

**Here is how to create a backup file (.pst) of your student email account.**

This process requires you to setup your student email account within the **Outlook desktop mail client on a computer running Windows 10 only**. This creates a single backup file (.pst) of all your email messages, contacts, and calendar information. You can then copy the .pst file onto external storage media (USB, Cloud Storage) for safekeeping or move the file to another computer with Outlook installed.

- **Get Outlook for Windows 10. At this point you can still install Microsoft Office (which includes Outlook) through your Student email account (UTmail+). Microsoft Office available from your student account will not expire until November 1<sup>st</sup>. Installation instructions can be found here:**

- **Office 365 ProPlus for Windows - [Link](#)**

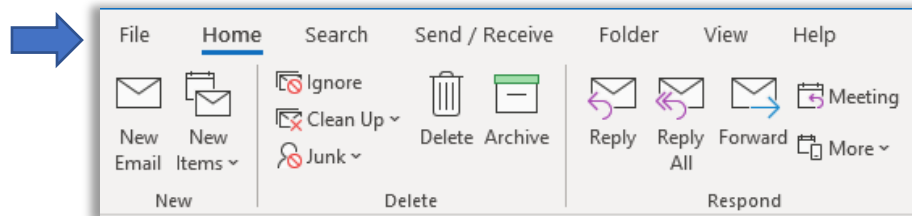
Step 1: Add your student email account to your desktop client.

**Note: If you already have your student email account (i.e. John.Doe@rotman.utoronto.ca) configured within Outlook on a Windows 10 computer, proceed to step 2.**

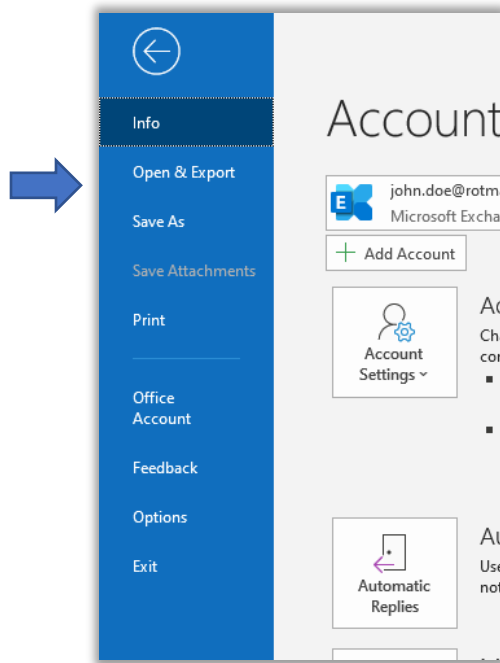
- Here is how to setup your Student email account in Outlook on Windows – [Link](#)

Step 2: Create a backup file (.pst) of your student email account.

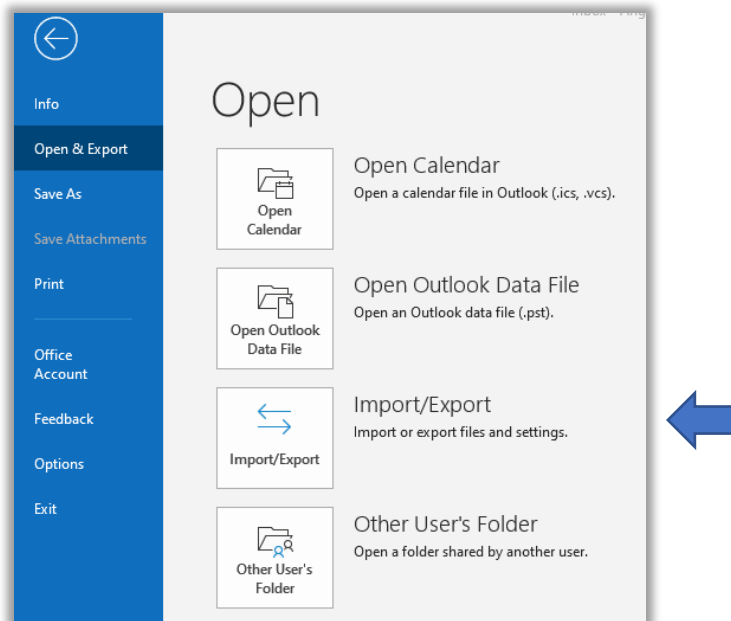
- From the top menu, select **File**.



