

This is a step-by-step guide on how to back up your .pst files to an external drive

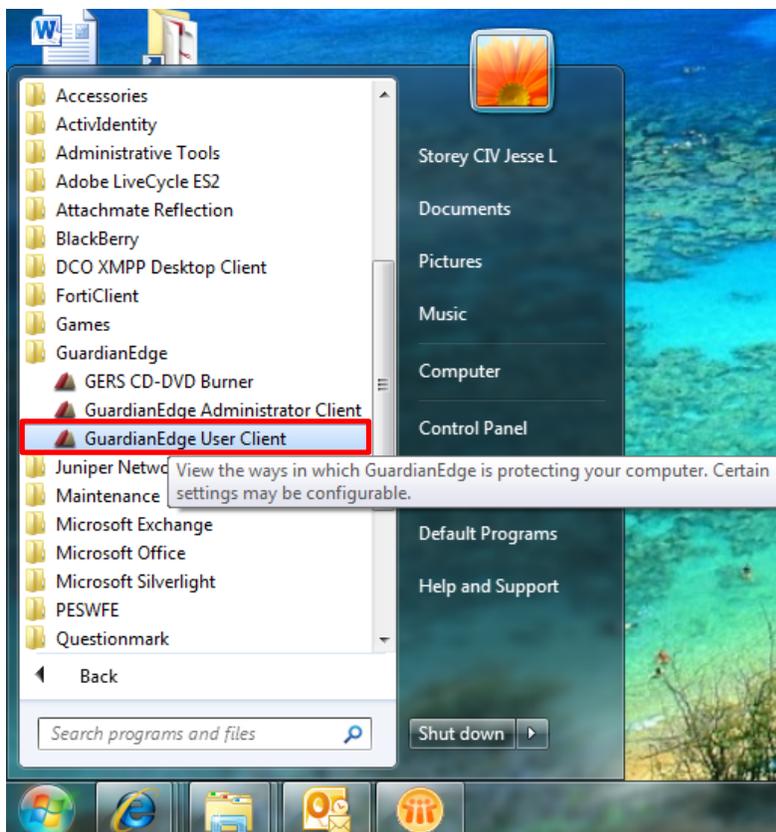
WHAT YOU NEED:

An External Drive or Local Server Space (ex: H :\) depending on the size of your .pst file

Ensure your GuardianEdge user client is configured with your PKI certificate

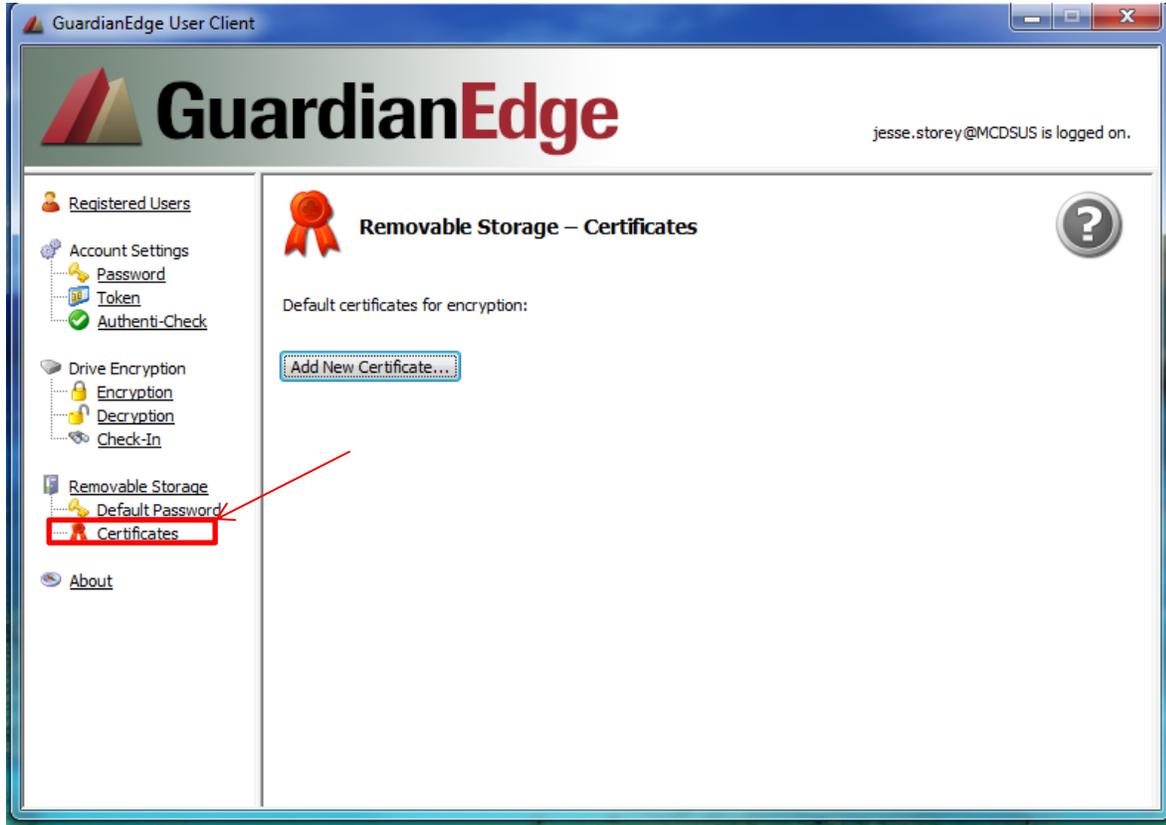
Step 1:

Go to “Start Menu” -> Choose “all programs” -> Choose “GuardianEdge” folder -> Choose “GuardianEdge User Client”



