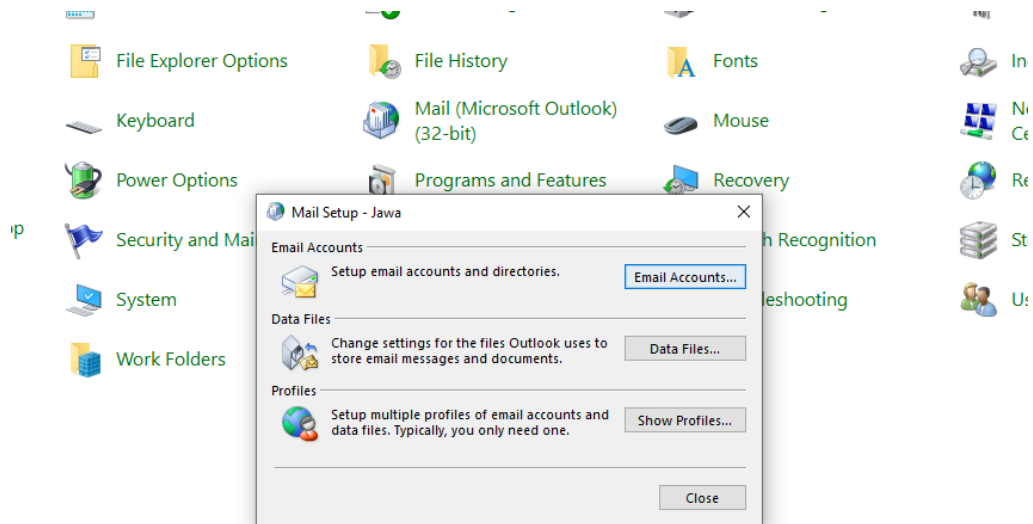
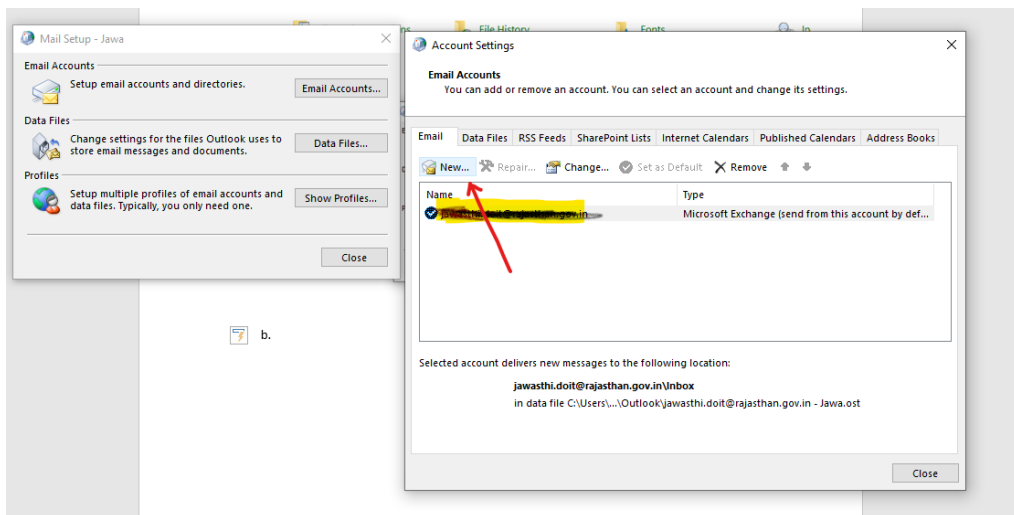


