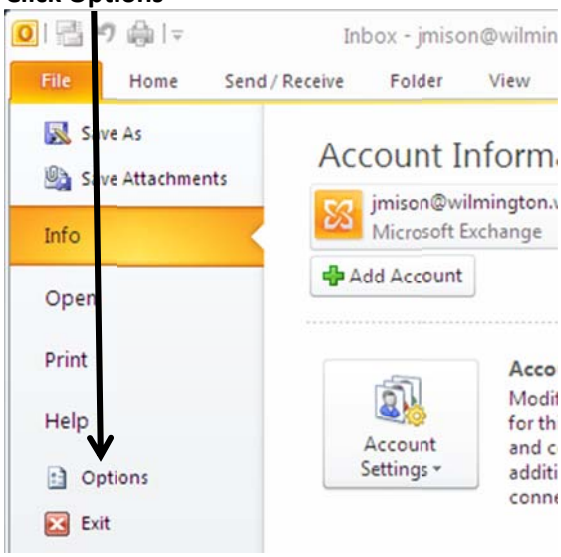
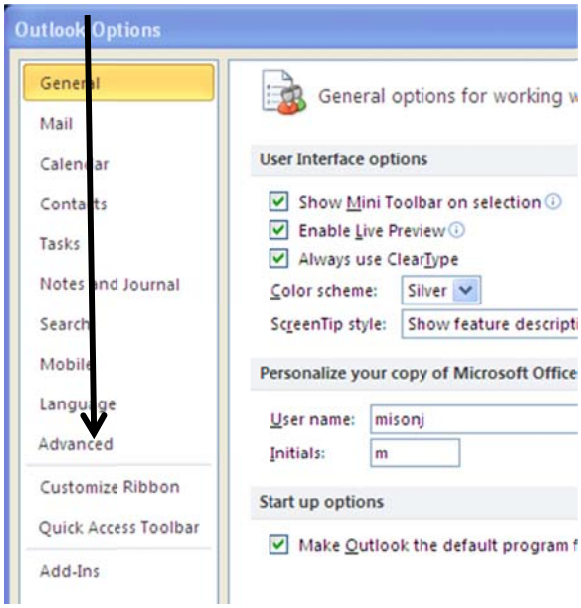
Backing-up Email with Outlook 2010

