

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".

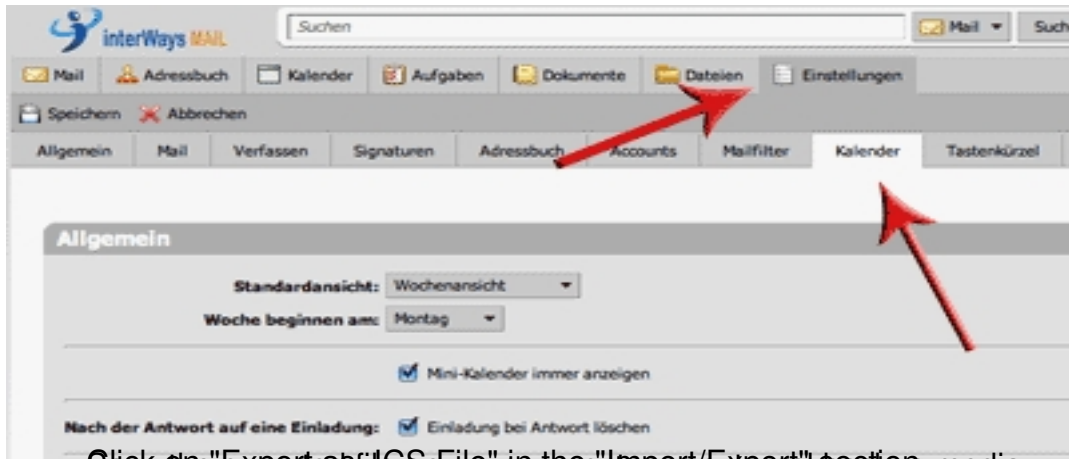
Wait for the export to go through without any errors; this may take some time depending on the size of your Outlook data files. You should save the export file in a secure location.

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



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



Save the contact file as a CSV file. This file can be used for a backup or for a download of your contacts. The file can be used for a backup or for a download of your contacts. The file can be used for a backup or for a download of your contacts.