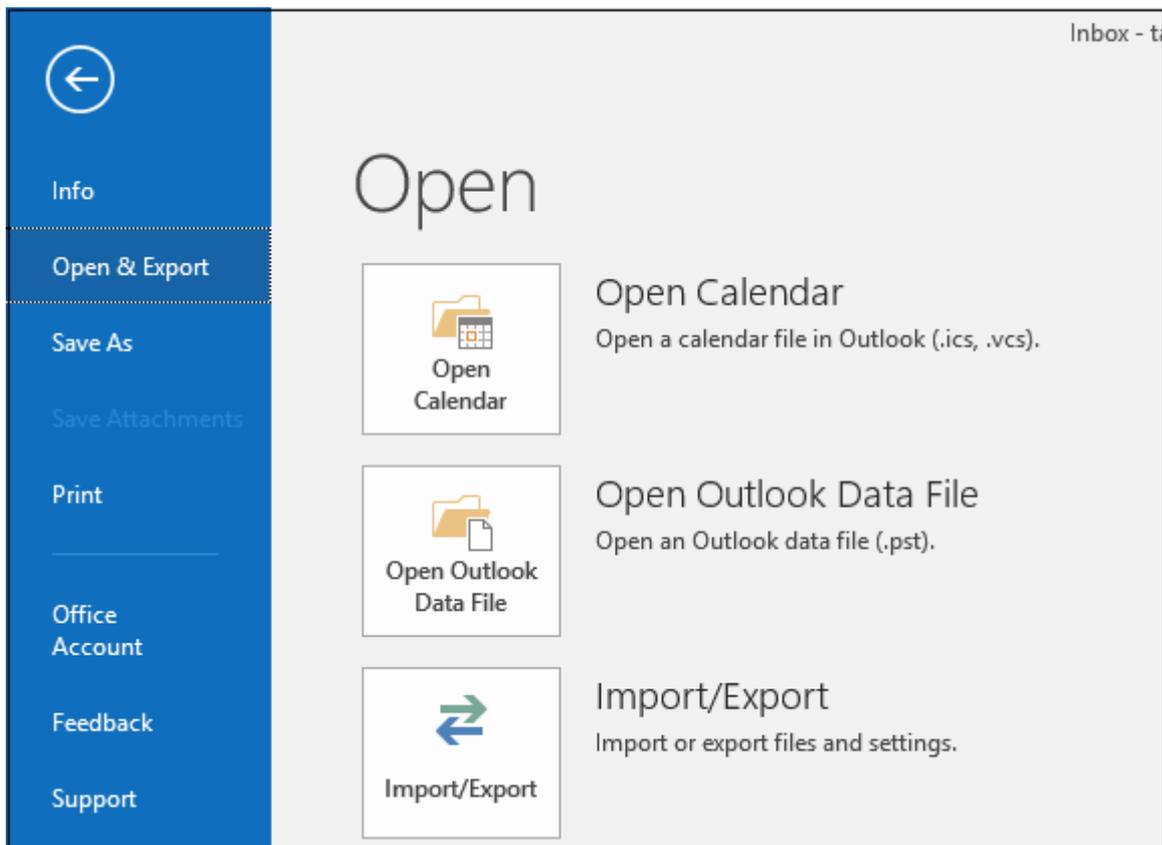


Manual Method to Backup IMAP Account Configured with Outlook

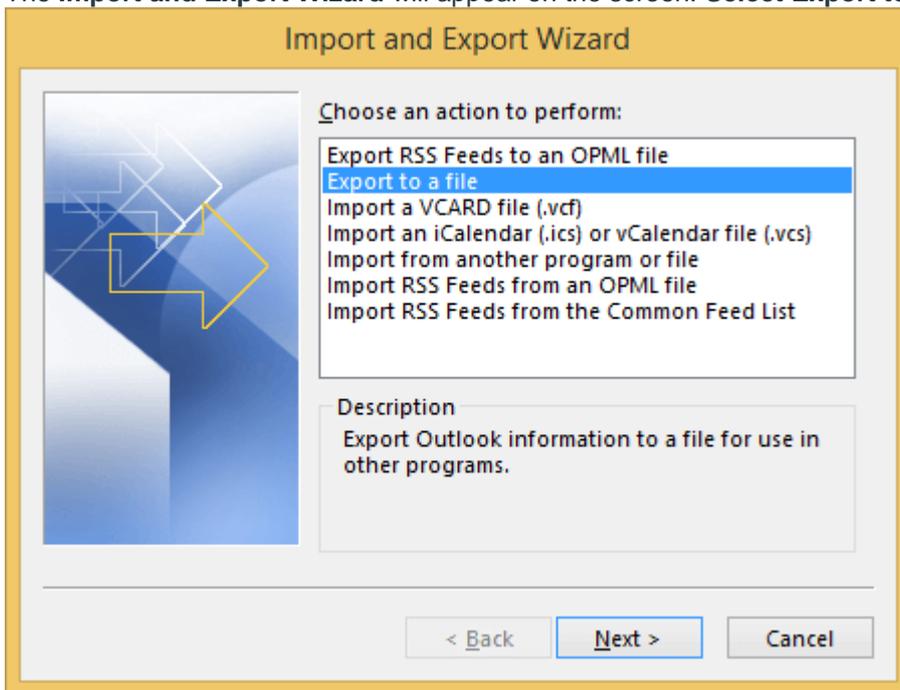
One of the fastest methods to backup IMAP emails is to use the “**Import/Export**” option of Outlook 2013/2016. With the help of import/export wizard, an OST file can easily be converted to PST format.