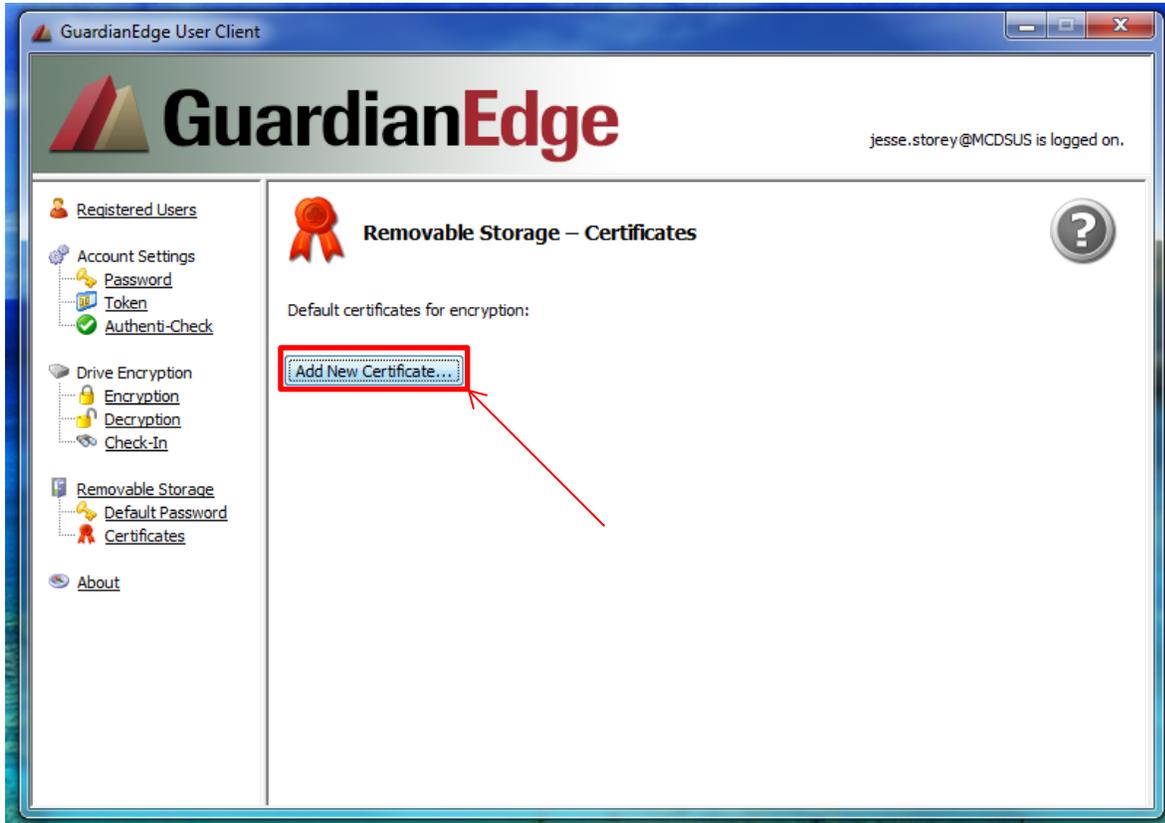
Step 2:

Choose "Certificates" icon



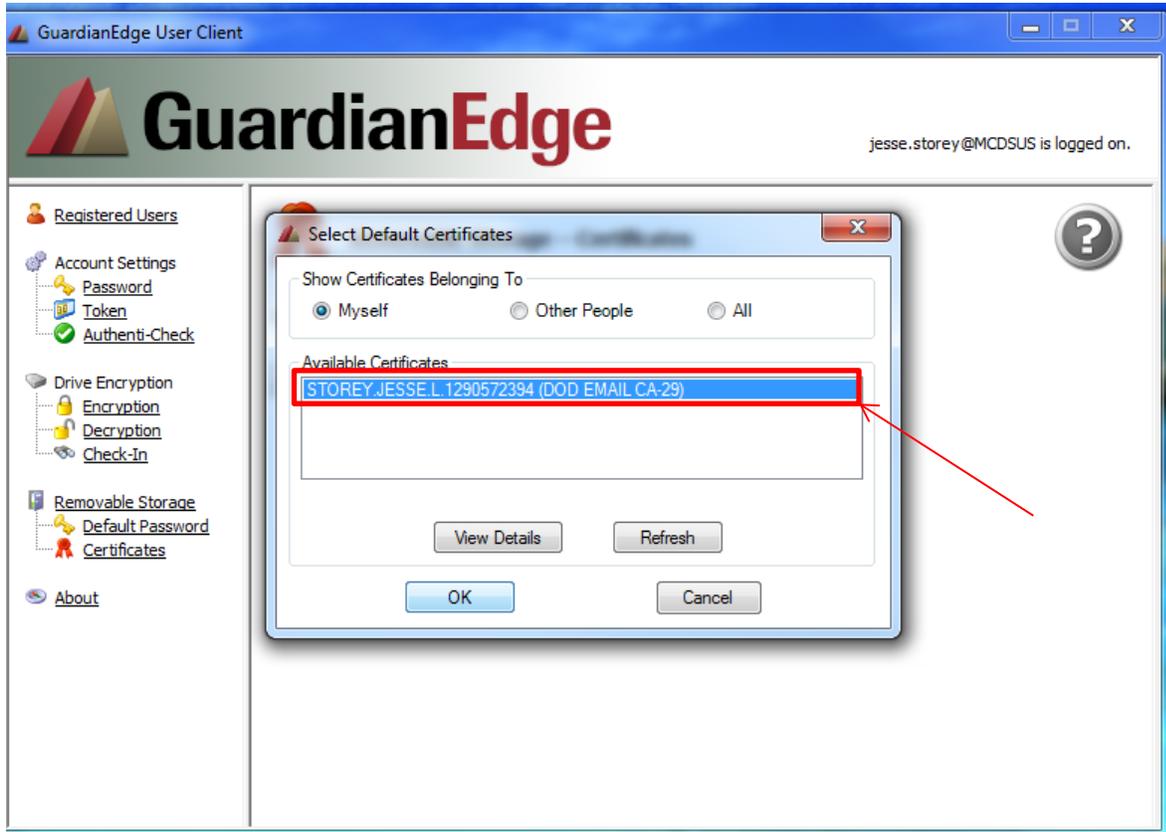
Step 3:

Choose “Add New Certificate”



