計算機及資訊網路中心
Computer and Information Networking Center
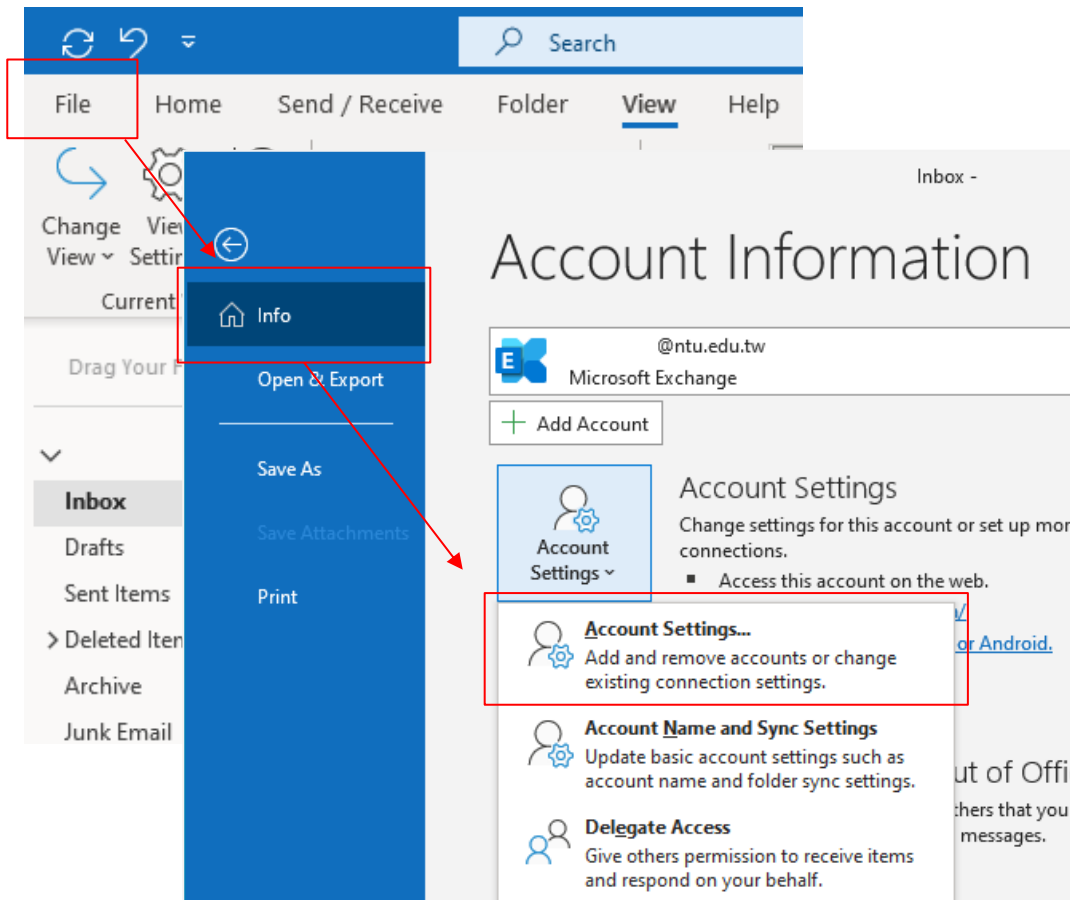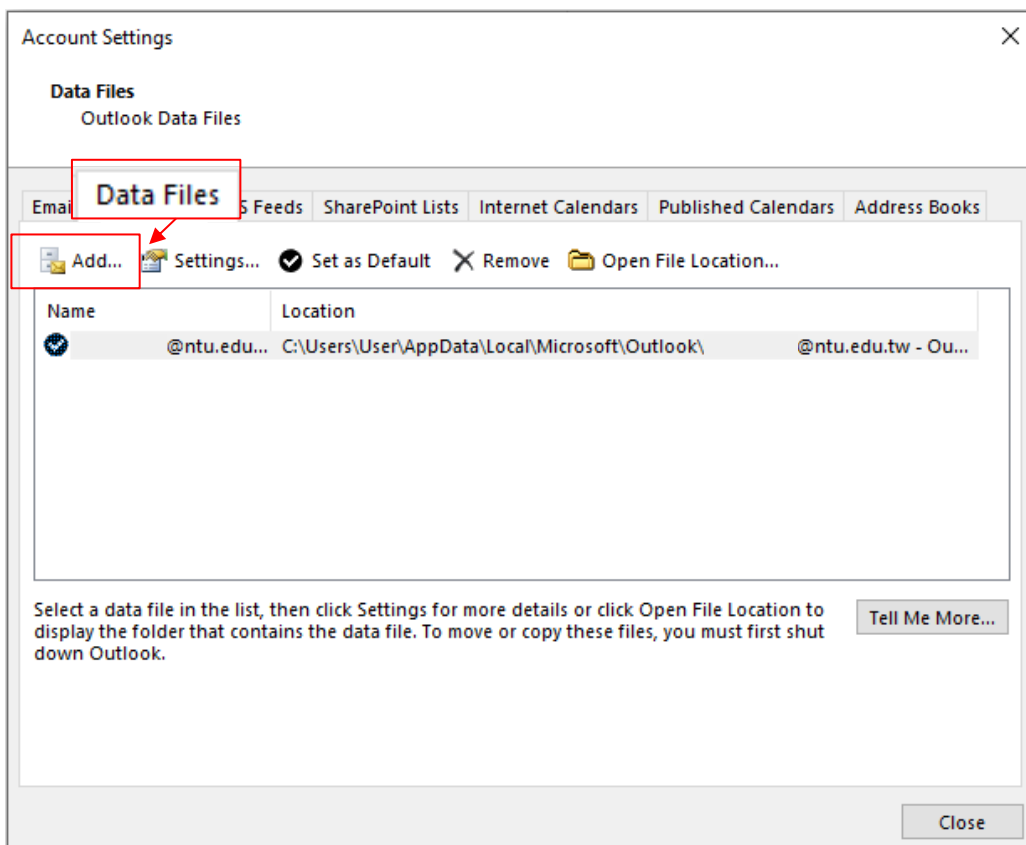