1. Configure outlook 2013/2016/2019 version.

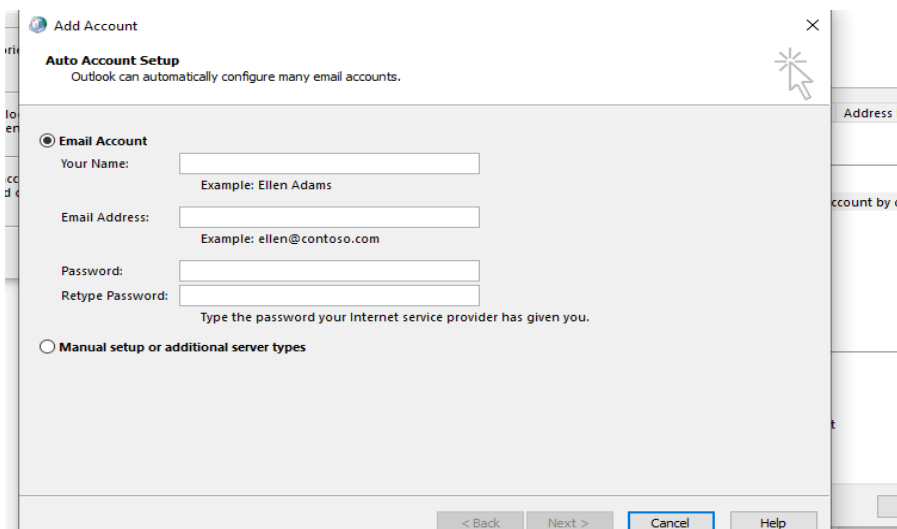
a. Close Outlook if running then Go to Control Panel select Mail app and click on Email Accounts



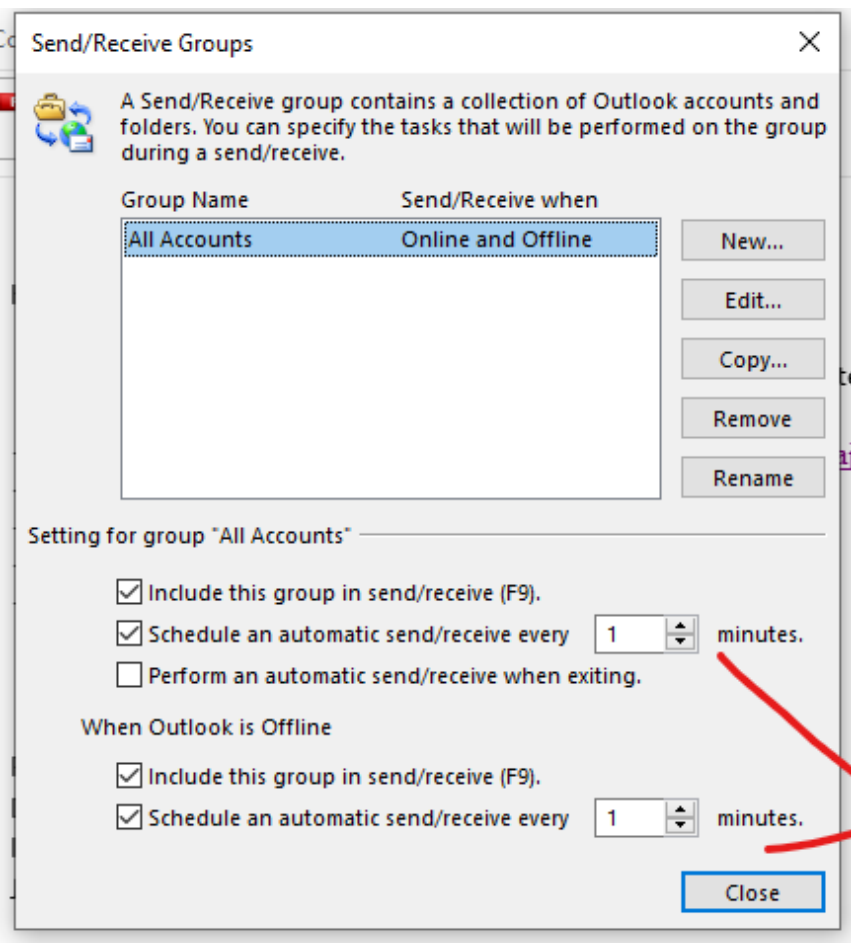
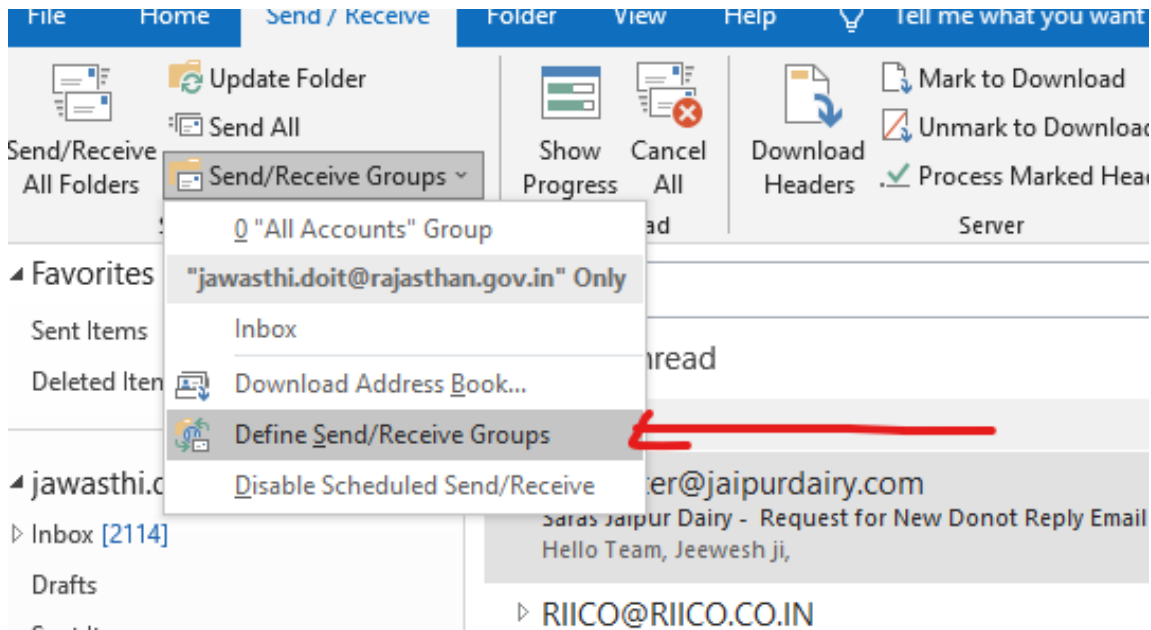
b. Click on New option