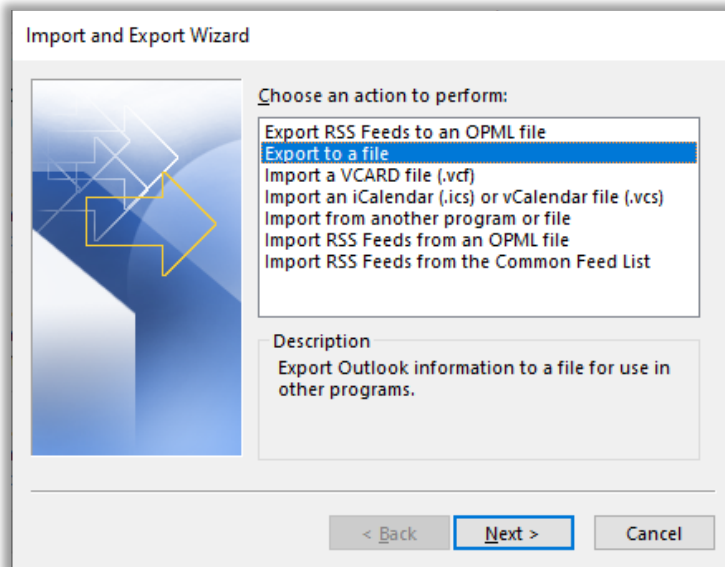
- From the side menu, click **Open & Export**.



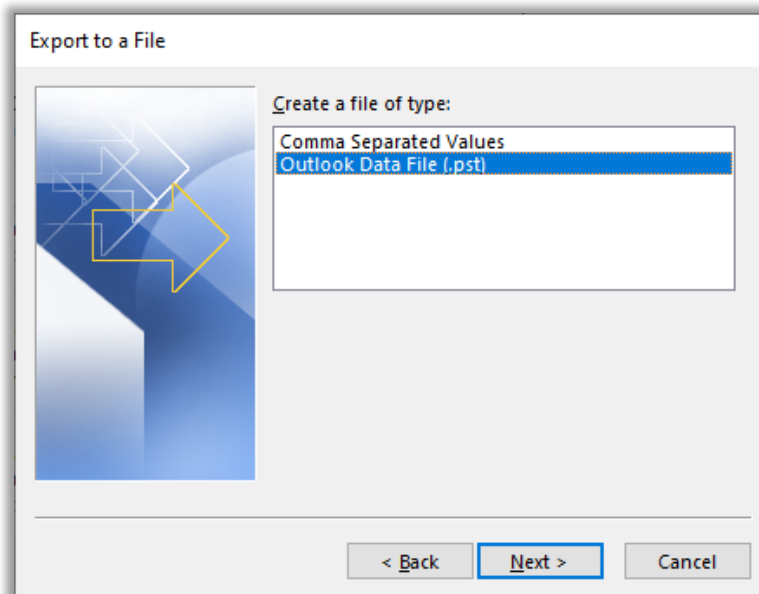
- On the Open page, click **Import/Export**.



- In the Import and Export Wizard window, select **Export to a file** and click **Next**.

