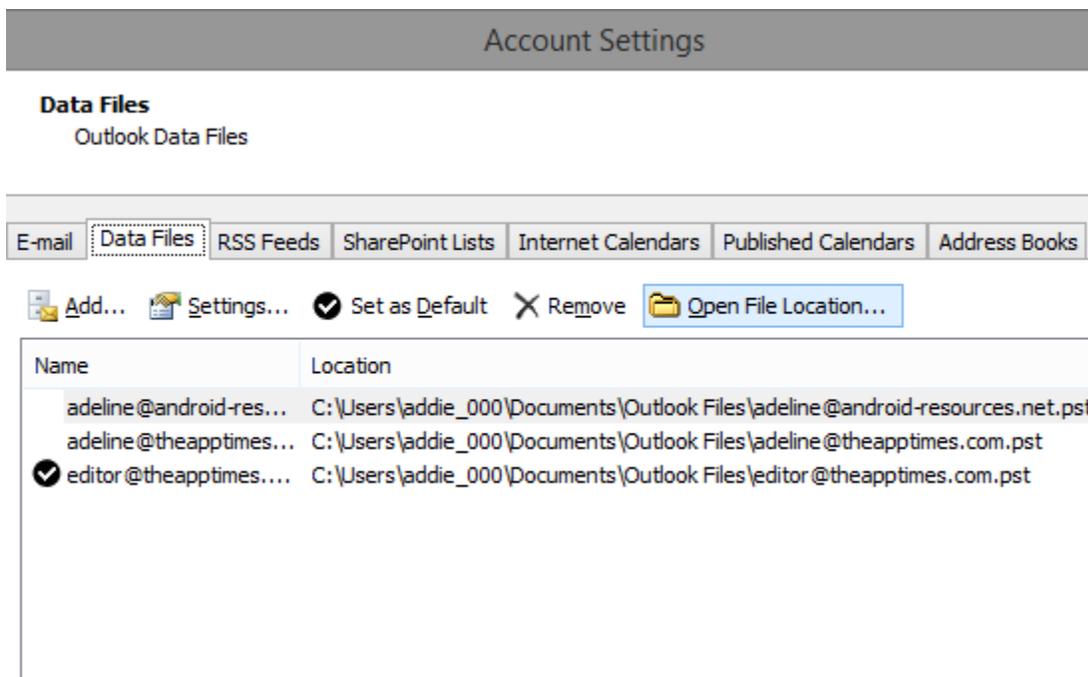


# How to Backup and Restore Outlook 2010 Data

You can make a backup of your Outlook data by copying the PST file to another location. To do this:

1. Close Outlook if it is open.
2. Navigate to the location of your PST file. In Outlook 2010 running on Windows Vista, Windows 7, and Windows 8 it will be available at C:\Users\%username%\Documents\Outlook Files\. Alternatively, you can go to File->Info->Account Settings->Account Settings. In the Account Settings dialog box, select the Data Files tab, select the desired PST file and click Open File Location.



3. Copy the PST file to the new location. This could be a physical hard drive in your PC, a hard drive on another machine, an external hard drive, a USB memory stick, a CD or DVD, or you can store it in a cloud location such as OneDrive or Dropbox.

4. Close all open dialog boxes.

[Exporting a PST file](#) is also considered to be one way to back up your file, but data such as your message rules, Folder properties such as AutoArchive settings, Send/Receive history in POP3 accounts, and custom views or forms tends to get lost in this process. Exporting a PST file makes sense when you want to backup specific folders such as one you created for all your forwards or your Contacts folder and such.

# How to Restore Outlook Data in Outlook 2010

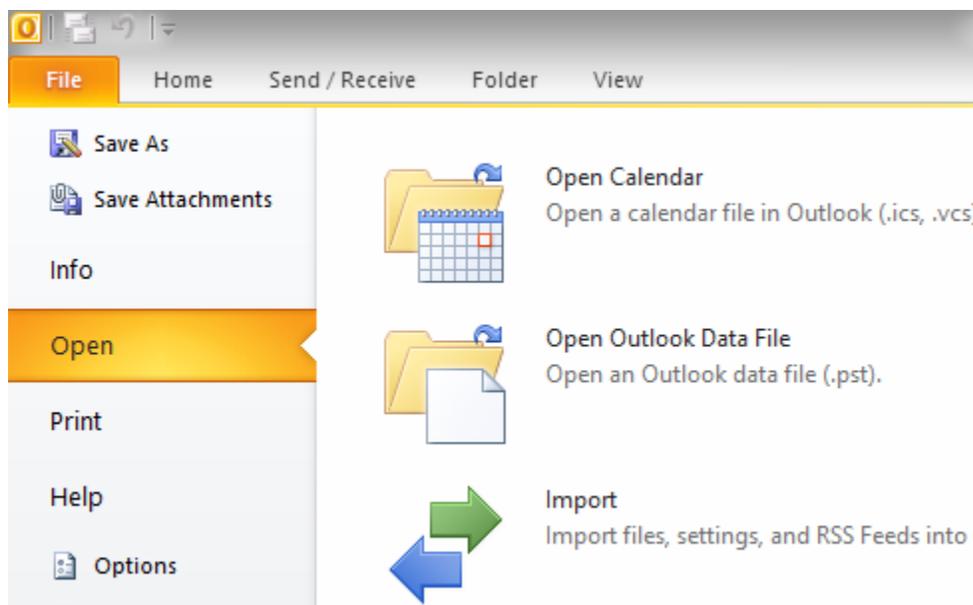
To restore Outlook data:

1. Just copy the PST file from the external location and place it in C:\Users\%username%\Documents\Outlook Files\ folder. You can also move it to a location of your choice, but you will have to change the default location via the Registry or Outlook will prompt you for the new location every time you open it.

## Important Notes:

- If you are restoring the PST file from a CD ROM or DVD, you have to first copy the file to your hard disk and ensure that the Read Only option is disabled.
- Never open a PST file by overwriting an existing PST file. This may corrupt your profile and create unnecessary problems.

3. Open Outlook. Select File->Open->Open Outlook Data File.



4. If you're not already there, navigate to the location where your backup copy is located, select it and click Open.

5. Now navigate to your Outlook 2010 Inbox and voila! Your Outlook data is restored.

Now that you know how to backup and restore Outlook 2010 data, you can ensure that you never lose your important data ever again.