Click the File tab

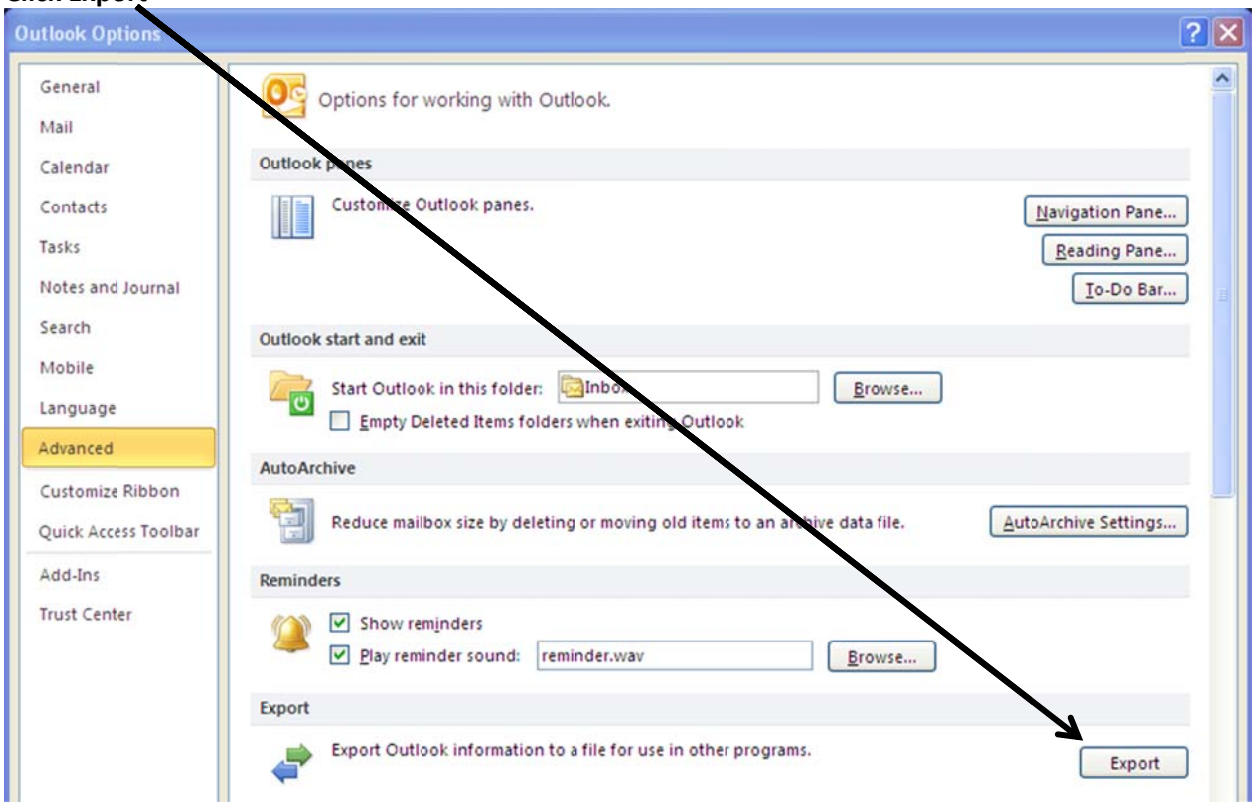
Click Options



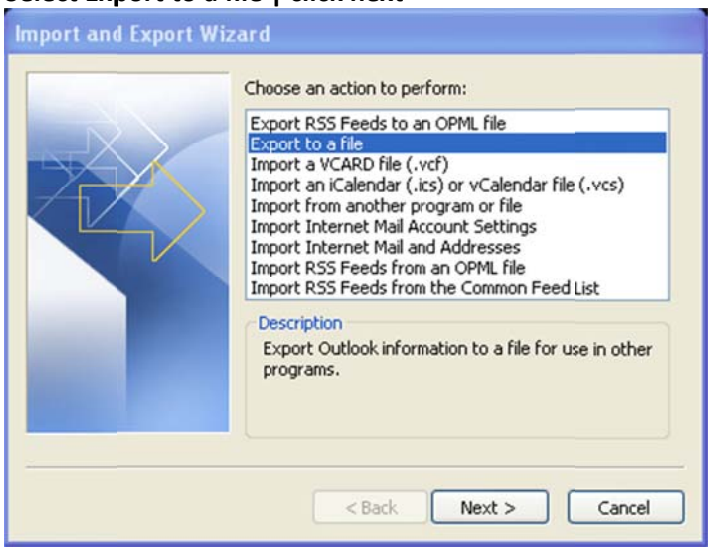
Click Advanced



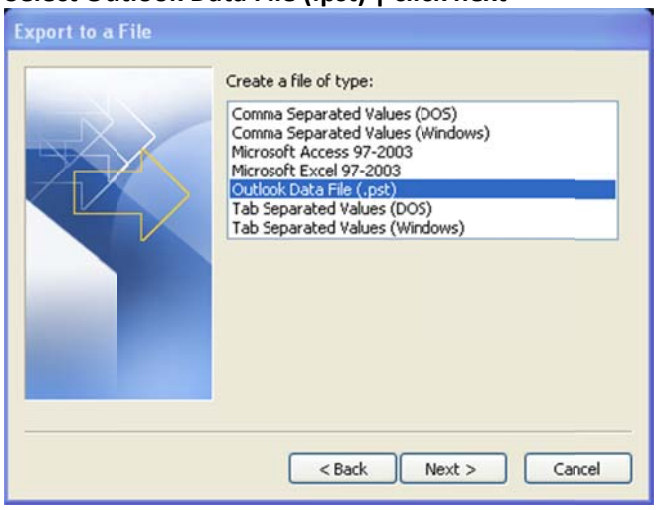
Click Export



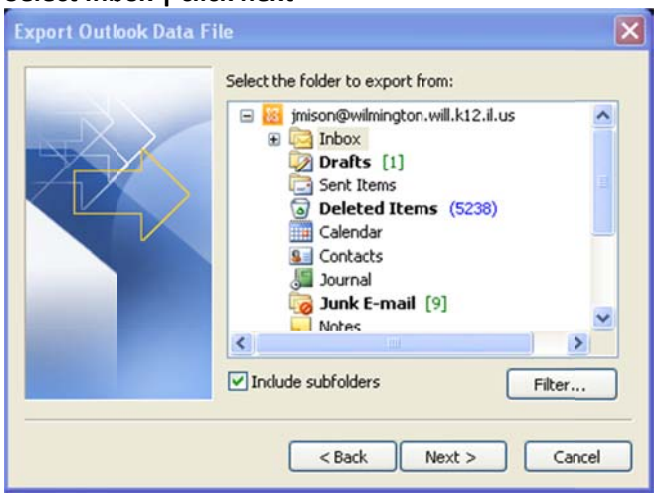
Select Export to a file | click next



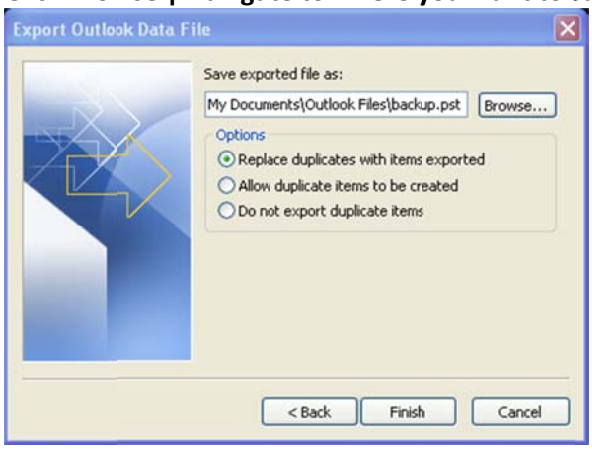
Select Outlook Data File (.pst) | click next



Select Inbox | click next



Click Browse | Navigate to where you want to save back up (W: drive for example) | click finish



That is it. You should now have a file called backup in the location of your save.