

How to backup Email

We will use Outlook to archive and backup emails and provide a tutorial for faculty, staff, students, and alumni.

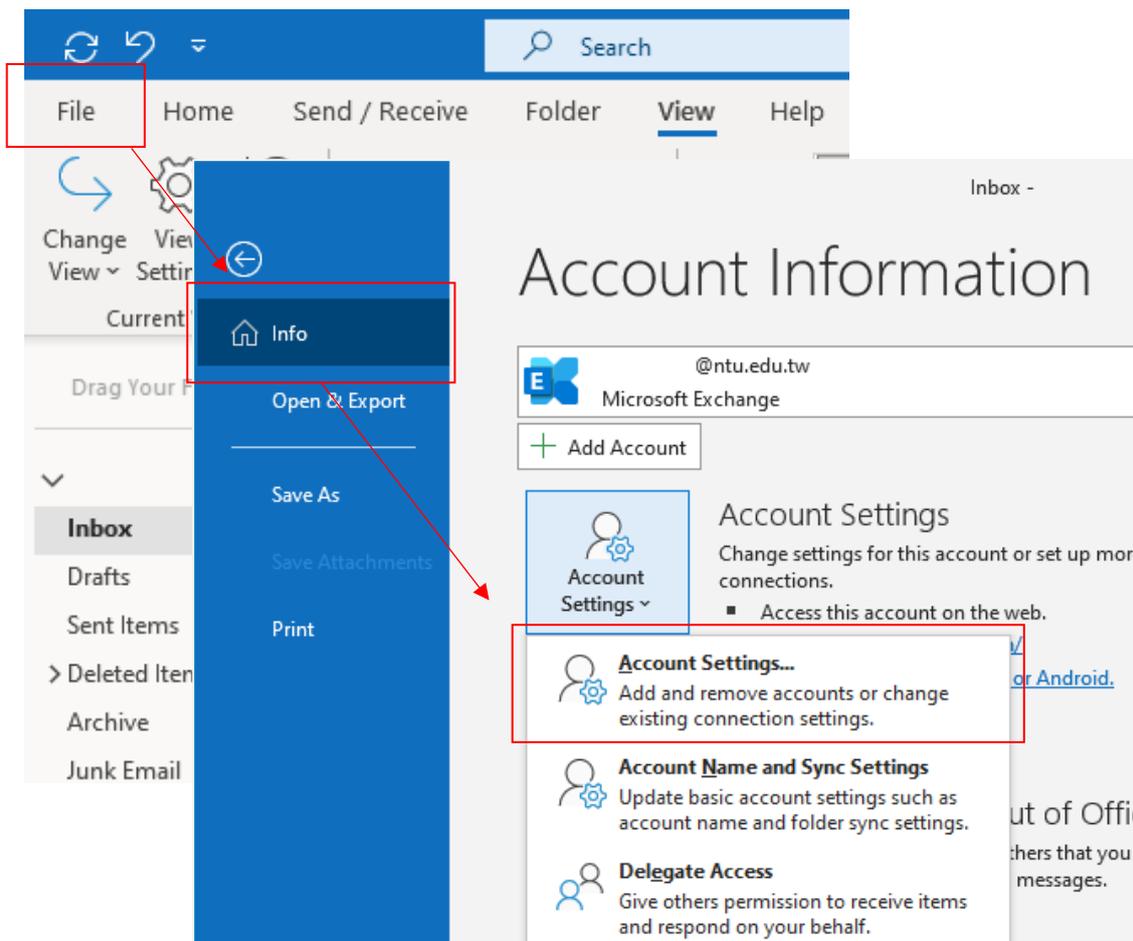
Advantages : You can backup emails from your personal folders that you have set up.

Disadvantages : Regular manual archiving is required.

(Tips : After archiving, the emails in the original inbox will disappear.)

