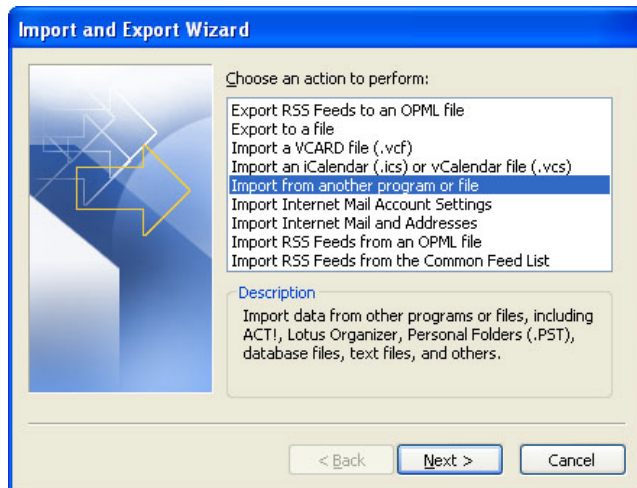


Figure 9: Import Wizard screen 1

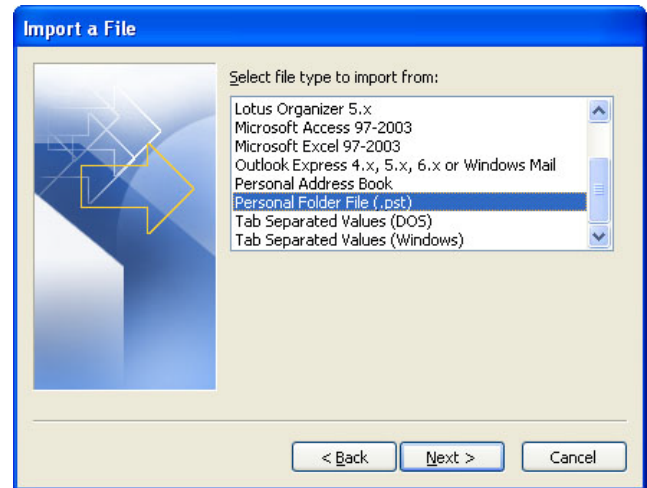


Figure 10: Import PST file

In the next dialog box, navigate to the location of your backup file, and finish the wizard. Your backup will be restored to Outlook.

**For Outlook 2010:** If you have several email accounts in Outlook 2010 they will be stored in individual .PST files. These files can be backed up by copying them to an external drive, or server drive. They are located in the **MY DOCUMENTS** folder for that user in the subfolder **OUTLOOK FILES**.