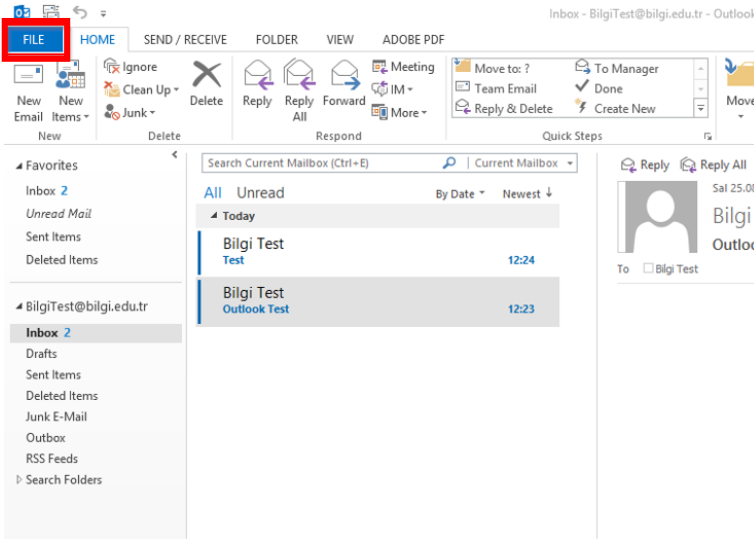
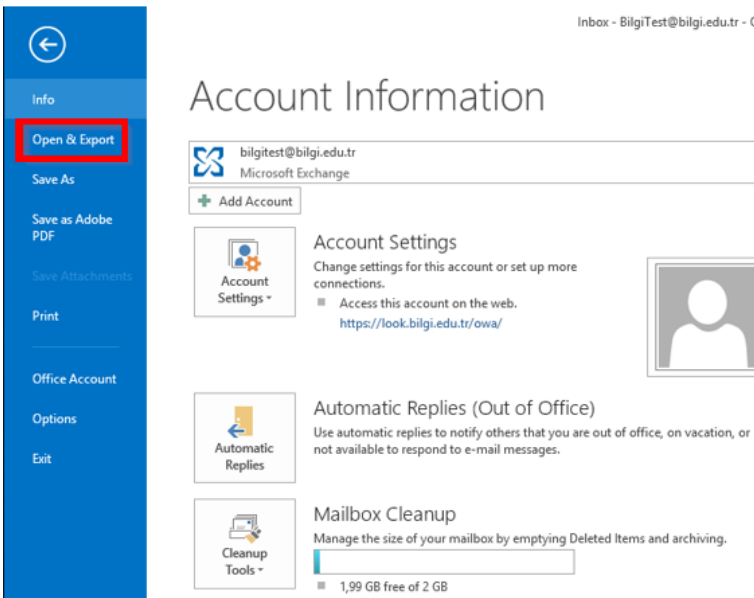




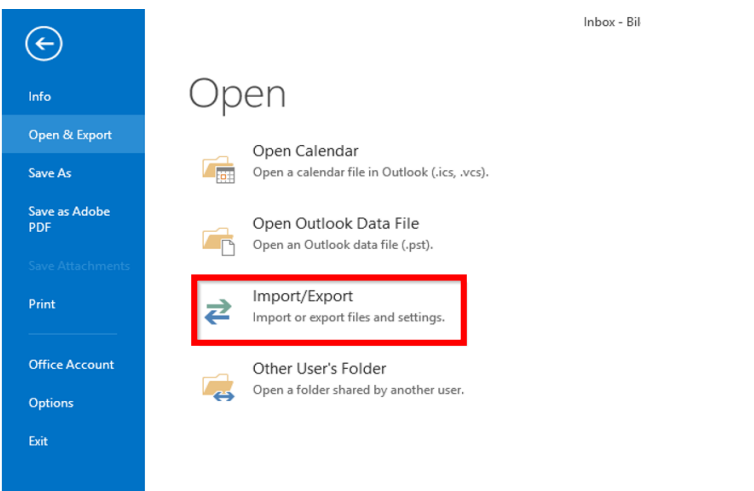
Backup E-mail Messages on the Server



Click **FILE** menu.



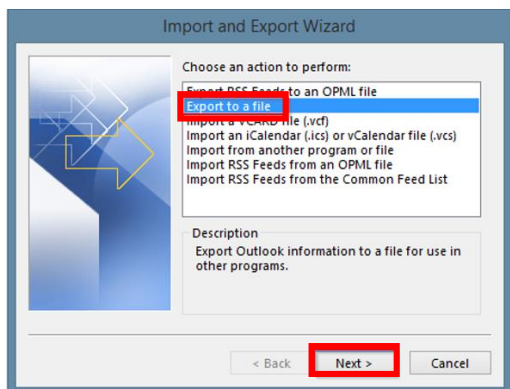
Click **Open & Export**.