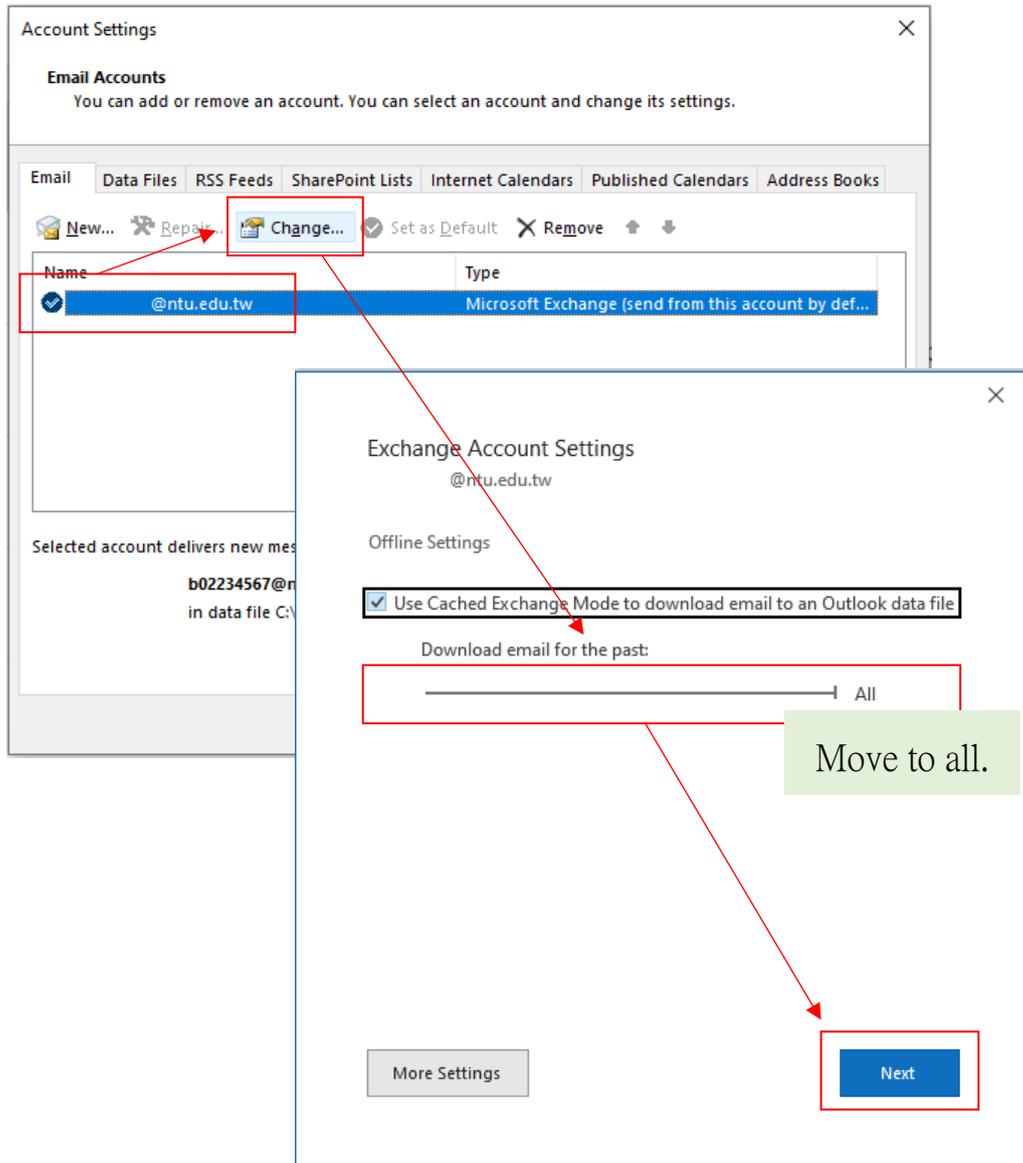
I. If you want to back up all past emails, ensure that your account is set up using the Exchange protocol and download all emails.

