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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 $[File] \rightarrow [Info] \rightarrow [Account Settings]$.





2. Click your account, click [Change].

Download all emails for the past, click [Next], then restart Outlook.

Account Settings	×
Email Accounts You can add or remove an ac	count. You can select an account and change its settings.
Email Data Files RSS Feeds S	iharePoint Lists Internet Calendars Published Calendars Address Books ange Set as Default X Remove Type Type Microsoft Exchange (send from this account by def
Selected account delivers new mes b02234567@r in data file C:\	× Exchange Account Settings @nu.edu.tw Offline Settings ✓ Use Cached Exchange Mode to download email to an Outlook data file Download email for the past:
	More Settings



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

1. Please click $[File] \rightarrow [Info] \rightarrow [Tools] \rightarrow [Clean Up Old Items].$





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] \rightarrow [Open&Export] \rightarrow [Open Outlook Data File].



2. Click the file, and open it.

Open Outlook Data File	×
$\leftarrow \rightarrow \checkmark \uparrow$ \checkmark (Users > User > Documents > Outlook Files \checkmark \circlearrowright Search Outlook Files	٩
Organize 🔻 New folder	?
 Desktop Downloads Documents Pictures Pictures Microsoft Outlood OneDrive - Persor This PC 	
File name: TestImport Outlook Data File Tools Open Cancel	~



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.

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File Home	e Send / Receive	Folder View	Help
New New Email Items ~	Image: Constraint of the second se	← Reply 📑 ≪ Reply All → Forward 🛱 ~	Image: Image
New	Delete	Respond	Quick Steps 🛛 Mo
Drag Your Favo	rite Folders Here	All Unread	By Date ∽ 1
V Older			
✓ @ntu.edu.tw		測試帳號-002	
Drafts			
Sent Items			
> Deleted Items 1			
Archive			
Junk Email			
Outbox			
RSS Subscriptions			
公文系統			
Search Folders			
∽Outlook Data File			
Inbox 🎽			
Deleted Items			
Search Folders			

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 date file

1. Right-click on the data file and select [Close]. This completes the process.

