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

	+ Add Account						
	Account Settings ~	Account Settings Change settings for this account or set up more conn <u>Get the Outlook app for iOS or Android.</u>					
	Add and reserved as the existing content of the existi	Account Settings Add and remove accounts or change existing connection settings. by emptying Deletec					
	Account Na Update bas account na	Account Name and Sync Settings Update basic account settings such as account name and folder sync settings.					
	Server Set Update log name, port,	tings on information, such as server , and authentication settings.	nize your incoming e hanged, or removed.				
ļ	Change Pro	ofile rosoft Outlook and choose a					
	Add and rei existing pro	ofiles move profiles or char ge vfile settings.	DM Add-ins fecting your Outlook				

2. Next window, Click "Data Files"



3. Next window, click "Add ... "

Account Settings

Data Files Outlook Data Files

4. Name the Data file as you like and click OK

_	amethe	Data	ine as you like and click OK iei marcuspop@ayami.dreamersi.net.ps	st 6/22/2022 10:00 AM	Outlook Data File	200 KB				
-	Videos		📴 My Outlook Data File.pst	3/12/2021 3:08 PM	Outlook Data File	265 KB				
-	Windows (C:)		MyLocal_Emails.pst	6/22/2022 10:00 AM	Outlook Data File	265 KB				
			1 · · · · · · · · · · · · · · · · · · ·							
	File name:	MyLoc	alEmails							
	Save as type:	e: Outlook Data File (*.pst)								
		Add Pass	Optional word							
łid	e Folders					Tools 🔻 📘	OK	Cancel		

- 5. 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.
 - MyLocal_Emails

Deleted Items

Search Folders

6. Right click the account and select "New folder"



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

4	MyLocal_Emails
	Deleted Items
	Inbox
	Search Folders

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.