1. Please click **【File】** → **【Info】** → **【Account Settings】** .



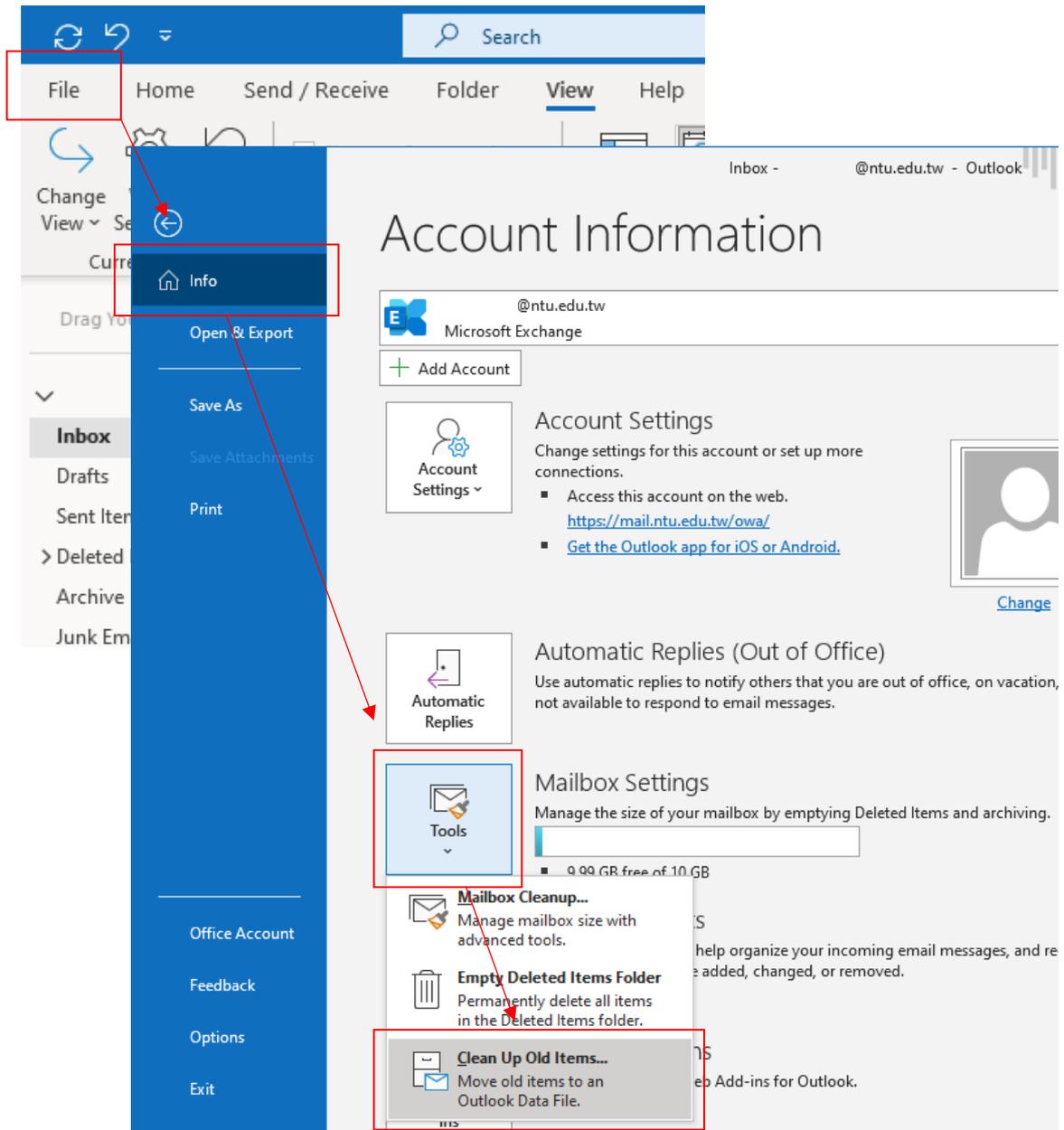
2. Click your account, click **【Change】** .

Download all emails for the past, click **【Next】** , then restart Outlook.