Follow the below steps to understand the process:

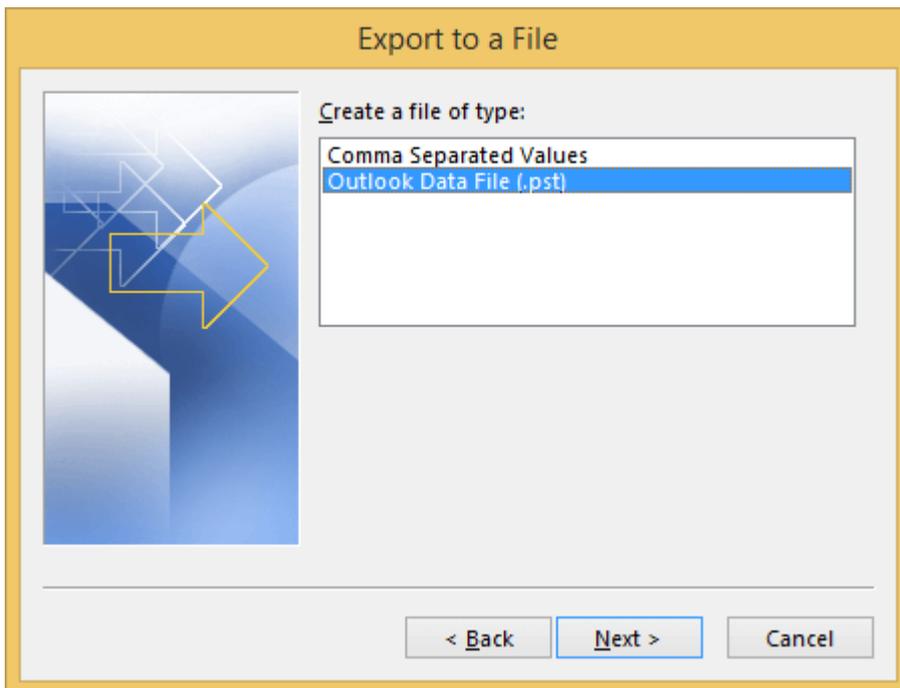
1. Open Outlook 2013/2016 and go to the **File** tab.
2. Now, **select Open & Export** and click **Import/Export**.



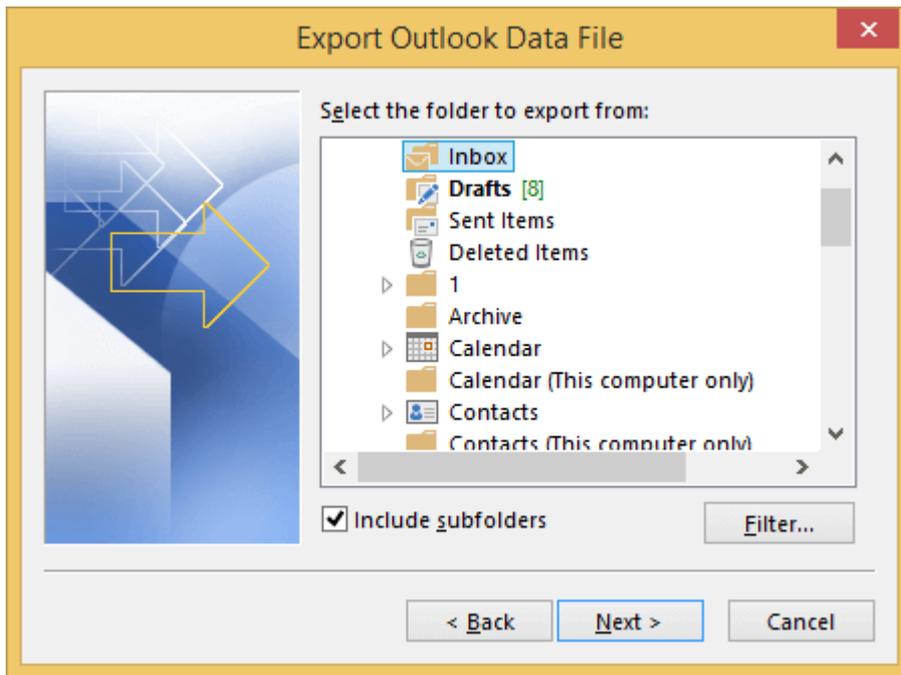
3. The **Import and Export Wizard** will appear on the screen. **Select Export to a file** and click **Next**.



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



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



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**.