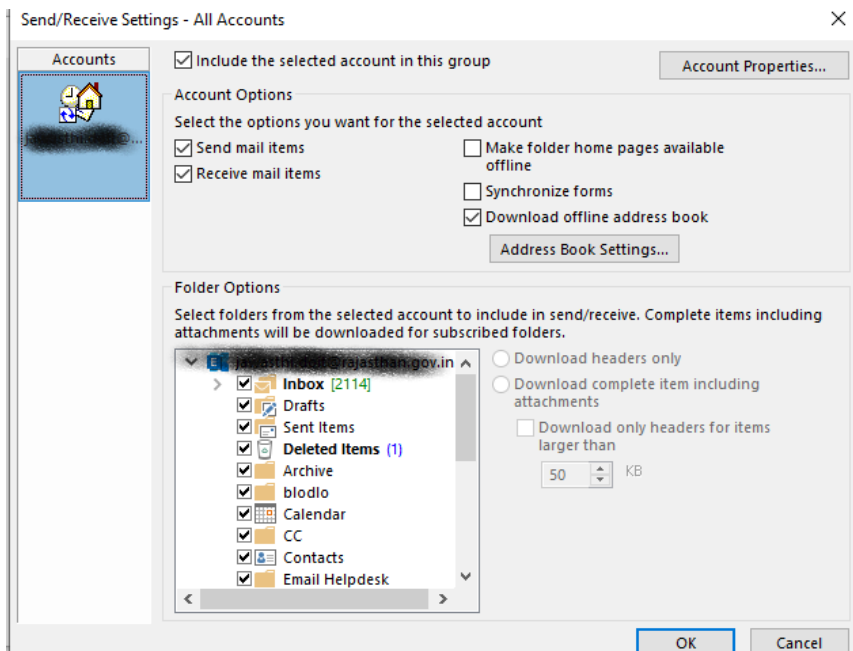
c. Enter user details as required and click next outlook will configure account after credential verification and select finish.