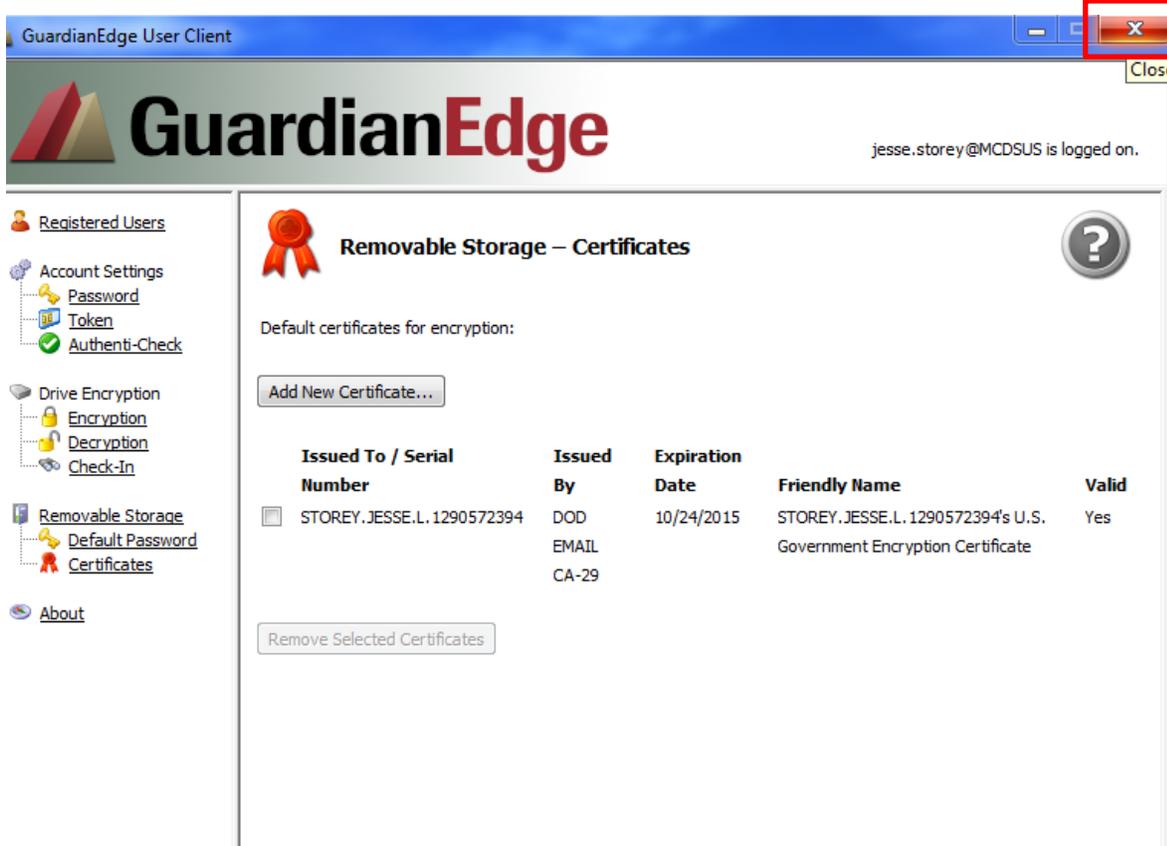
Step 4:

Select your certificate and click "OK"



Step 5:

Close out the GuardianEdge Client

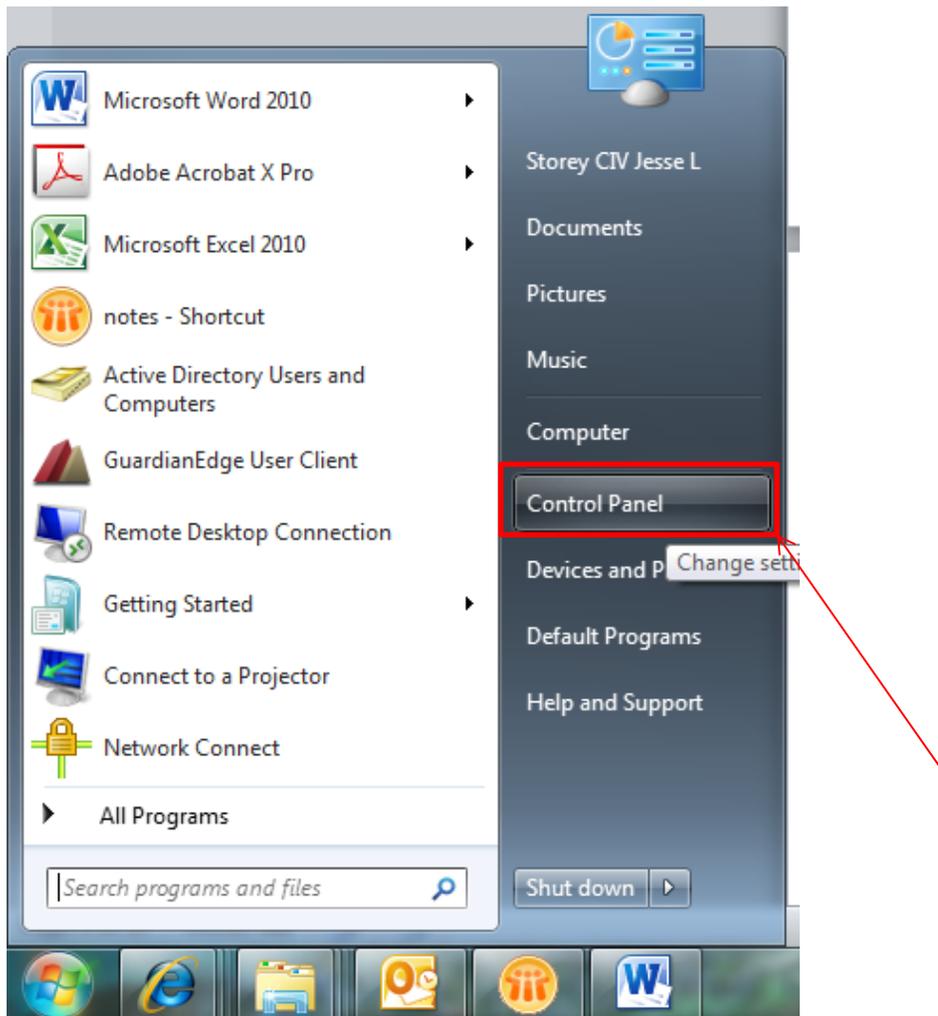


Backup your PST files to an external drive

Step 1:

Ensure the location of your .pst files

Go to "Start Menu" -> Choose "Control Panel"



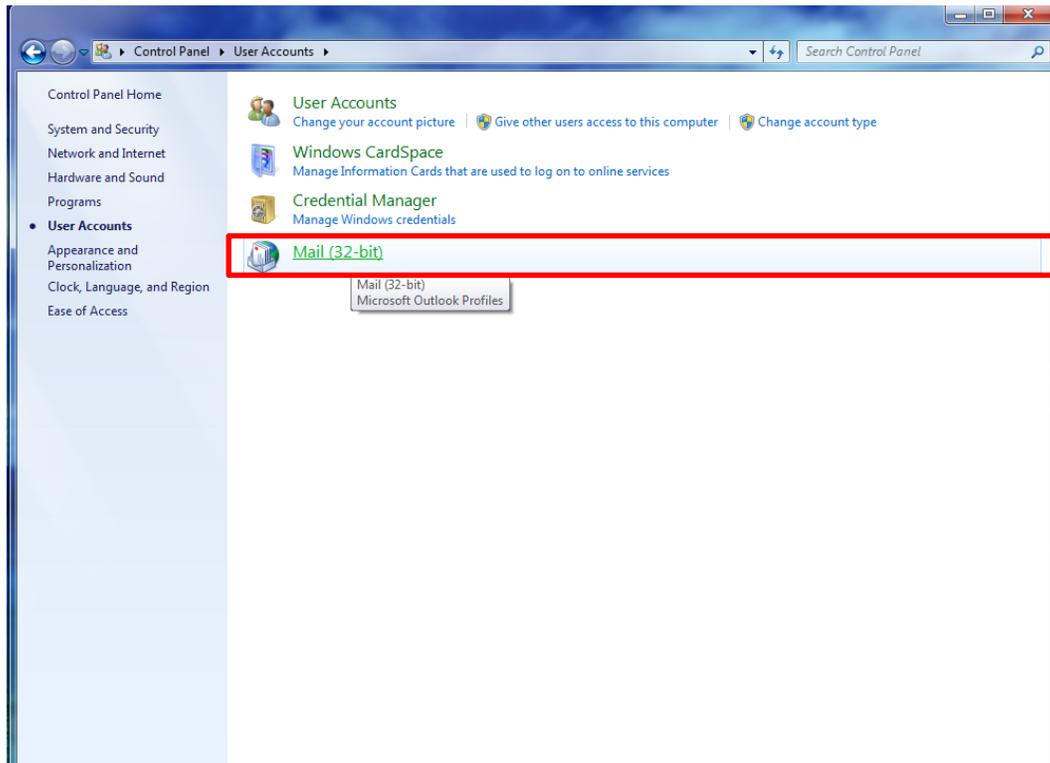
Step 2:

