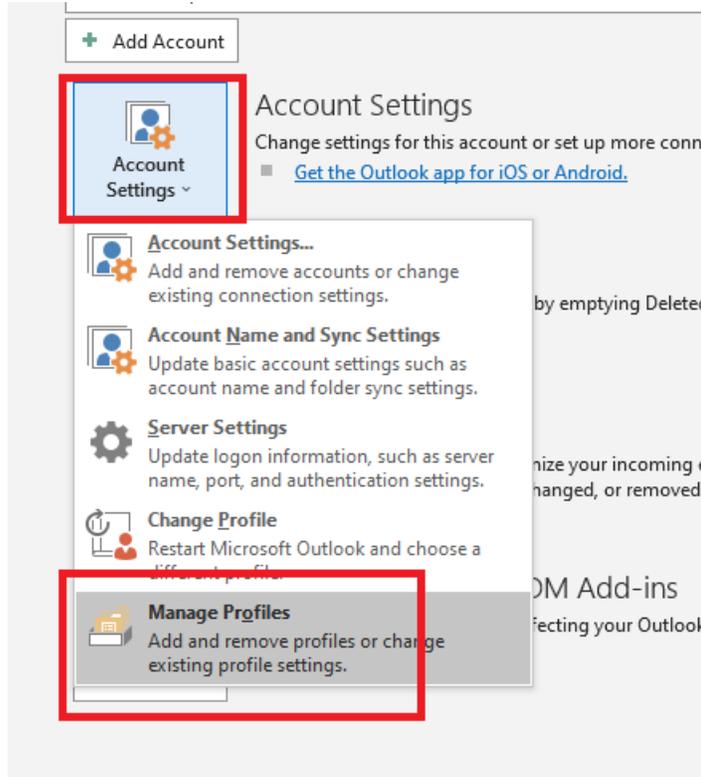


How to move your emails to local (PC).

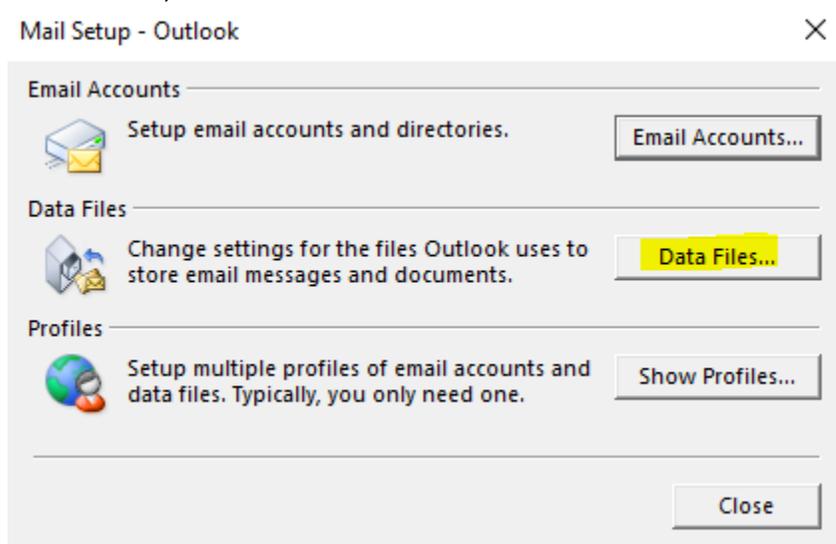
Note: After moving emails to local, the emails can be only viewed on the device. If you have setup same account on phone or other devices, the moved emails will not be visible on those devices.