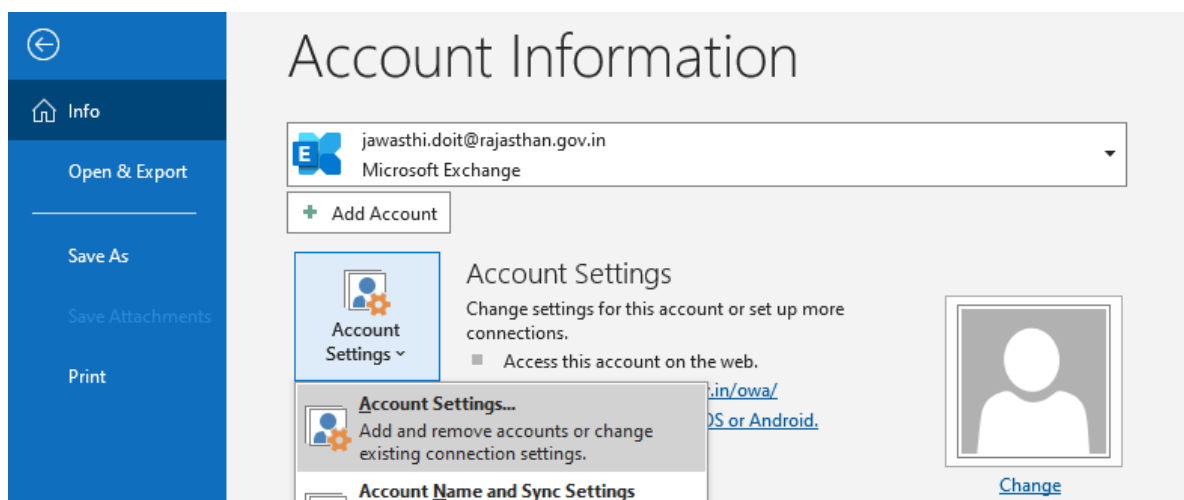
- d. Launch Outlook, after launch outlook may ask password for the account. Enter password and check remember me option. If any password change after as previous setup then go to control panel-> credential manager-> windows credential-> remove all saved password of User account.
- e. Go to send/receive in Outlook and configure some changes related to account.



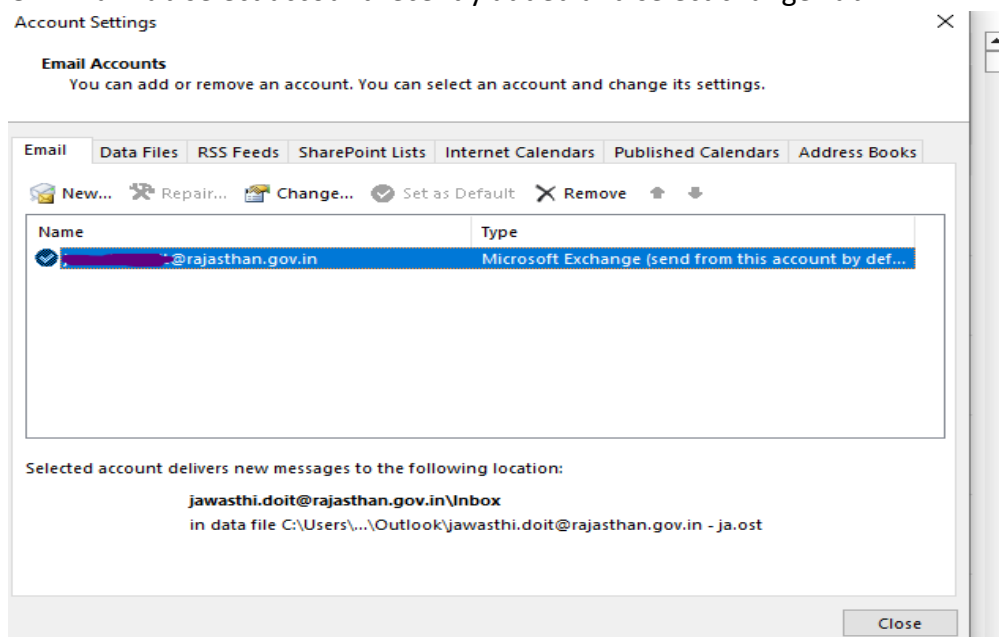
- f. Click on edit option and check boxes as given in screen shot



