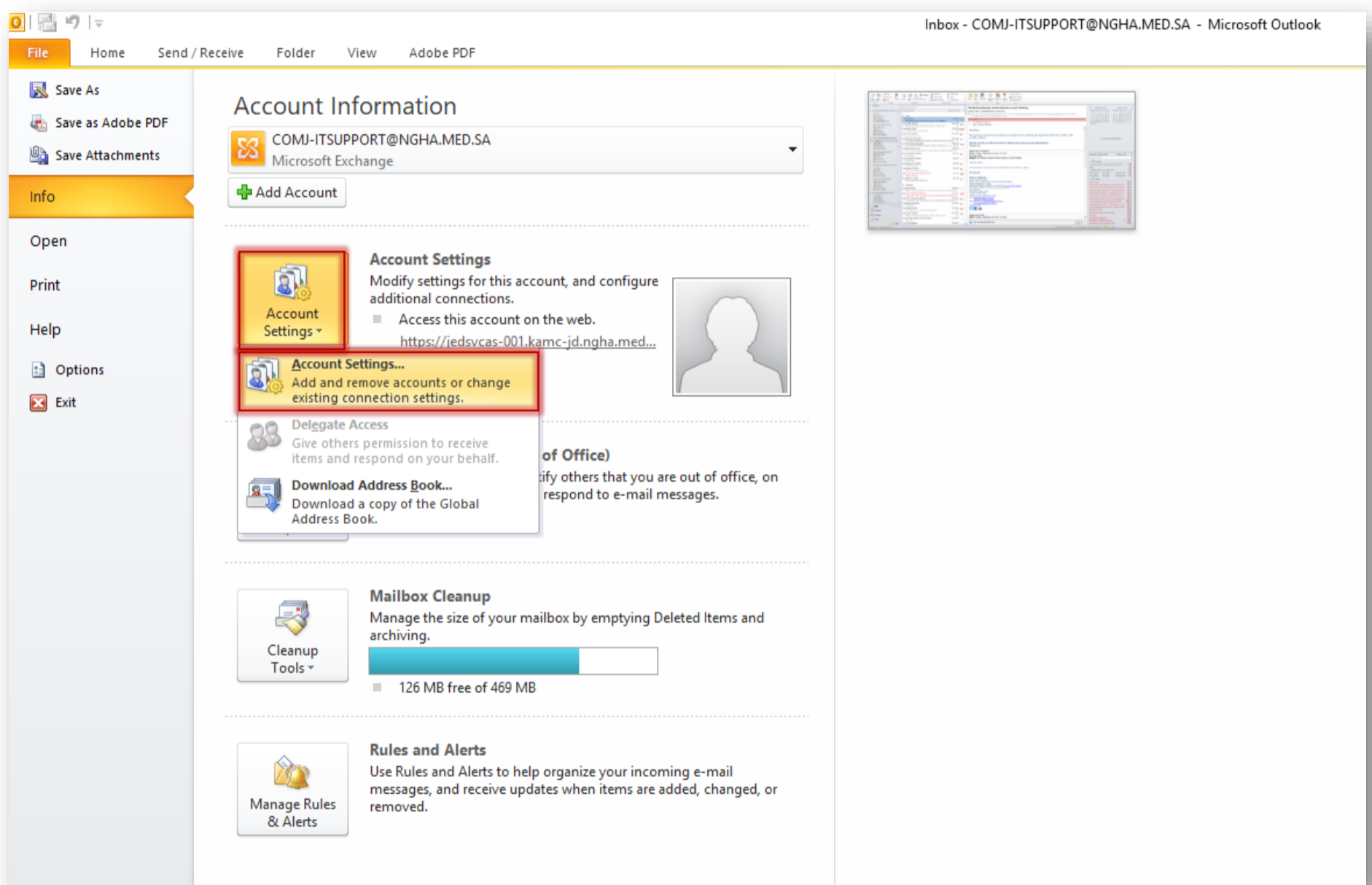




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