Choose "User Accounts"



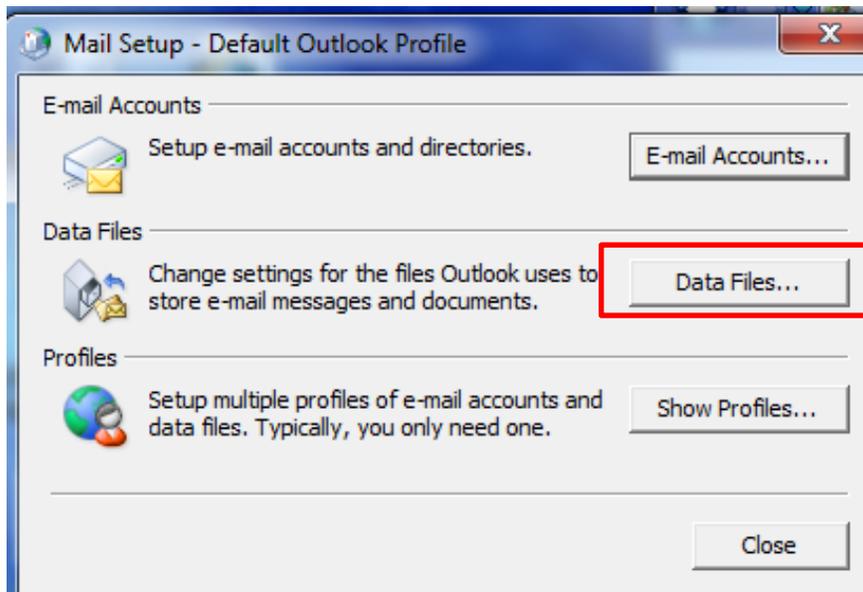
Step 3:

Choose “Mail (32-bit)”



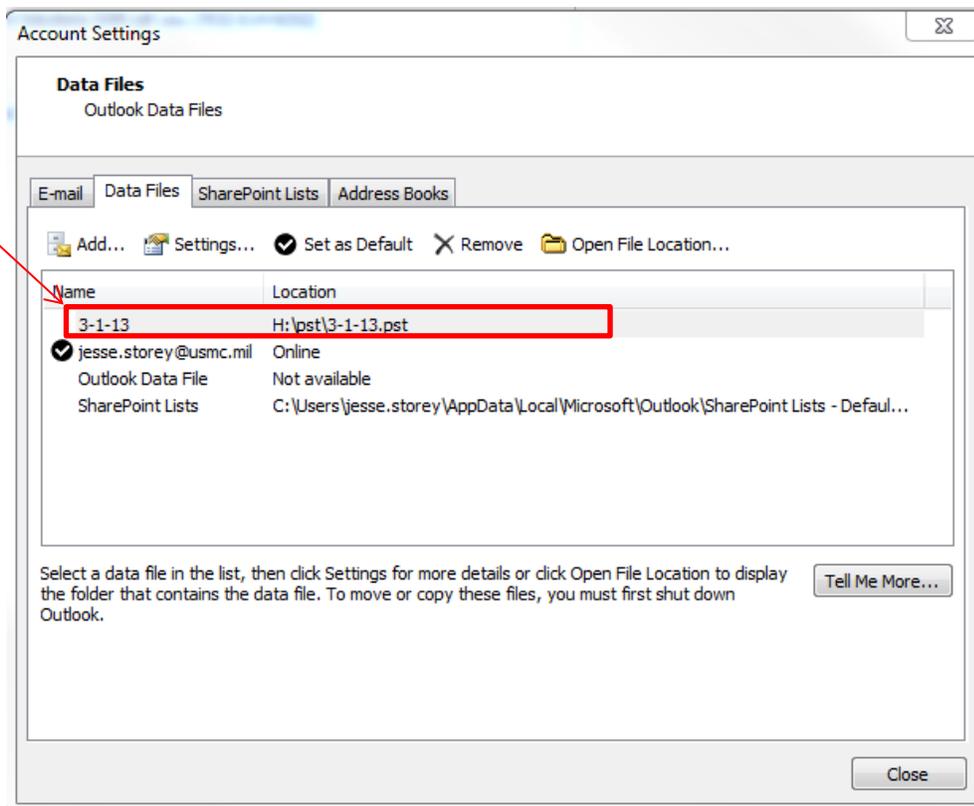
Step 4:

Choose "Data Files"