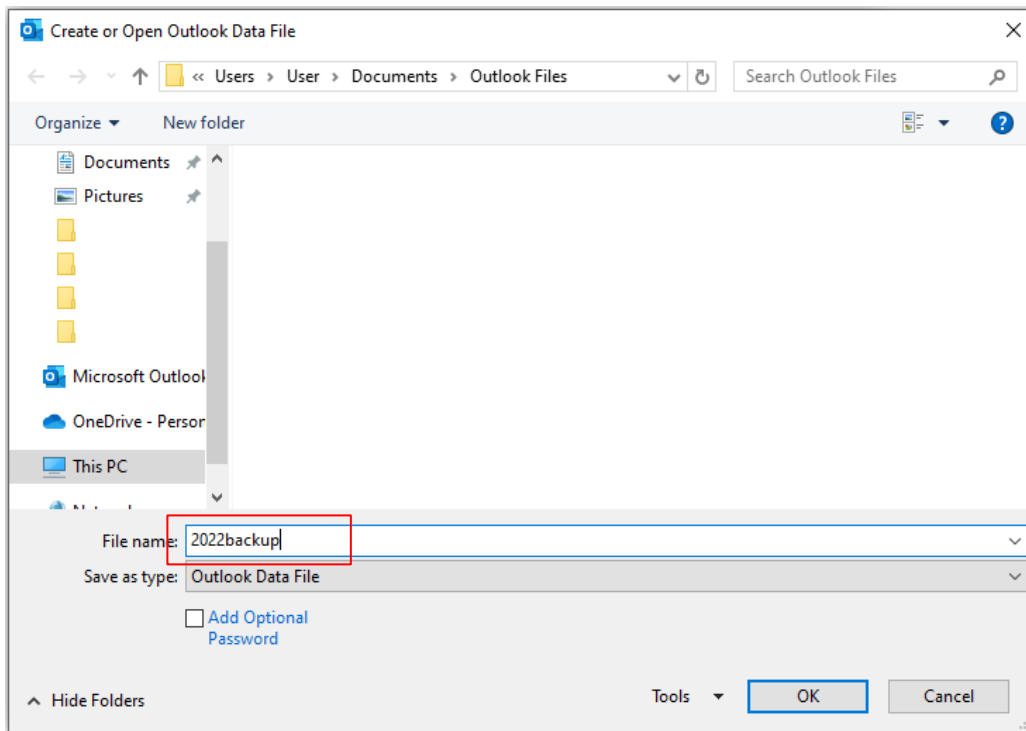
Move emails to back up on your local computer