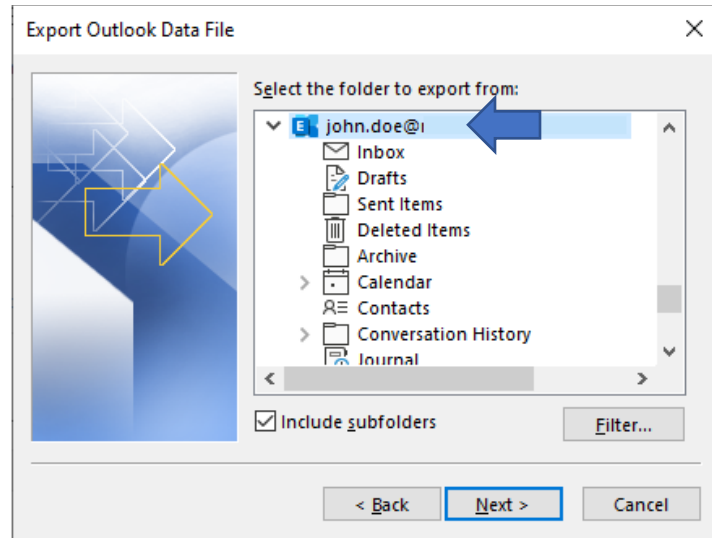


- In the Export to a File window, select **Outlook Data File (.pst)** and click **Next**.

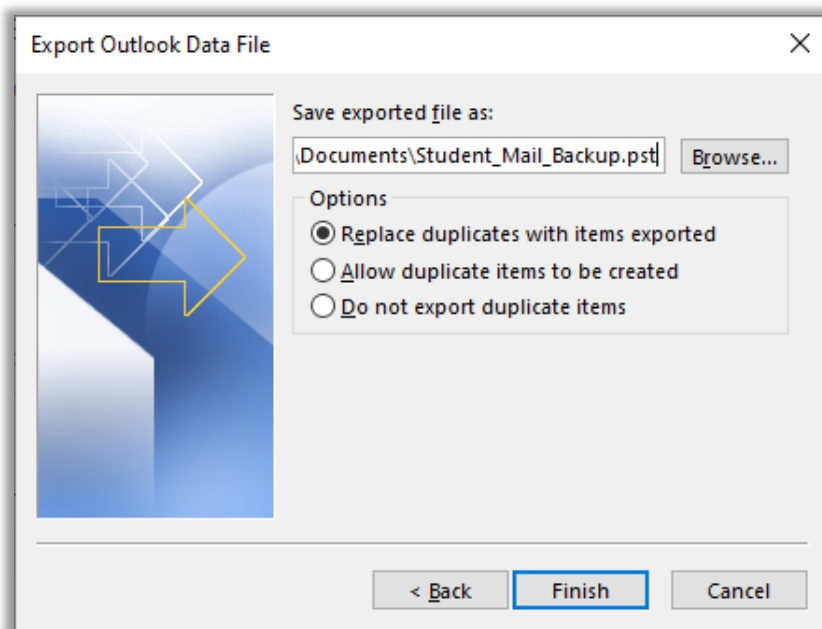


- In the Export Outlook Data file window, **select your student email address** from the list and ensure **Include subfolders** is checked. Click **Next**.

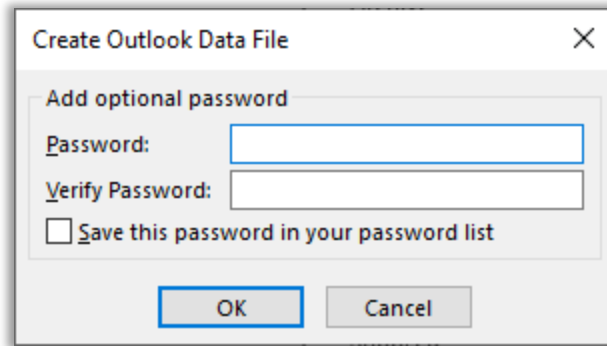
**Note:** *Selecting your student email address (top level folder) will save all e-mail messages, contacts, calendar information, etc. to the .pst file.*



- Confirm the file name and save location and click **Finish**.