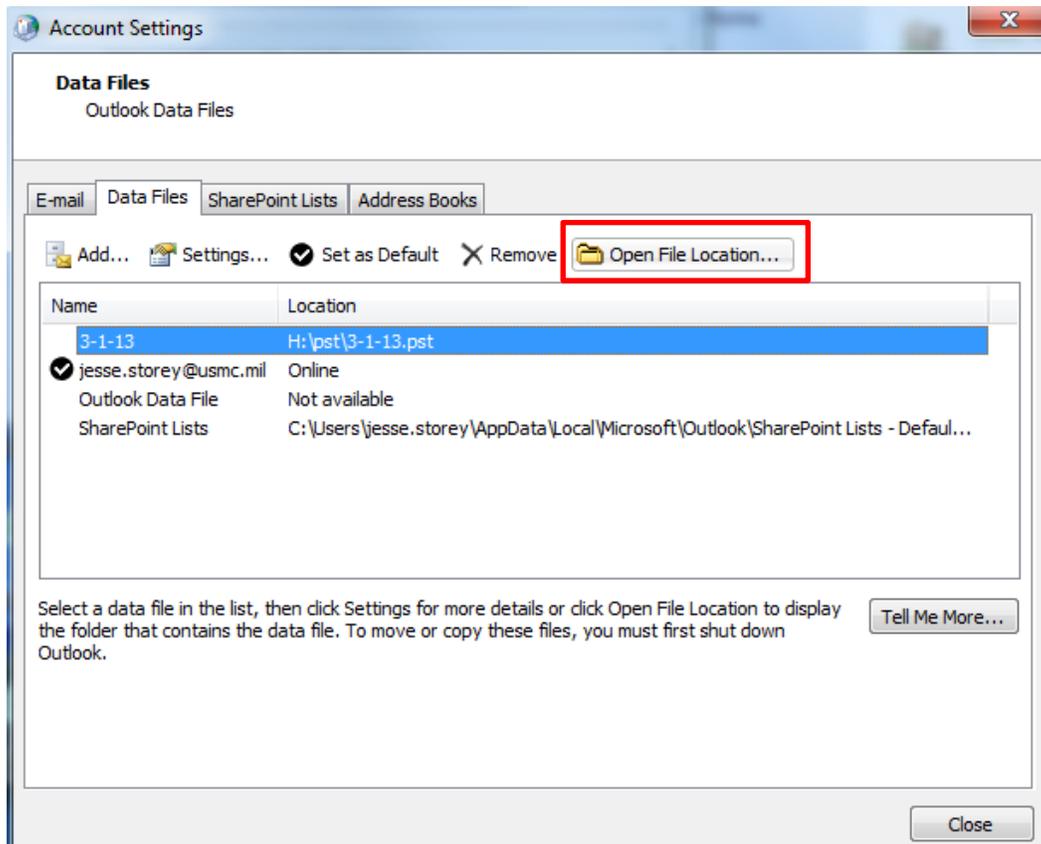
Step 5:

Select .pst file (taking notice of the location)

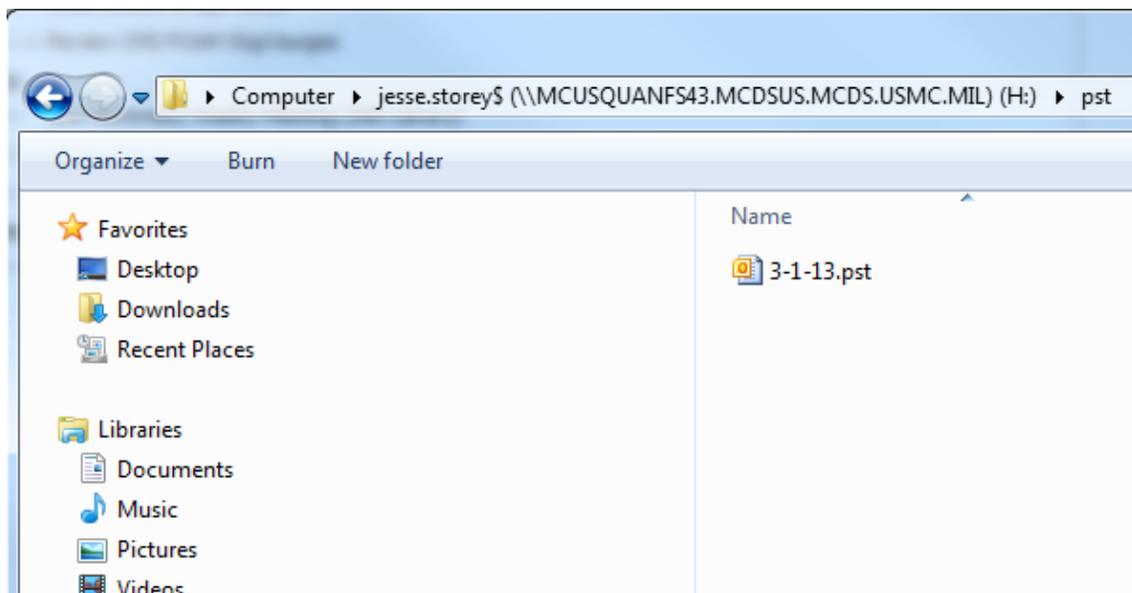


Step 6:

Choose “Open File Location”, the location of your .pst files will be displayed in this window

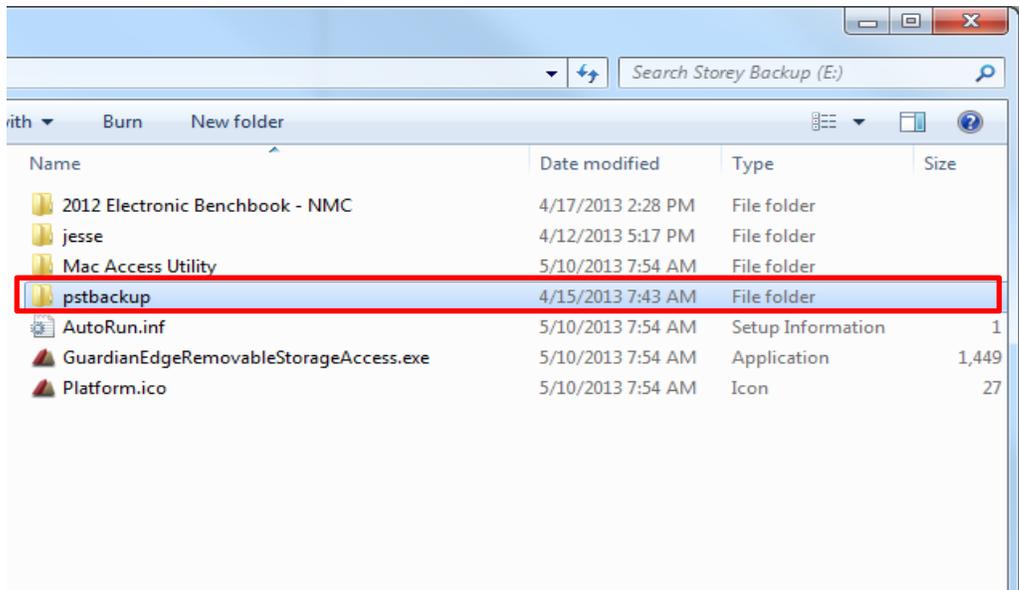


Note: PST files may be stored in various locations, be sure to locate each individual PST file.