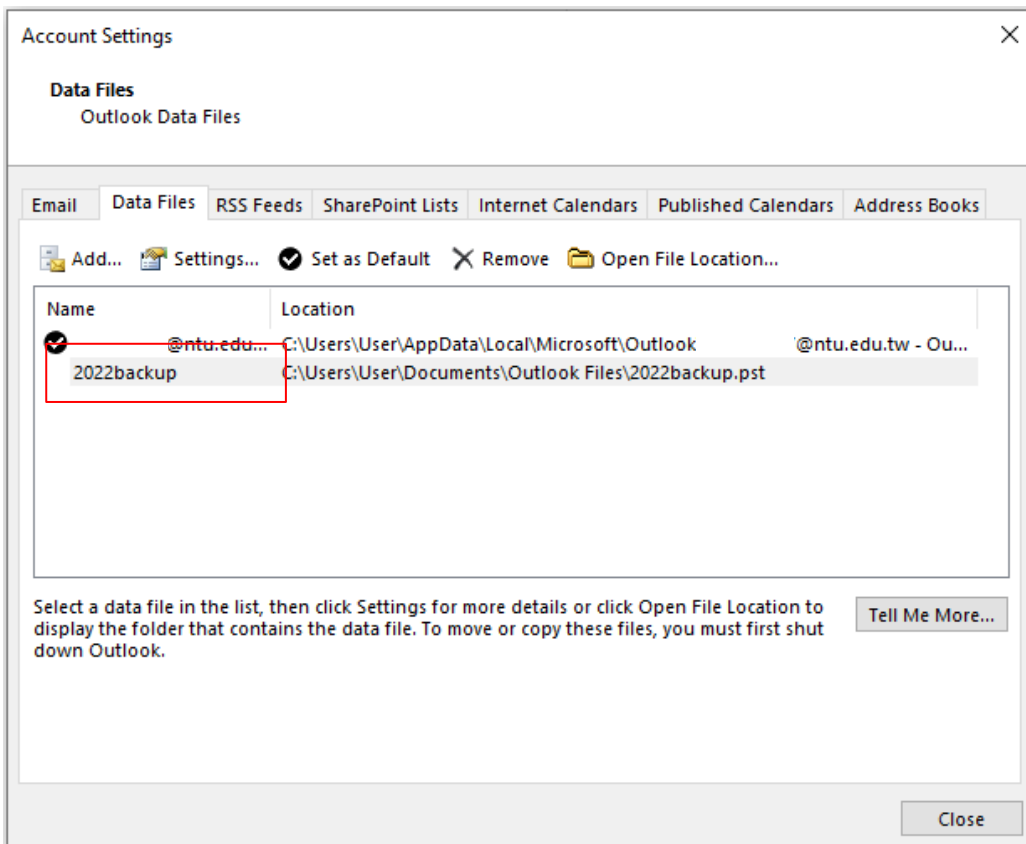
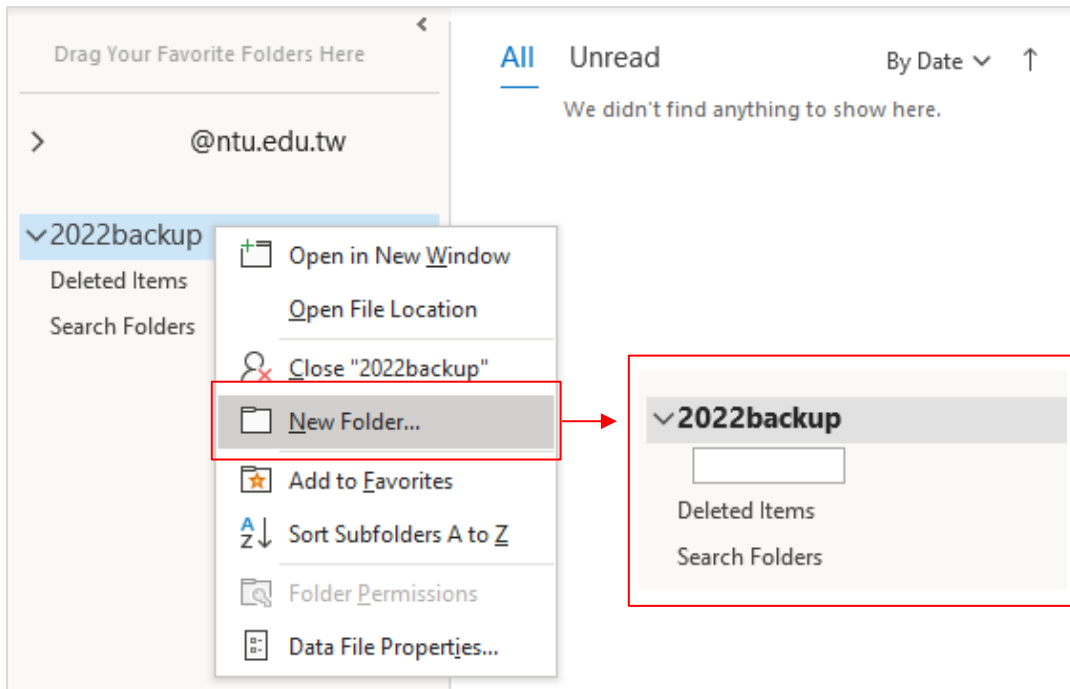1. Please click【File】 → 【Info】 → 【Account Settings】.