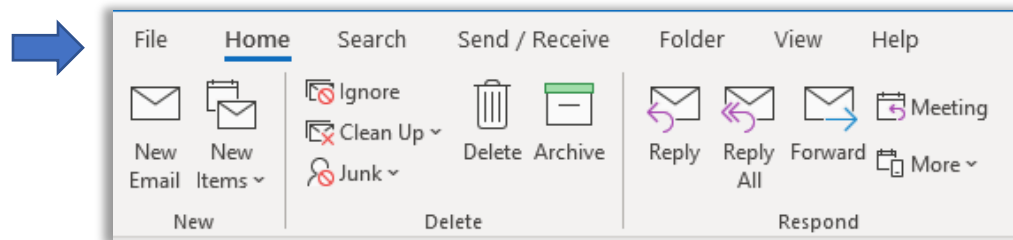
- Upon initial creation of .pst file, Outlook will prompt for an optional password. Click **OK** without setting a password.



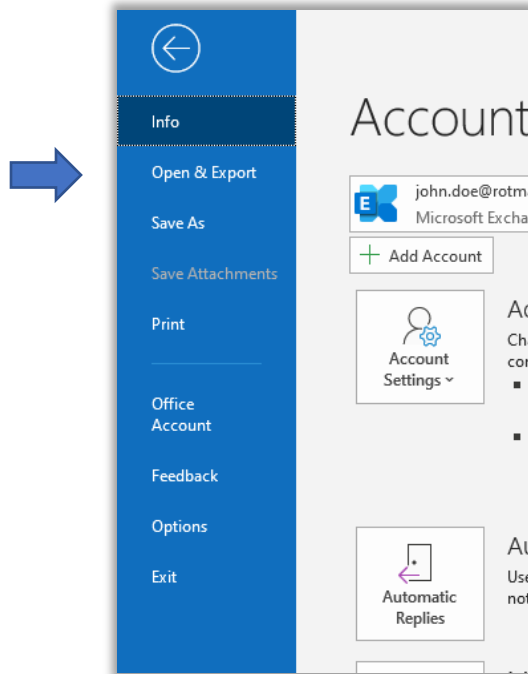
- Outlook will export the .pst to the location set previously. When complete, the file will be available in the specified location. **(Note that larger .pst files can take several minutes to process.)**

Step 3 (Optional): How to open your backup file(.pst).

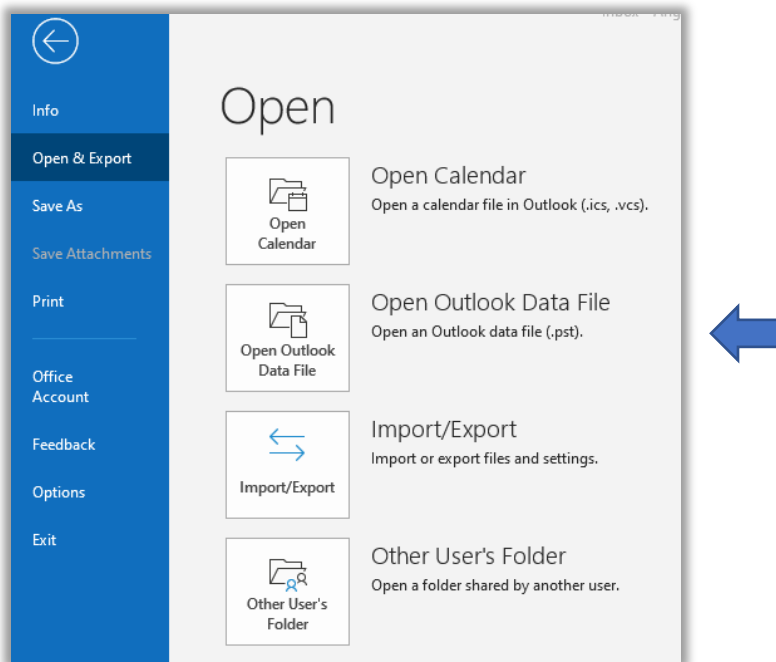
- From the top menu, select **File**.



- From the side menu, click **Open & Export**.



- On the Open page, click **Open Outlook Data File**.



- Locate and select the backup file (.pst) you created within Step 2 and click **OK**.
- Your backup file (.pst) file will now appear in your folder pane. Usually you will find it at the bottom of the list of folders.

Outlook Data File

- Deleted Items 1
- Inbox 2
- Outbox

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