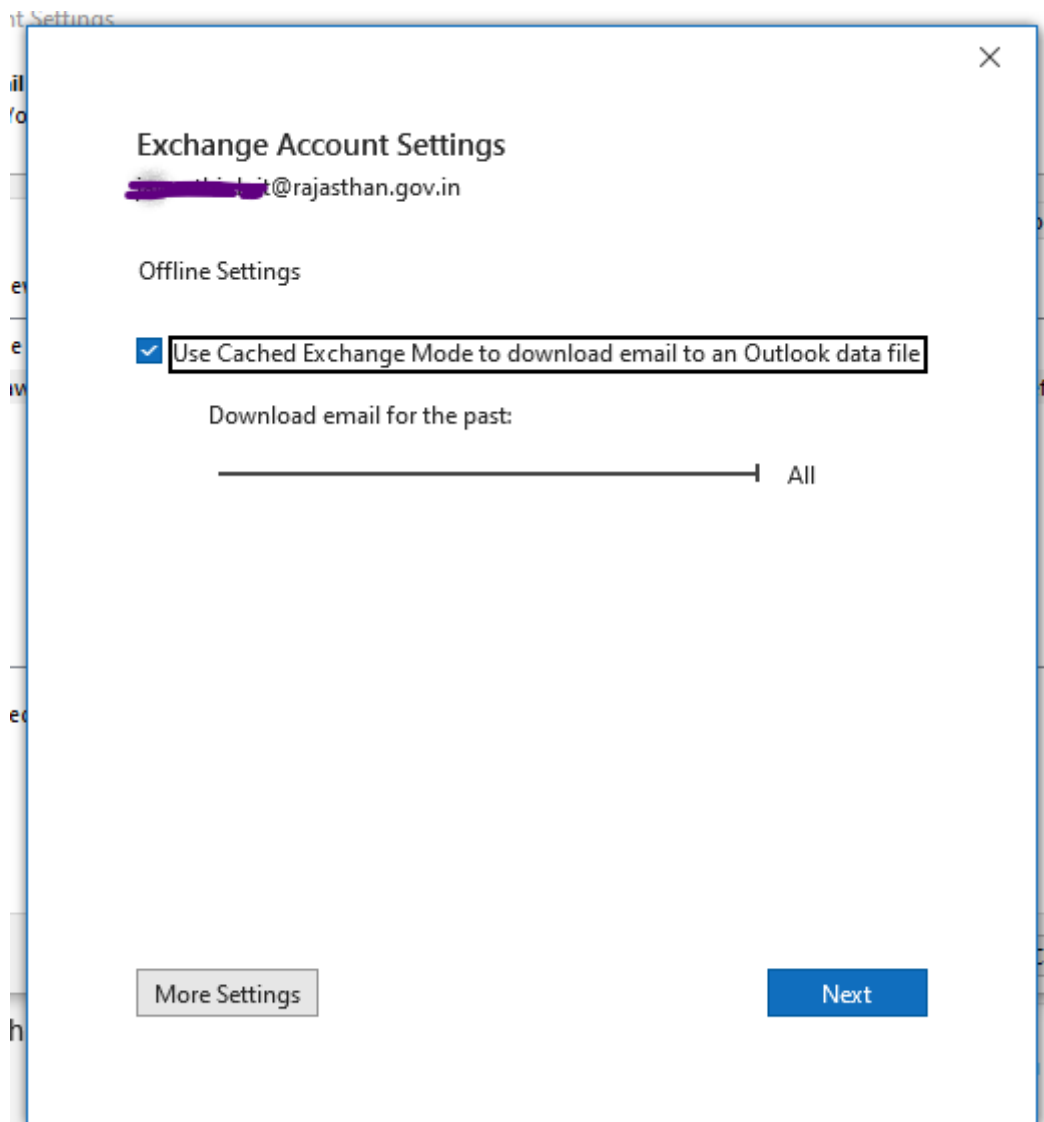
g. After setup account go to File -> Info -> Account setting