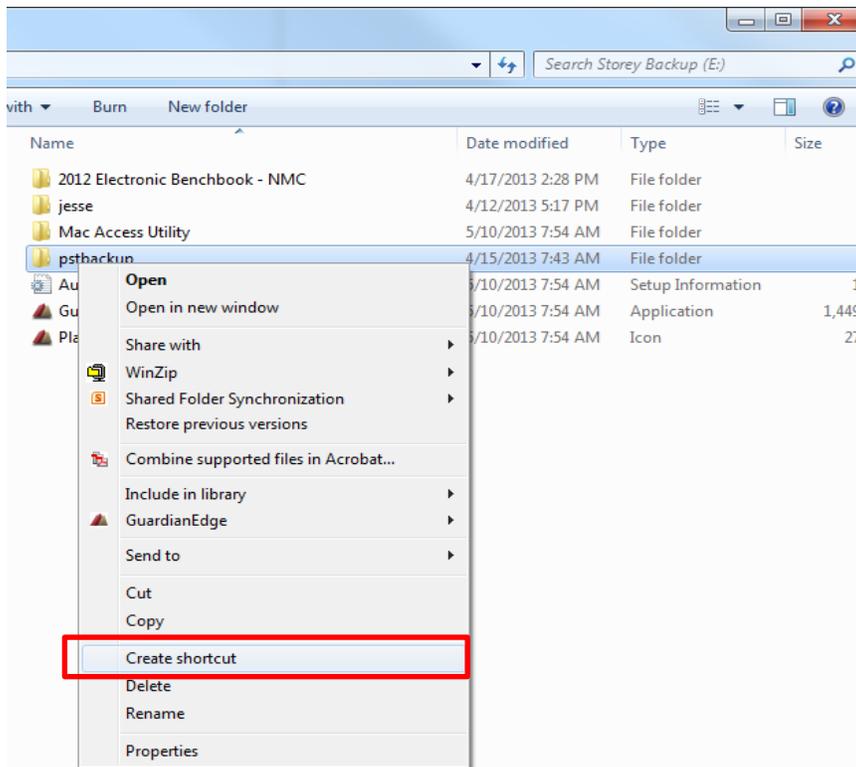
Step 7:

Create a folder on your external drive; in this case the name will be “pstbackup”



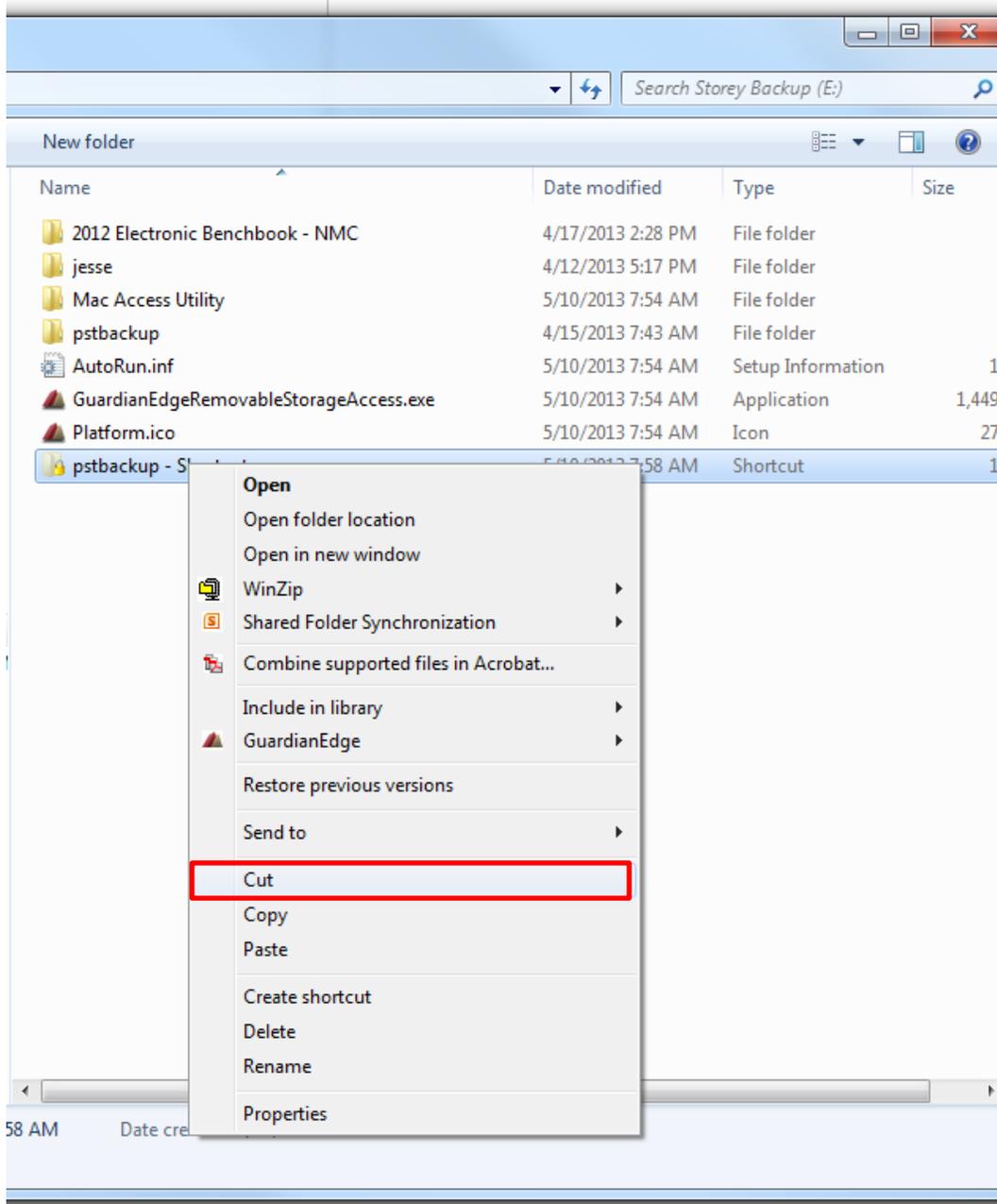
Step 8:

Create a shortcut to this folder, Right-click “pstbackup” -> Choose “Create shortcut”, this will create a shortcut to your “pstbackup” folder



