## Manual Method to Backup IMAP Account Configured with Outlook

One of the fastest methods to backup IMAP emails is to use the "**Import/Export**" option of Outlook 2013/2016. With the help of import/export wizard, an OST file can easily be converted to PST format. Follow the below steps to understand the process:

- 1. Open Outlook 2013/2016 and go to the File tab.
- 2. Now, select Open & Export and click Import/Export.



3. The Import and Export Wizard will appear on the screen. Select Export to a file and click Next.

Import and Export Wizard		
	<u>Choose an action to perform:</u> Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.	
	< <u>B</u> ack <u>N</u> ext > Cancel	

4. Select Outlook Data File (.pst) and click Next.

Export to a File			
	<u>C</u> reate a file of type: Comma Separated Values Outlook Data File (.pst)		
	< <u>B</u> ack <u>N</u> ext > Cancel		

5. Now, select the IMAP folder you want to backup and click Next.

. I	Export Outlook Data File	×
	Select the folder to export from: Drafts [8] Sent Items Deleted Items Deleted Items Archive Calendar Calendar Contacts (This computer only) Secondarts (This computer only)	*
	✓ Include <u>s</u> ubfolders       ✓ Include <u>s</u> ubfolders       < <u>B</u> ack       Next >   Can	 cel

Note: With this method, you can backup only one mailbox at a time

6. Select the location where you want to save this file and click **Finish**.

Export Outlook Data File			
Save exported fi Isers\himanshup Options @ Replace du @ Allow dupl @ Do not exp	e as: \Desktop\backup.pst Browse plicates with items exported cate items to be created ort duplicate items		
< <u>B</u> i	ck Finish Cancel		