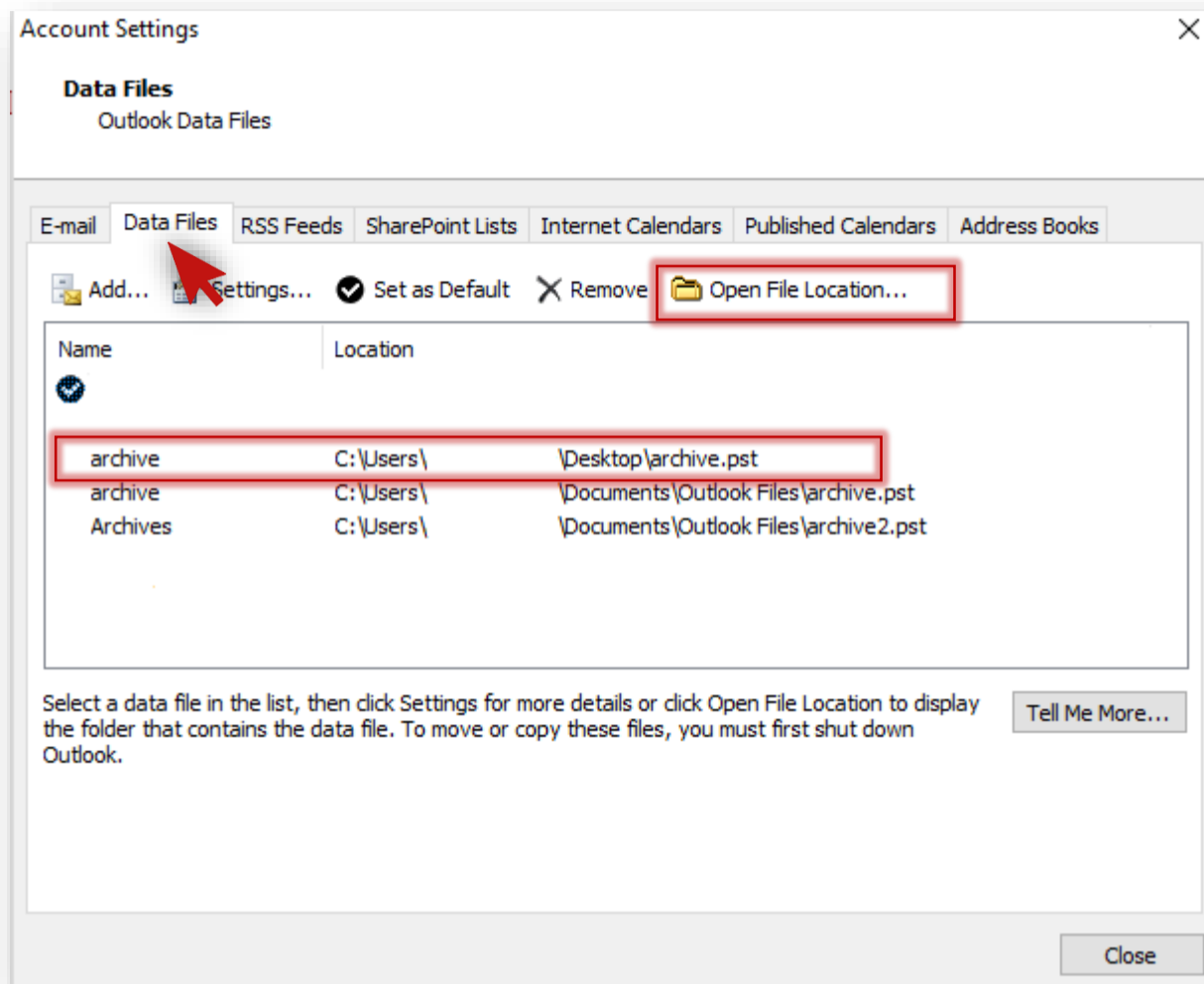
How to Backup Archived Emails