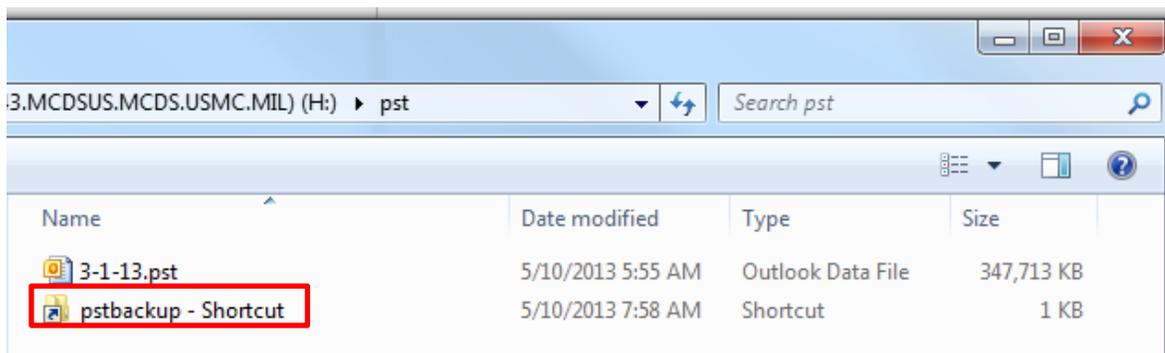
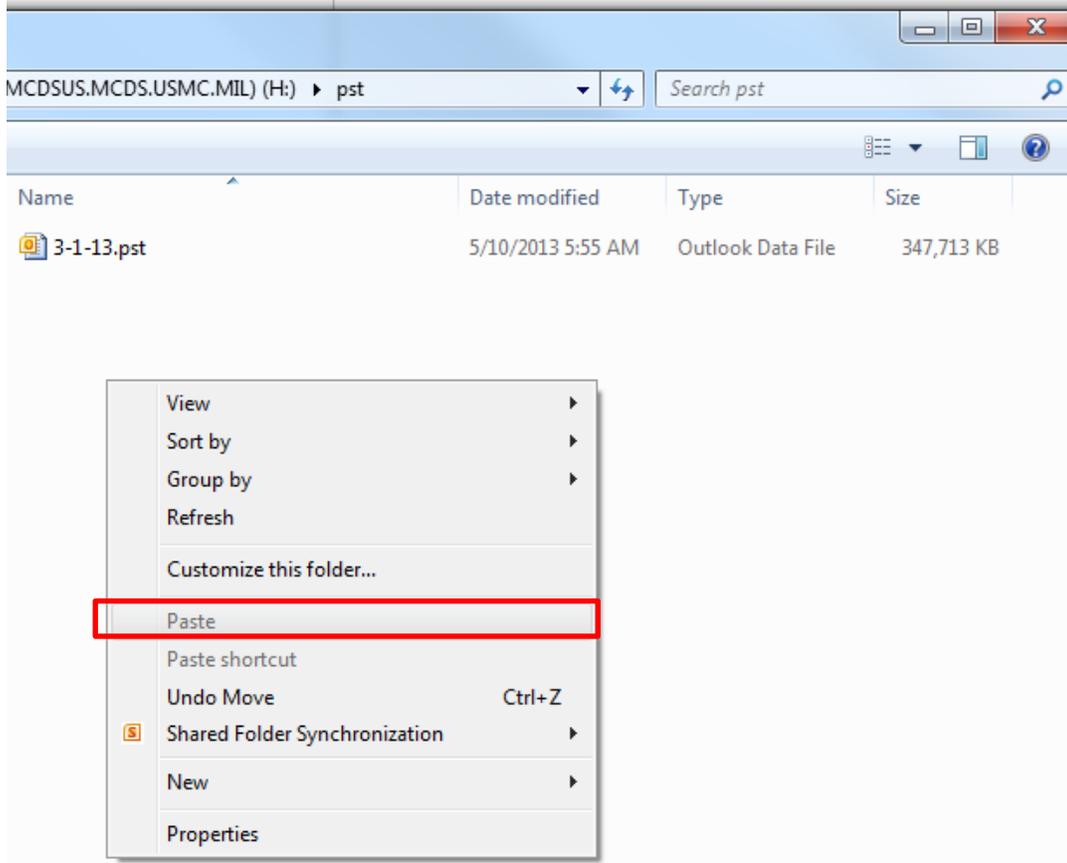
Step 9:

Right-click the new “pstbackup – shortcut” folder -> Choose “Cut”



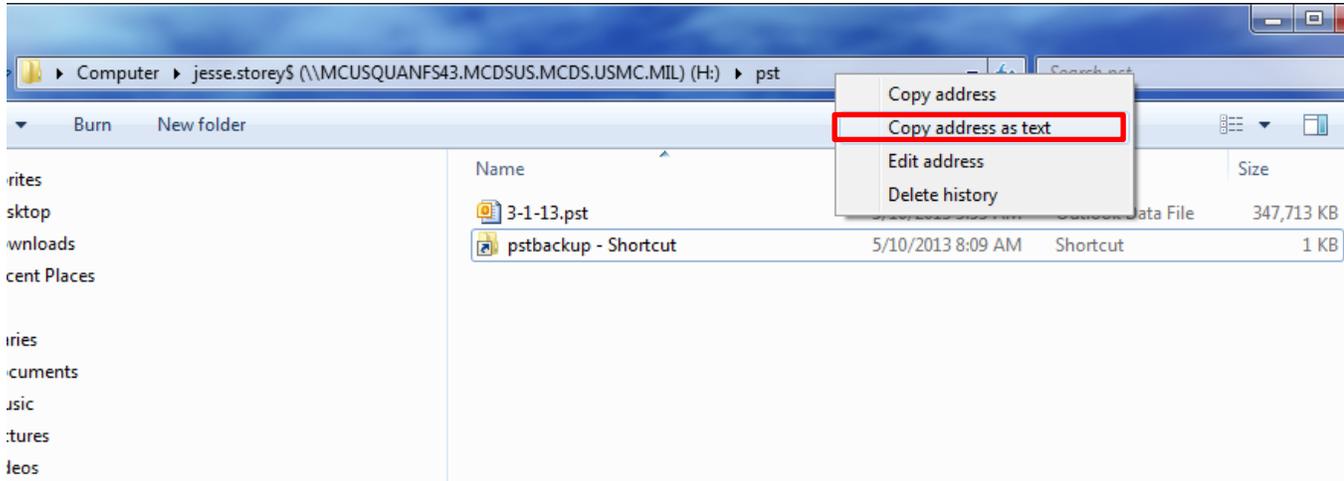
Step 10:

Go to the original location of your .pst files in this case "H:\pst"-> Right-click and Choose "Paste". This will copy your "pst backup" shortcut to your current .pst folder.



