Archive or back up your mailbox

Use the Import and Export Wizard to back up (archive) your mailbox by exporting it to a file, and restore data by importing it from the file back to your mailbox.

The Import and Export Wizard

- Outlook has a tool you can use to back up and restore your mailbox called the **Import and Export Wizard**.
- To get to it, click the **FILE** tab > **Open & Export** > and **Import/Export**.
- You back up your mailbox by exporting it to a file on your computer, and then restore data by importing it from the file back to your mailbox. The type of file you export to is an Outlook Data File with a .pst file extension.
- If you decide you want to switch to manual archiving, you can turn off AutoArchive.
- Click the **FILE** tab > **Options** > **Advanced** > **AutoArchive Settings**. Then, uncheck **Run AutoArchive every** and click **OK**.

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