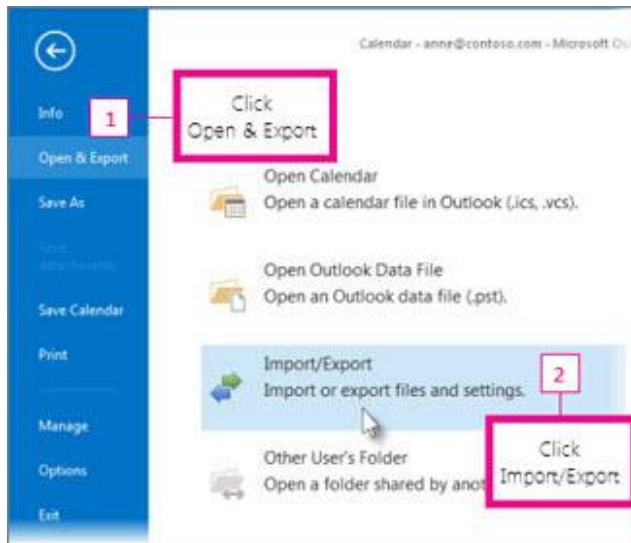# Export or back up messages, calendar, tasks, and contacts In [Outlook 2013](#)
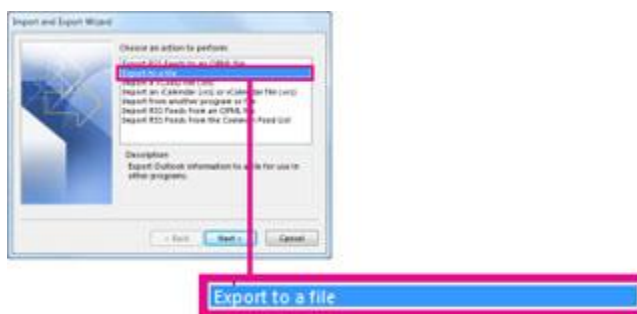
To transfer your messages, calendar, tasks, and contacts to Outlook on another computer or to make a backup, export the information to an Outlook Data File (.pst).

Export a file

1. Click **File** > **Open & Export** > **Import/Export**.

2. Click **Export to a file**, and then click **Next**.

3. Click **Outlook Data File (.pst)**, and then click **Next**.
4. Select the account you want to export by clicking the name or email address, such as **Mailbox – Anne Weiler** or anne@contoso.com. If you want to export everything in your account, including mail, calendar, contacts, tasks, and notes, make sure the **Include subfolders** check box is selected.

Note   You can export one account at a time. If you want to export multiple accounts, after one account is exported, repeat these steps.
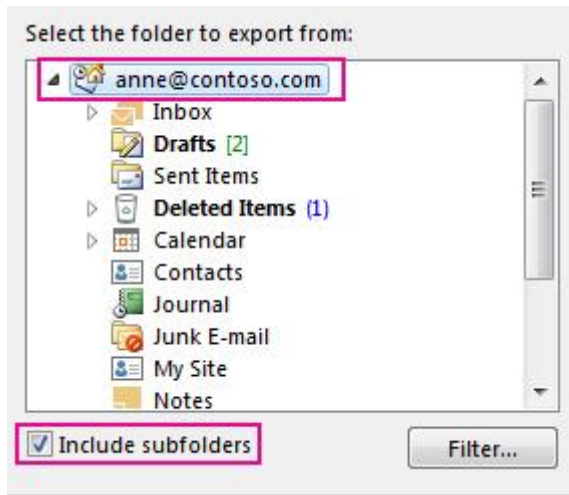
5. Click **Next**.
6. Click **Browse** to select where to save the Outlook Data File (.pst). Type a *file name*, and then click **OK** to continue.

   Note   If you've used export before, the previous folder location and file name appear. Type a *different file name* before clicking **OK**.

7. If you are exporting to an existing Outlook Data File (.pst), under **Options**, specify what to do when exporting items that already exist in the file.
8. Click **Finish**.

Outlook begins the export immediately unless a new Outlook Data File (.pst) is created or a password-protected file is used.

- If you're creating an Outlook Data File (.pst), an optional password can help protect the file. When the **Create Outlook Data File** dialog box appears, type the *password* in the **Password** and **Verify Password** boxes, and then click **OK**. In the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.
- If you're exporting to an existing Outlook Data File (.pst) that is password protected, in the **Outlook Data File Password** dialog box, type the *password*, and then click **OK**.

Applies To: Office 365 End User, Outlook 2013