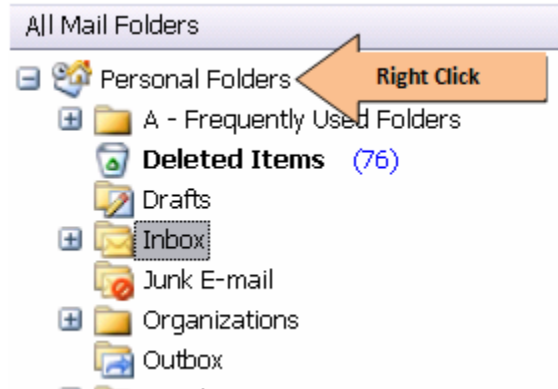
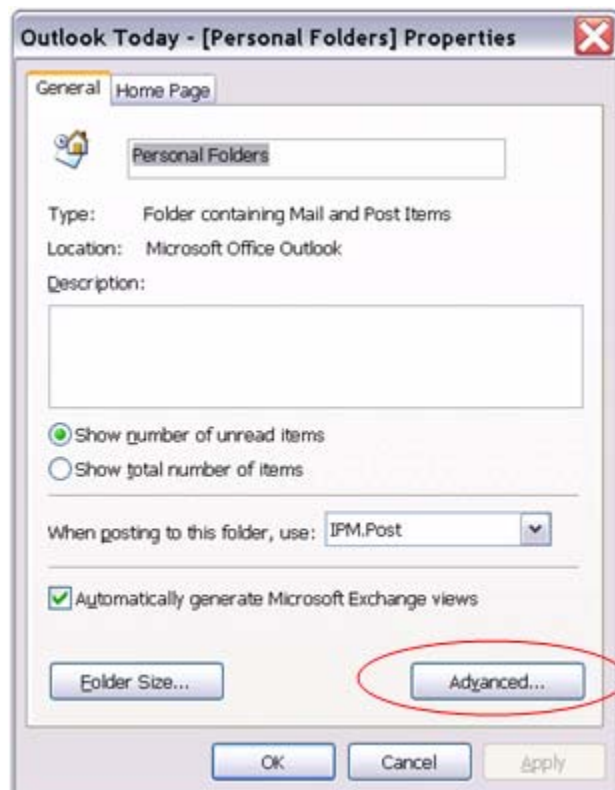


## Finding & Backing up your MS Outlook "PST" email files

The easiest and quickest way to find your "PST" files is to open the "tree view" of your folders, and right click on "Personal Folders" (at the top).



Each top level item, normally called "Personal Folders", or "Outlook Today", represents a separate PST. Right click on it and then **select Properties**:



Now **click on the Advanced** button:



And there, right in the middle, is the **Filename** and the full path to the PST. Yours will most assuredly be different. Make a copy of the filename path and print it or write it down.

Now open your Backup Manager software by clicking on the icon from your Desktop. Then go to "Advanced view" and drill down using the path that you copied/printed. Check the box listed as "Outlook" that contains your .PST files. Then click backup now or schedule 'hourly' or "daily" backups.