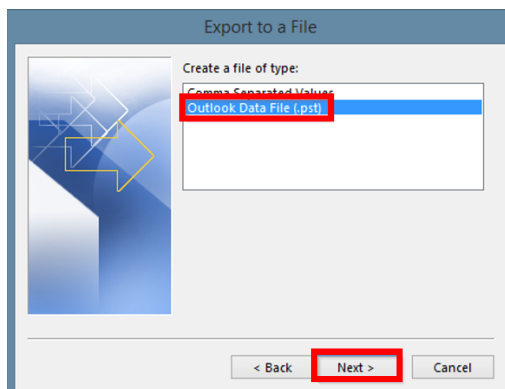
Click **Import / Export**.

Outlook E-mail Backup and Restore Guide

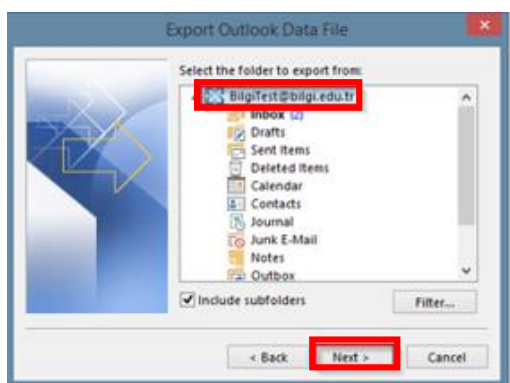
Keep the e-mail backup process by taking the following steps.



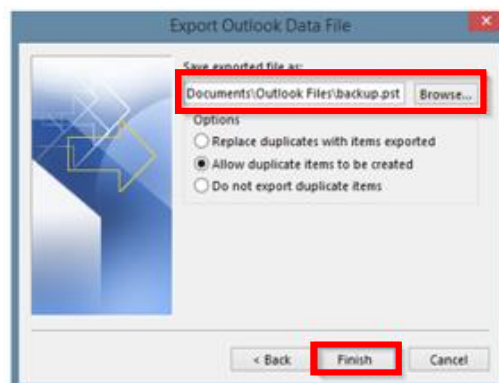
1-Select **Export to a file** and click **Next**.



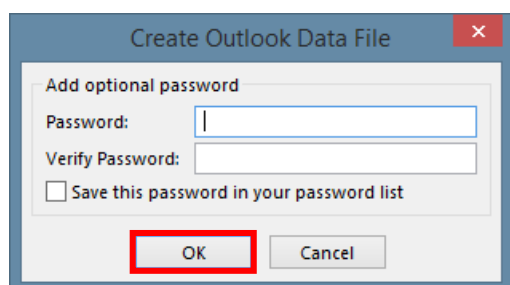
2- Select **Outlook Data File (.pst)** and click **Next**.



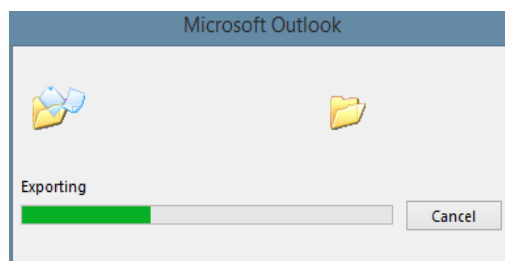
3-Select your Bilgi e-mail (name.surname@bilgi.edu.tr) and check **Include subfolders** option and click **Next**.



4- Click **Finish** to copy the **backup.pst** file.



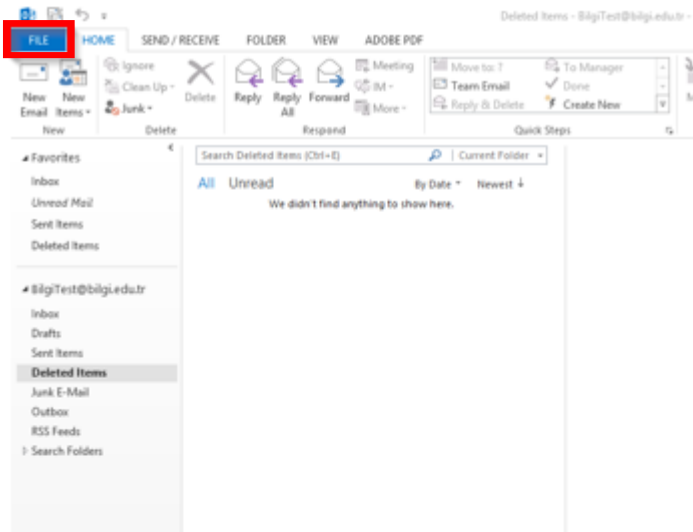
5- Do not enter any password and click **OK**.



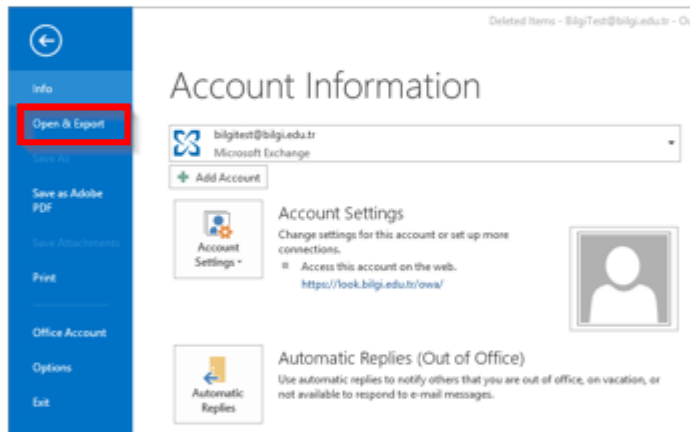
6- The transmission time depends on the mailbox size.



