You are responsible for making backups of your entire mailbox data on a regular basis. Here we'll show you how to do frequent backups of your online data:

   -   Microsoft publishes a very nice tool for **Outlook** that makes backup of your data easy. You can download it   here directly from Microsoft   :
   -   After installing it you find a new Menu option in Outlook
   -   Click on File --> Backup Copy and follow the backup steps.

   -   You can do it manually as well:
   -   Open Outlook, click File --> Import/Export --> Continue.
      Choose Export to a file --> Personal Folder File (.pst) --> Continue.
      Choose the folder you wish to export (if in doubt just choose the topmost folder) and click on it. "Include subfolders" should be checked.
      Choose a location to store the file (e.g. "Desktop") --> Complete.
      Click "OK".
      Wait for the export to go through without any errors; this may take some time depending on the size of your Outlook data files. You should save the export file in a secure location.

   -   If you are using the **Desktop Application** (**Windows**, **Mac, Linux**, see Downloads section   ), then backups are
**very easy**
:

   -   Click on Preferences (Options) --> Import/Export
   -   In the "Export" section, activate "All Folders", check the box "Advanced Settings"
   -   Choose what to export (Mail, Contacts, Calendars, ...)
   -   Click on the "Export" button.

   -   For users of **other applications** we have an easy backup solution as well:
   -   Log in to interWaysMAIL Webmail (https://ssl.interways.de)
   -   Click on "Preferences" (Options)
   -   Click on Calendar
   -
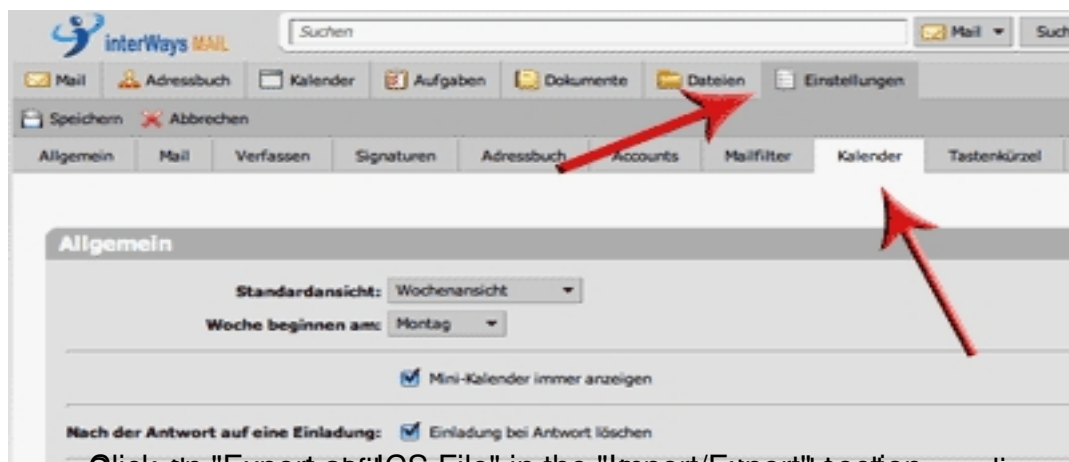
- Click on "Export as file/ICS-File" in the "Import/Export" section. up media

- Click on "Address Book (Standard: Outlook 2003 csv) in the "Import/Export" section.