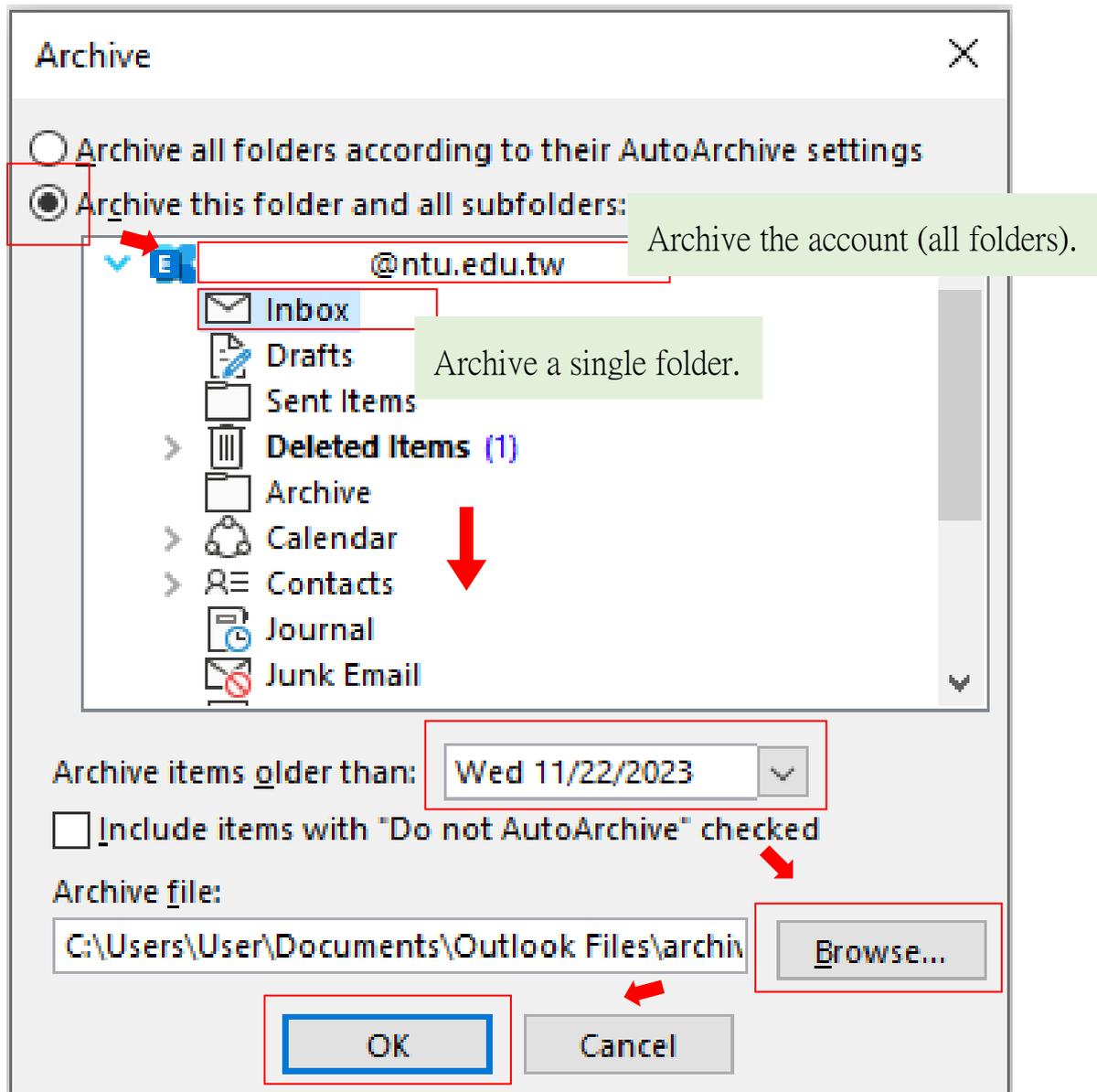


II. Clean Up Old Items (In older versions of Outlook, it's named "Archive.")

1. Please click **【File】** → **【Info】** → **【Tools】** → **【Clean Up Old Items】** .

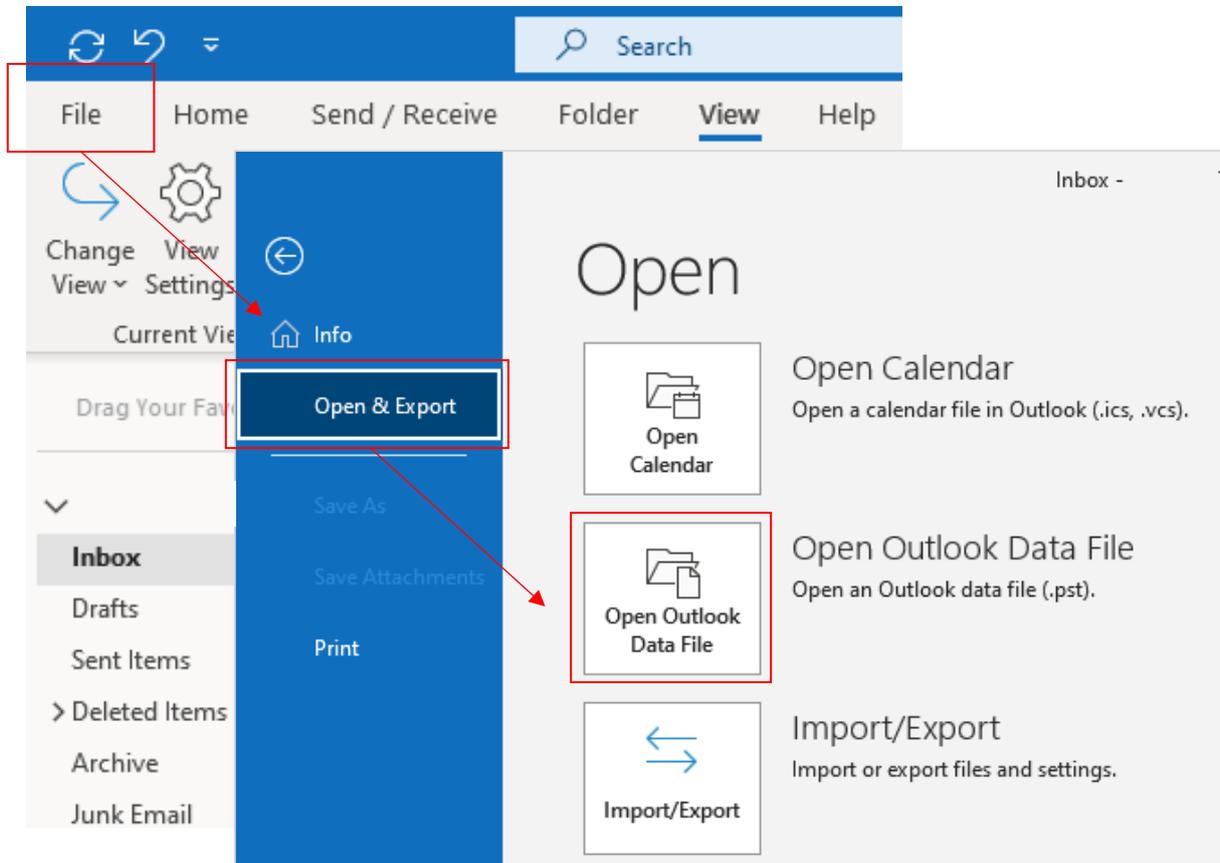


2. Choose an **【Archive this folder and all subfolders】** ,
choose to archive **【the folder】** or **【entire account】** ,
and set the **【Archive time point】** ,
click **【Browse】** to set the archive file path , then click **【OK】** to confirm.