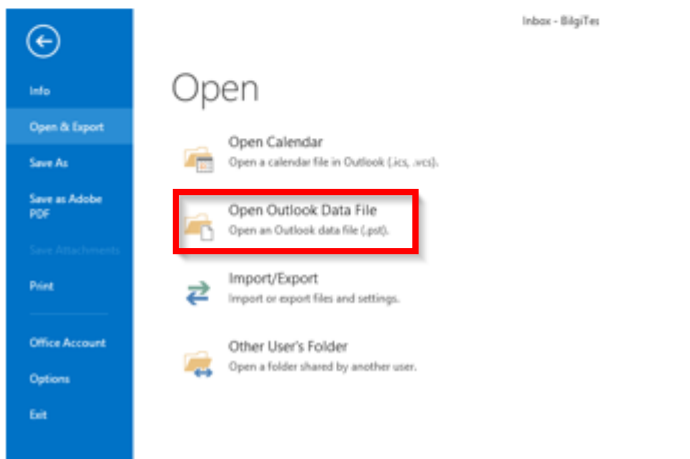
Add backed-up emails to Outlook



Click **FILE** menu.

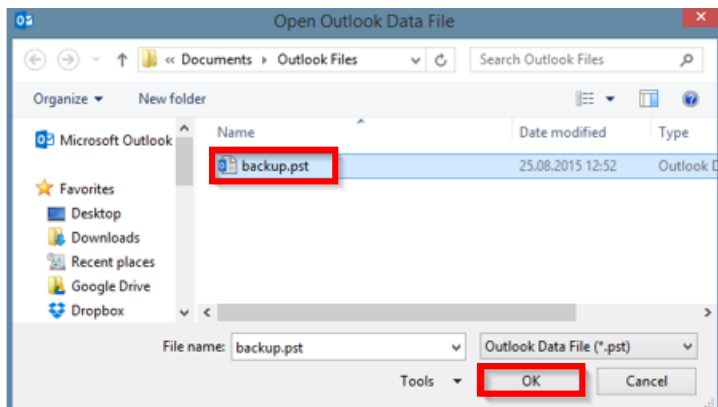


Click **Open & Export**.

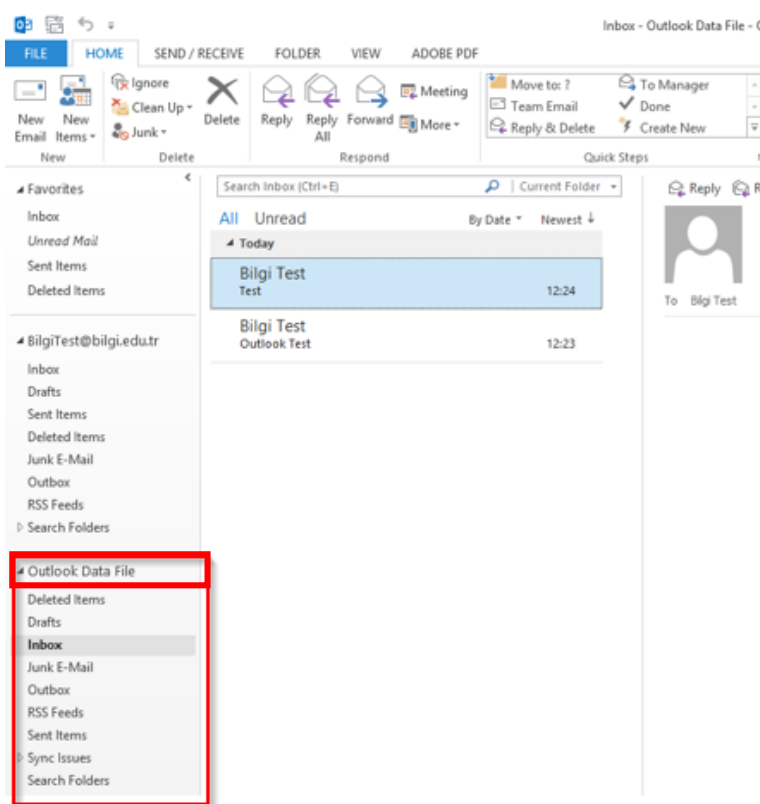


Click **Open Outlook Data File**.

Outlook E-mail Backup and Restore Guide



Select the backup file that you saved, and press **OK**.



Your e-mail backup will be displayed under the heading **Outlook Data File** as .pst file.

After the migration process, you can disconnect **Outlook Data File** from Outlook. (On **Outlook Data File**, click the mouse right button and click **Close Outlook Data File**)

Outlook Data File (backup.pst) will remain on your computer unless you delete.