2. Click【Data Files】 → 【Add】.

3. Set the storage path for the data file, name the file, then click【OK】.
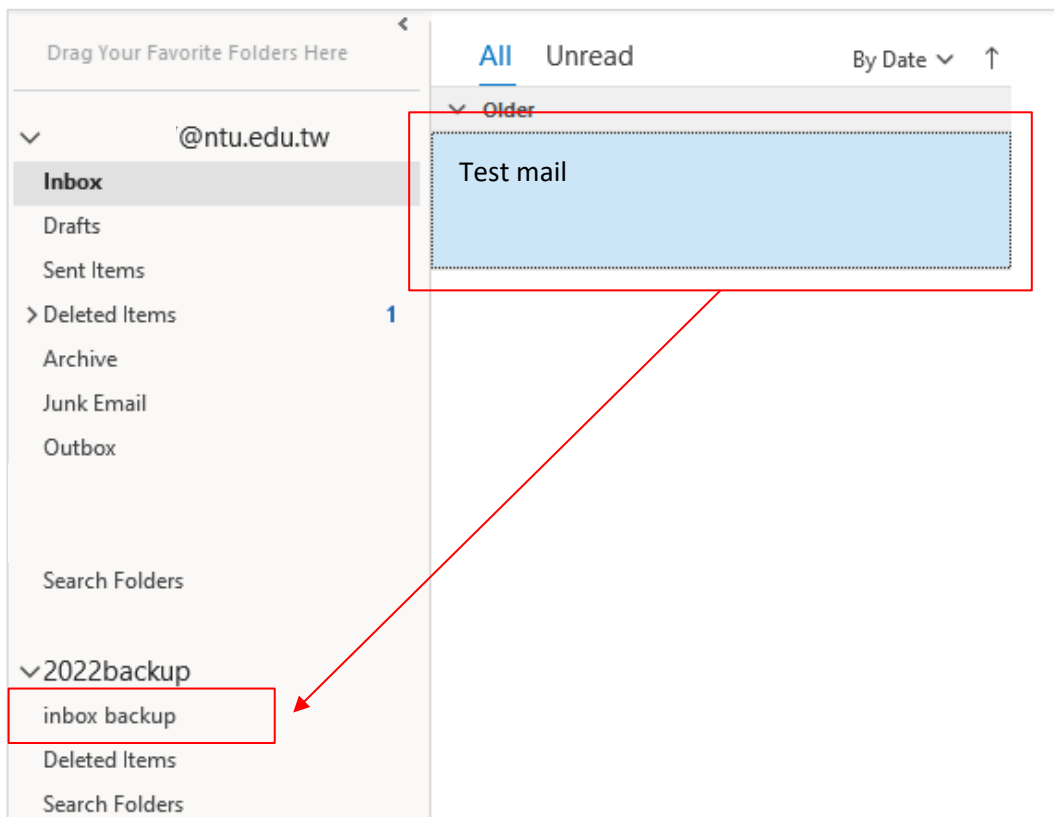

4. After confirming that the data file has been added, click【Close】.

5. On the left side, locate the newly created data file, right-click on it, then select【New Folder】→ Enter the folder name.

6. Click and drag email to the folder.

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.