1. You need to create Data file.

Click “file” on the top left corner > Account setting > Manage Profiles

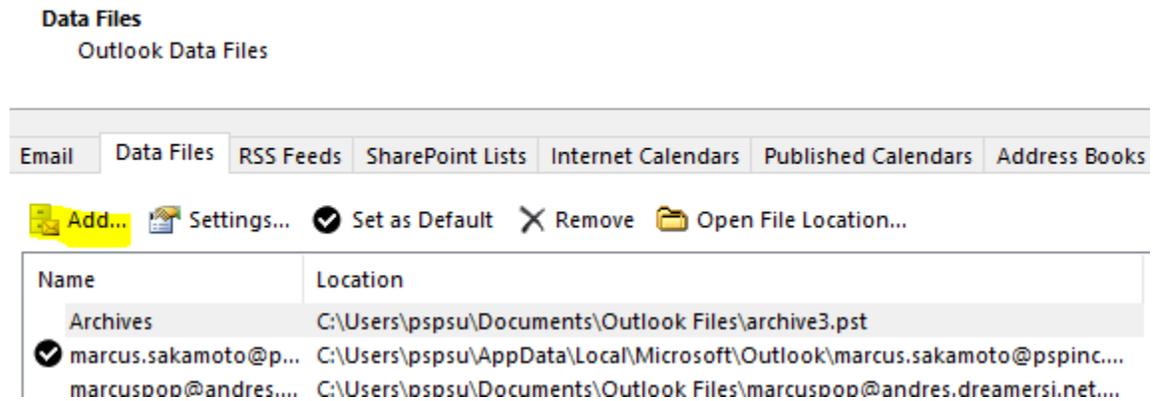


2. Next window, Click “Data Files”

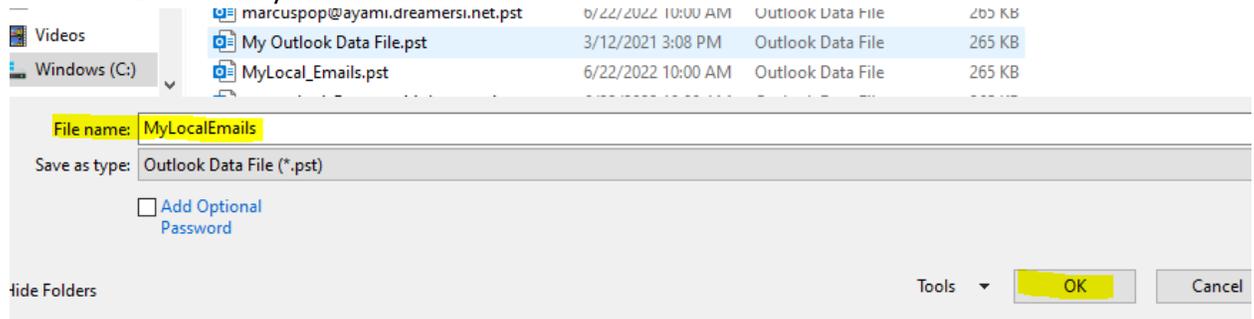


- Next window, click “Add...”

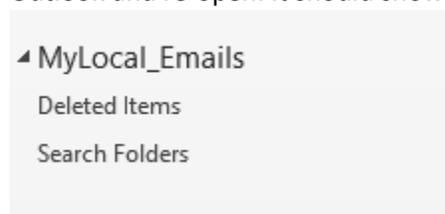
Account Settings



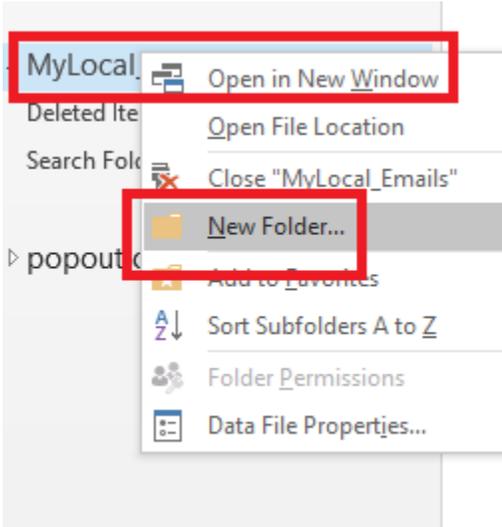
- Name the Data file as you like and click OK



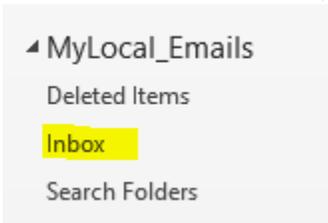
- Go back to Outlook. It should show the account you created above. If you don't see it, Close Outlook and re-open. It should show another account you created above.



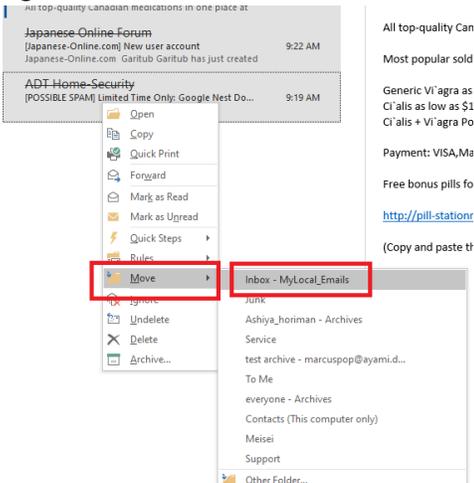
6. Right click the account and select “New folder”



7. You can name it whatever you like. In this case, We renamed as “Inbox”



8. Go back to your Email account and select emails you want to move, you can either drag it or right click the selected email and click “move to”



9. You can create other folders if you need to create more folders following step 6.