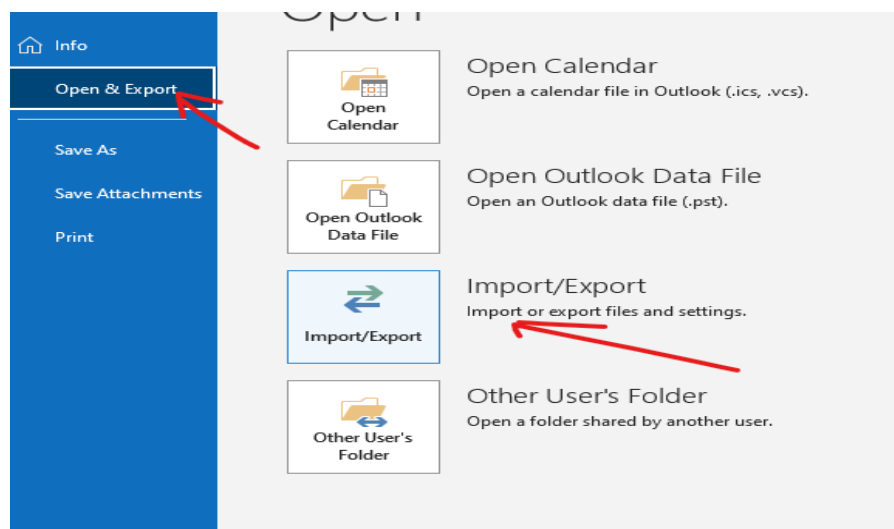
h. On Email Tab select account recently added and select change Tab.



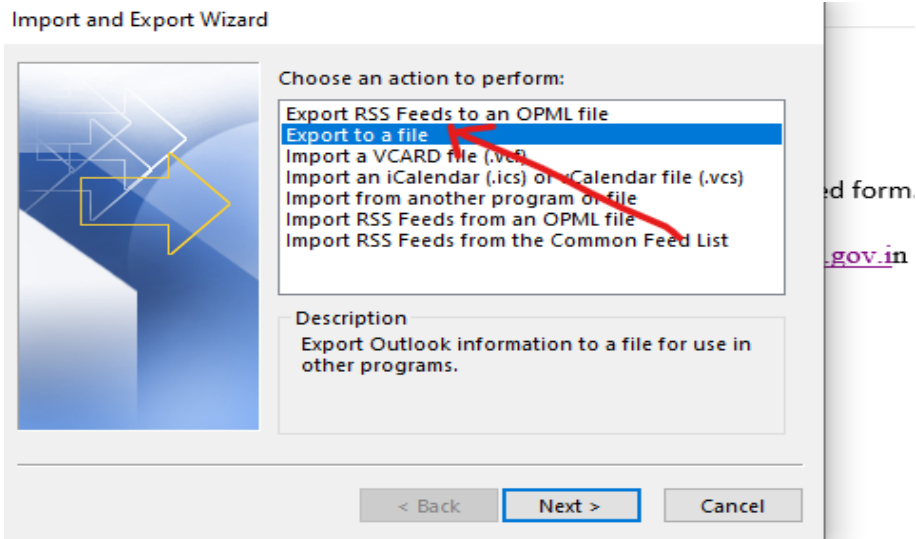
- i. After selecting change Tab scroll option “Download email for the past” to select the length of period email to synchronize in outlook and click next and Press F9 button to synchronize mails for the setting.



- j. After synchronization of all mail in Outlook go to File -> Open & Export-> Import/export