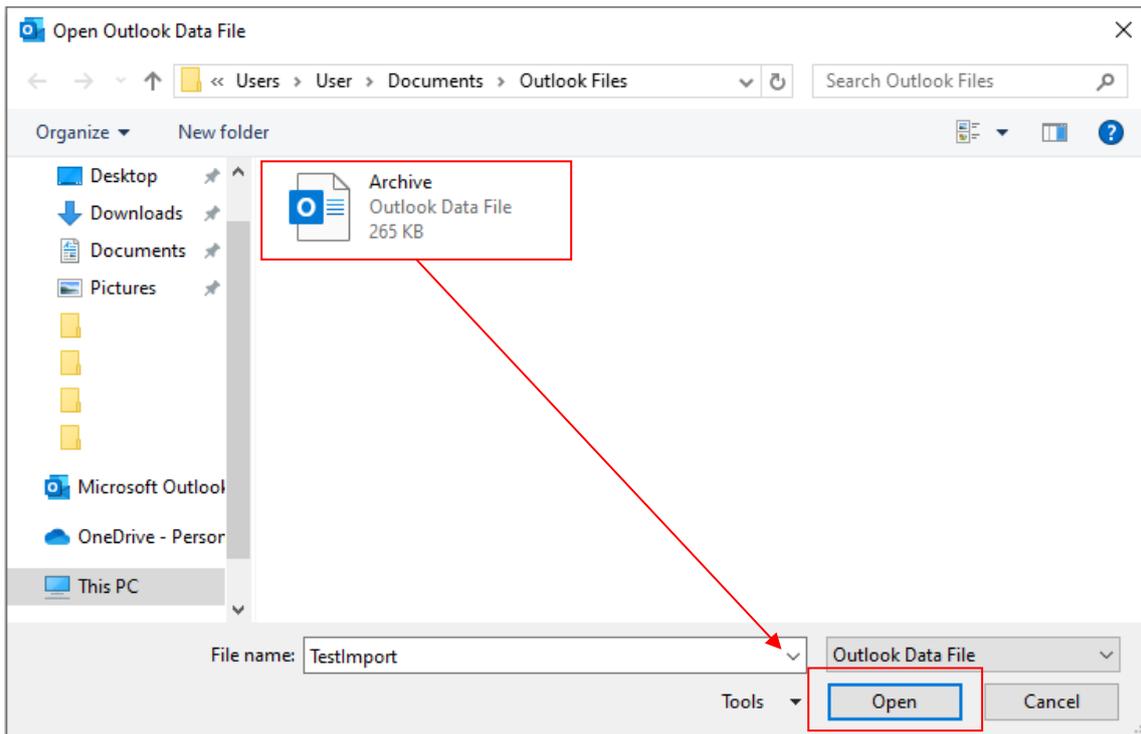


III. Open Outlook Data File

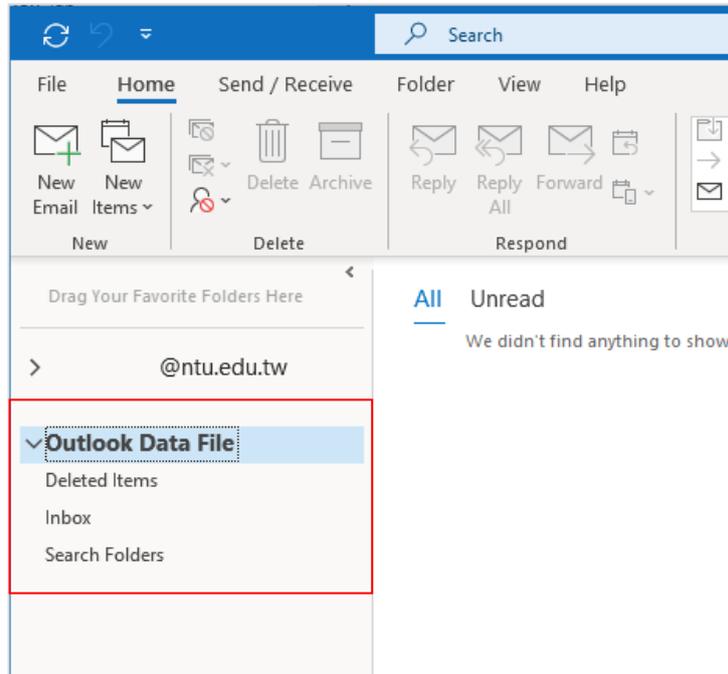
1. Click **【File】** → **【Open&Export】** → **【Open Outlook Data File】** .



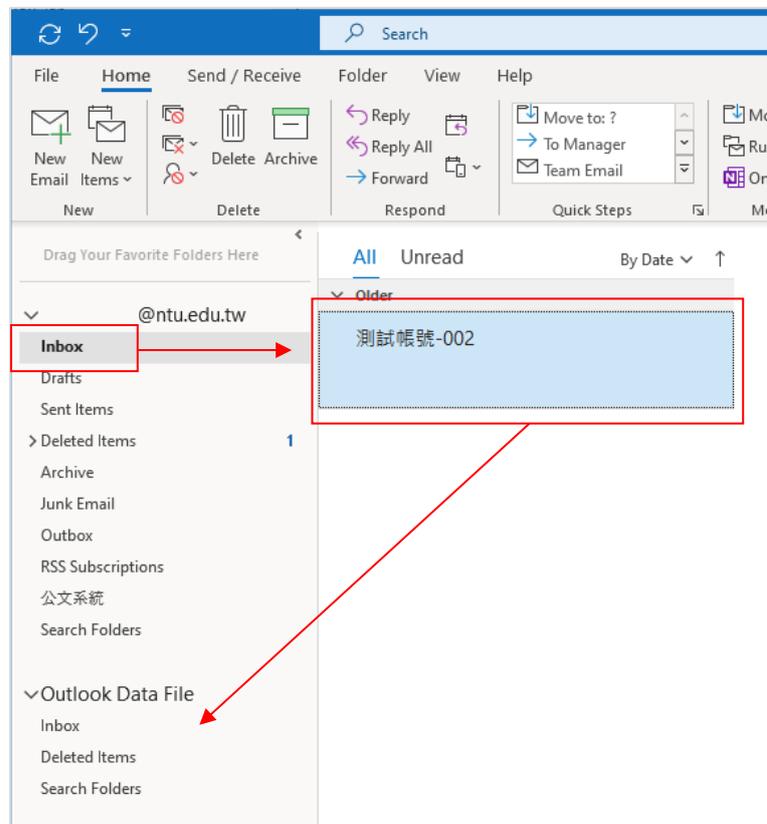
2. Click the file, and open it.



3. The data will show in the red box.



4. In the NTU account, click on any folder or email, click and drag it to the archive folder. If you want to move something out, simply drag them back to the NTU account.



Tips :

1. Hold down **【ctrl】** and click, you can select multiple emails at once.
2. Hold down **【shift】** and click , clicking the first and last emails lets you select multiple emails consecutively.

IV. Close outlook data file

1. Right-click on the data file and select **【Close】** . This completes the process.

