How to Make a Backup Copy of a .pst File in Outlook

A .pst file stores all your Outlook emails, contacts, and calendar data. Creating a backup ensures you don't lose important information if the original file gets damaged or lost. Follow these simple steps to back up your .pst file.

Step 1: Close Outlook and Other Messaging Programs

Before making a backup, close Outlook, Microsoft Exchange, and any other messaging applications to prevent file conflicts.

Step 2: Open Control Panel

1. Click the **Start** button.
2. Type **Control Panel** in the search bar and press **Enter**.
3. If you see "Pick a category," select **User Accounts** and continue to the next step.

Step 3: Locate Your Outlook Data File

1. Double-click the **Mail** icon.
2. Click **Show Profiles**.
3. Select your Outlook profile and click **Properties**.
4. Click **Data Files**.
5. Under **Name**, select the **Personal Folders** service you want to back up (this may be named differently in your setup).
6. Click **Settings** and note the **File Path** shown.

   Tip: If you have multiple Personal Folders, repeat this process for each one.

Step 4: Copy the .pst File

1. Open **File Explorer** (Windows + E).
2. Navigate to the folder path noted in Step 3.
3. Right-click the **.pst file** and select **Copy**.
4. Paste the file into your backup location, such as:
   - An external hard drive
   - A USB flash drive
   - A cloud storage service (OneDrive, Google Drive, etc.)

Optional: Reduce .pst File Size

If your .pst file is too large, you can reduce its size:

1. Go to **Mail** settings in Control Panel (Step 3).
2. Select the .pst file and click **Settings**.
3. Click **Compact Now**.
4. Wait for the process to complete before backing up the file.

Conclusion

Backing up your .pst file ensures that your Outlook data is safe and recoverable. Store the backup in a secure location and update it regularly to keep your data current.

How to Back Up .pst File Data on a Microsoft Exchange Server

If you use Outlook with a Microsoft Exchange Server, follow these steps to find where Outlook stores your data and back it up accordingly.

For Outlook 2010:

1. Select the **File** tab in Outlook.
2. In the **Info** category, select **Account Settings** and then click **Account Settings** again.
3. In the **Account Settings** window, go to the **Data Files** tab.

Note:

- o If the **Location** field contains "Online" or a path to a file with a **.ost** extension, Outlook stores data on the Exchange Server. Contact your Exchange Server administrator for backup details.
- o If the **Location** field contains a path to a **.pst** file, your Outlook data is stored locally. Follow the steps in the "How to Make a Backup Copy of a .pst File" section above.

For Outlook 2007:

1. Open Outlook and go to the **Tools** menu.
2. Select **Options**, then go to the **Mail Setup** tab and click **Email Accounts**.
3. In the **Account Settings** window, go to the **Data Files** tab.

Note:

- o If the **Name** field contains "Mailbox" followed by an email address, Outlook stores data on the Exchange Server. Contact your administrator for backup details.

- o If the field contains "Personal Folder" or a **.pst** file name, your data is stored locally. Follow the "How to Make a Backup Copy of a .pst File" section.

For Older Versions of Outlook:

1. Open Outlook and go to the **Tools** menu.
2. Select **Email Accounts**.

Note: If this option is unavailable, your network administrator may have disabled it.

3. Select **View or Change Existing Email Accounts** and click **Next**.
4. Look at the "Deliver new email to the following location" field.

Note:

- o If it contains "Mailbox" followed by an email address, Outlook stores data on the Exchange Server. Contact your administrator for backup options.
- o If it contains "Personal Folder" or a **.pst** file name, your data is stored locally. Follow the "How to Make a Backup Copy of a .pst File" section.

Conclusion

Backing up your .pst file ensures that your Outlook data is safe and recoverable. Store the backup in a secure location and update it regularly to keep your data current.

For additional assistance, consult our IT team.