1. From **File** select **Account Settings > Account Settings**.

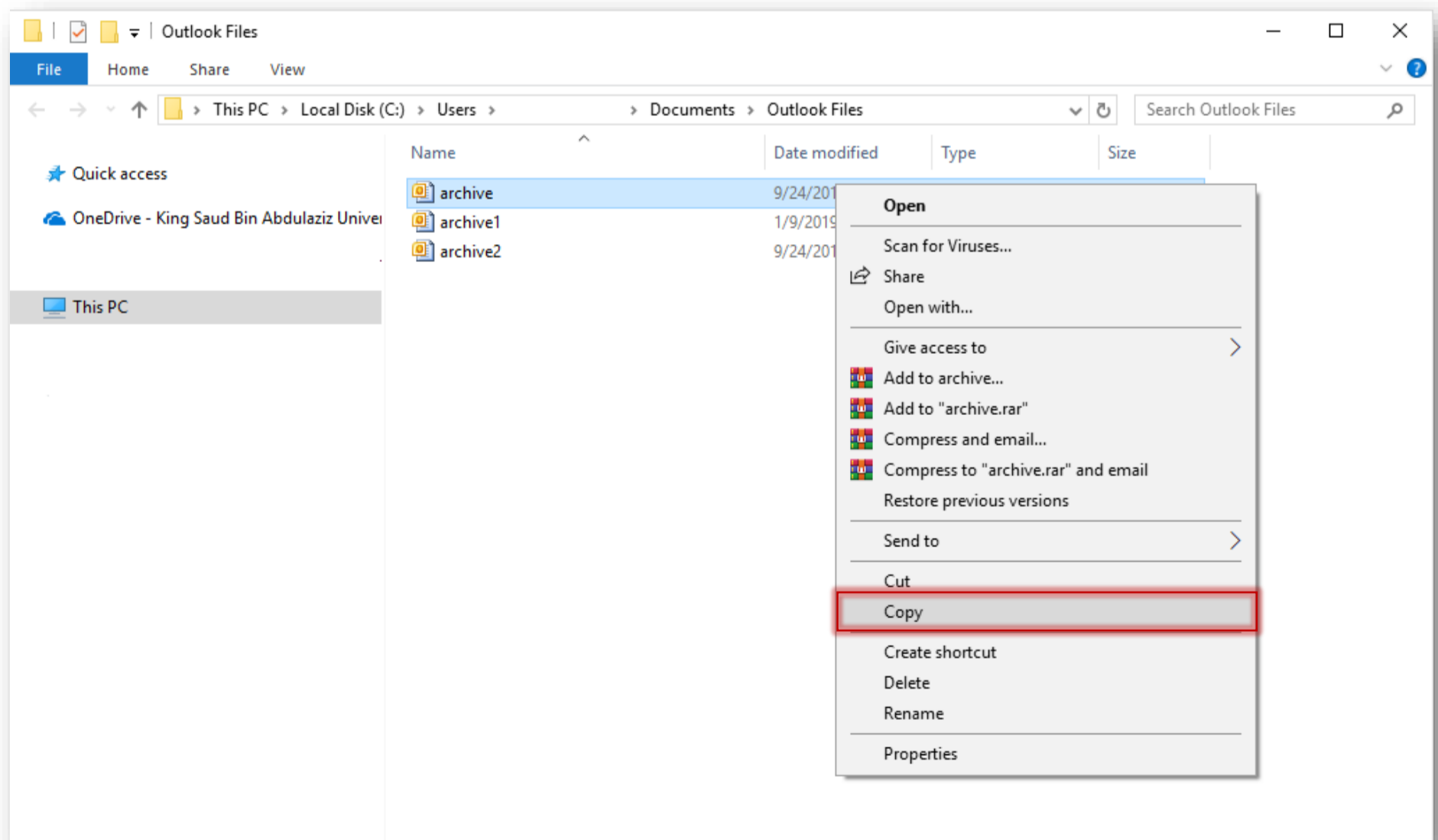


The screenshot shows the Microsoft Outlook interface. The top bar indicates the current account: "Inbox - COMJ-ITSUPPORT@NGHA.MED.SA - Microsoft Outlook". The ribbon at the top includes "File", "Home", "Send / Receive", "Folder", "View", and "Adobe PDF". The left sidebar contains options like "Save As", "Save as Adobe PDF", "Save Attachments", "Info", "Open", "Print", "Help", "Options", and "Exit". The main pane displays "Account Information" for the account "COMJ-ITSUPPORT@NGHA.MED.SA" (Microsoft Exchange). Below this, there are several sections: "Account Settings" (highlighted with a red box), "Account Settings..." (also highlighted with a red box), "Delegate Access", "Download Address Book...", "Mailbox Cleanup" (showing 126 MB free of 469 MB), and "Rules and Alerts". A small inset window in the top right corner shows a list of emails.

2. Click on the **Data Files** tab. Select the **PST** file that you want to archive. Then click on **Open File Location**.



3. Right-click on the selected file. Then select **Copy** or press **Ctrl + C**.
4. Go to the folder in which you want the backup or copy of the PST file, then select **Paste** or press **Ctrl + V**.



5. You can open your PST folder in outlook. From **File** click on **Open**, then select **open outlook data file**.

