

You are responsible for making backups of your entire mailbox data on a regular basis. Here we'll show you how to do frequent backups of your online data:

- Microsoft publishes a very nice tool for **Outlook** that makes backup of your data easy.

You can download it

[here directly from](#)

[Microsoft](#)

:

- After installing it you find a new Menu option in Outlook
- Click on File --> Backup Copy and follow the backup steps.

- You can do it manually as well:

- Open Outlook, click File --> Import/Export --> Continue.

Choose Export to a file --> Personal Folder File (.pst) --> Continue.

Choose the folder you wish to export (if in doubt just choose the topmost folder) and click on it. "Include subfolders" should be checked.

Choose a location to store the file (e.g. "Desktop") --> Complete.

Click "OK".

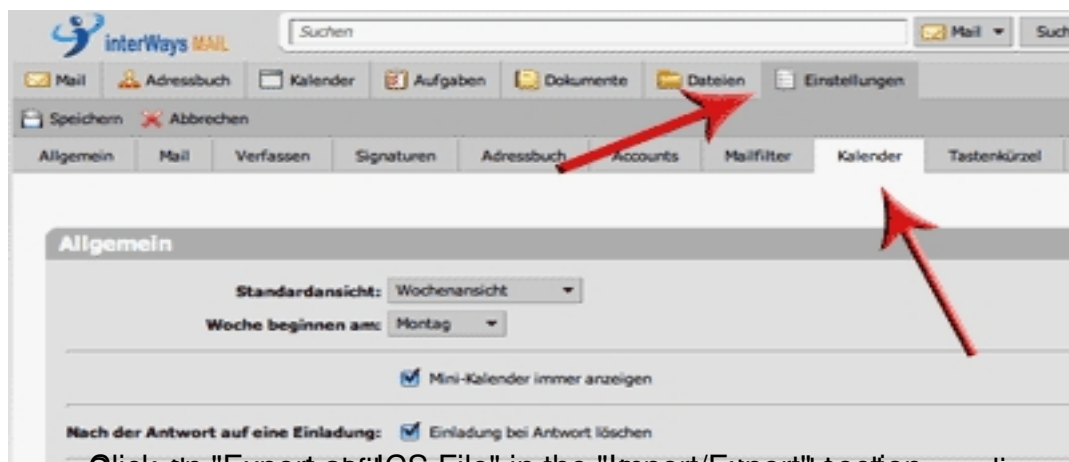
Wait for the export to go through without any errors; this may take some time depending on the size of your Outlook data files. You should save the export file in a secure location.

- If you are using the **Desktop Application (Windows, Mac, Linux, see [Downloads section](#))**, then backups are **very easy** :

- Click on Preferences (Options) --> Import/Export
- In the "Export" section, activate "All Folders", check the box "Advanced Settings"
- Choose what to export (Mail, Contacts, Calendars, ...)
- Click on the "Export" button.

- For users of **other applications** we have an easy backup solution as well:

- Log in to interWaysMAIL Webmail (<https://ssl.interways.de>)
- Click on "Preferences" (Options)
- Click on Calendar
-



- Click on "Export as file (.ics file)" in the "Import/Export" section media



- Click on Outlook 2003 Standard: Outlook 2003 csv) in the "Import/Export" section.



Save the complete file to your computer. Using external backup software, download of your mails. Save the complete file to your computer. Using external backup software, download of your mails. Save the complete file to your computer. Using external backup software, download of your mails.