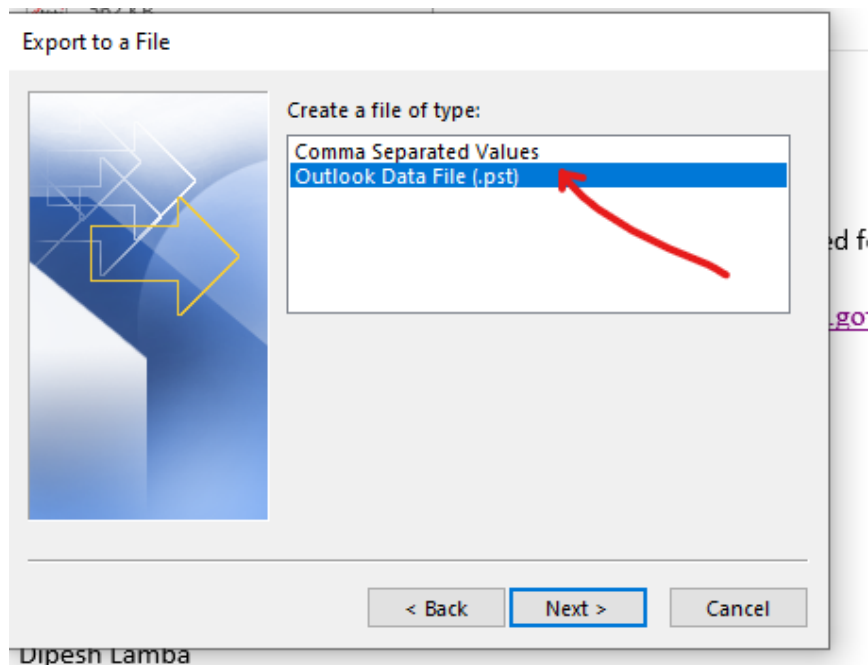


- k. Select export to file



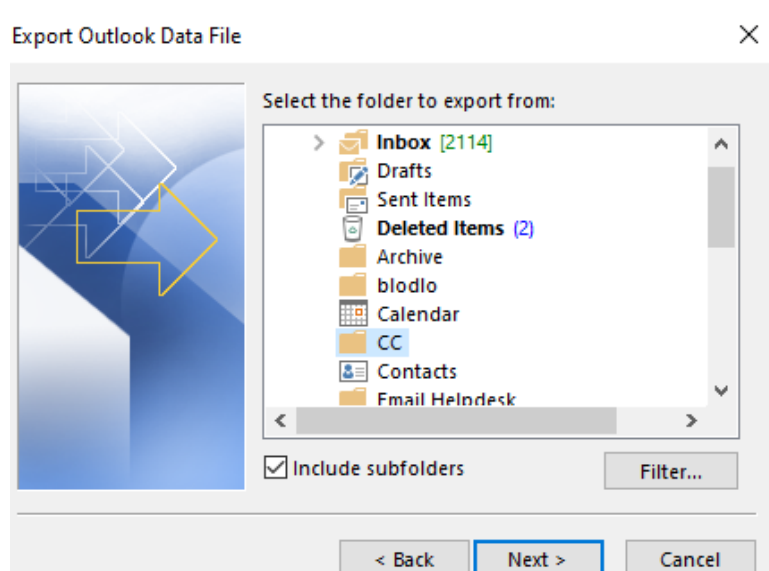
Dipesh Lamba
IT Incharge

l. Select Outlook data file (.pst)

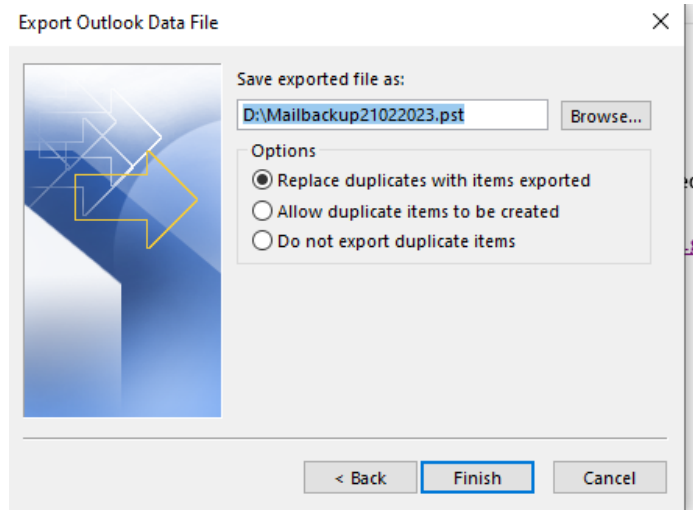


Dipesh Lamba

m. Select folder which u want to take backup include subfolder If required.



n. Select path to save .pst file



- o. After completion of process Import .pst file in File->Open & Export->Import/Export to check backup status as given.
- p. After successful backup order mails in Outlook -> Inbox in descending order date wise and select bunch of older mails and delete before delete (ensure mailed backup is complete). Remove mail from deleted folder also. Deletion of mails will free space from allotted Inbox quota.

Note – If facing issue in account setup, first close outlook

- 1. Check internet connection of system.
- 2. Outlook application properly installed (for better functionality install license version).
- 3. Use Microsoft Outlook Version 2013 onward recommended.
- 4. Go to Control Panel -> Credential manager -> Windows credential
 - a. Remove all saved credential entries for the account you wants to add in outlook.