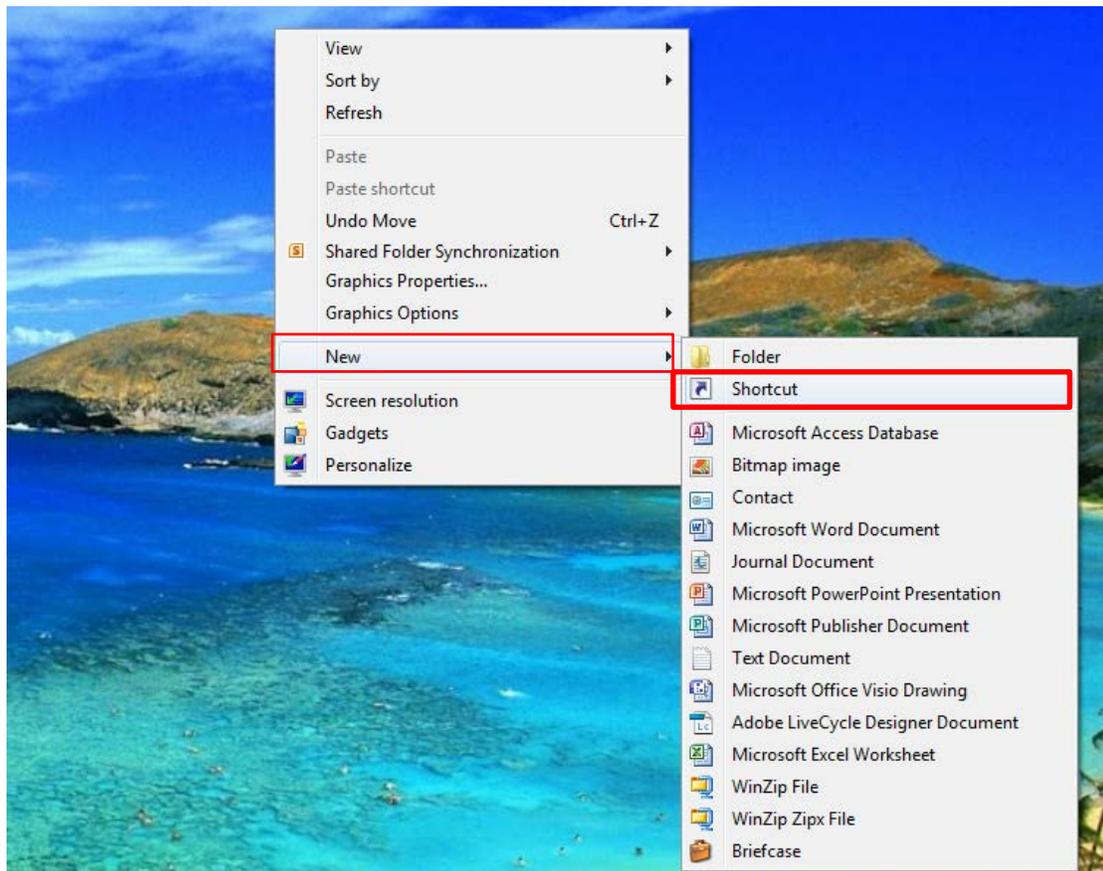
Step 11:

Once you have created your “pstbackup” shortcut, right click the address bar and choose “Copy as text”



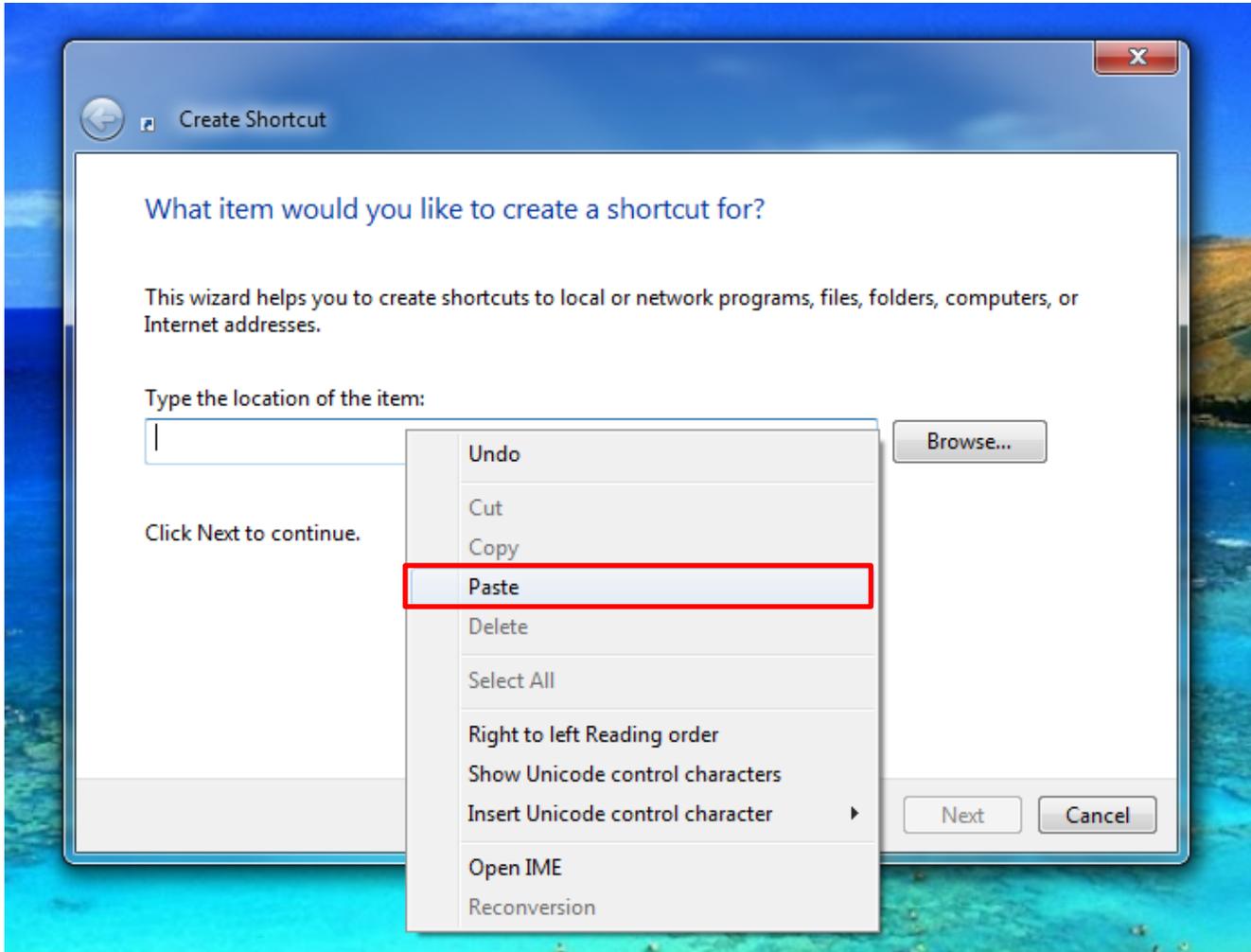
Step 12:

Next, right-click your desktop -> Choose “New”-> “Shortcut”



Step 13:

When prompted Right-Click the “Type the location of the item:” browse box -> Choose “Paste”
(in this case the name H:\pst was the location)



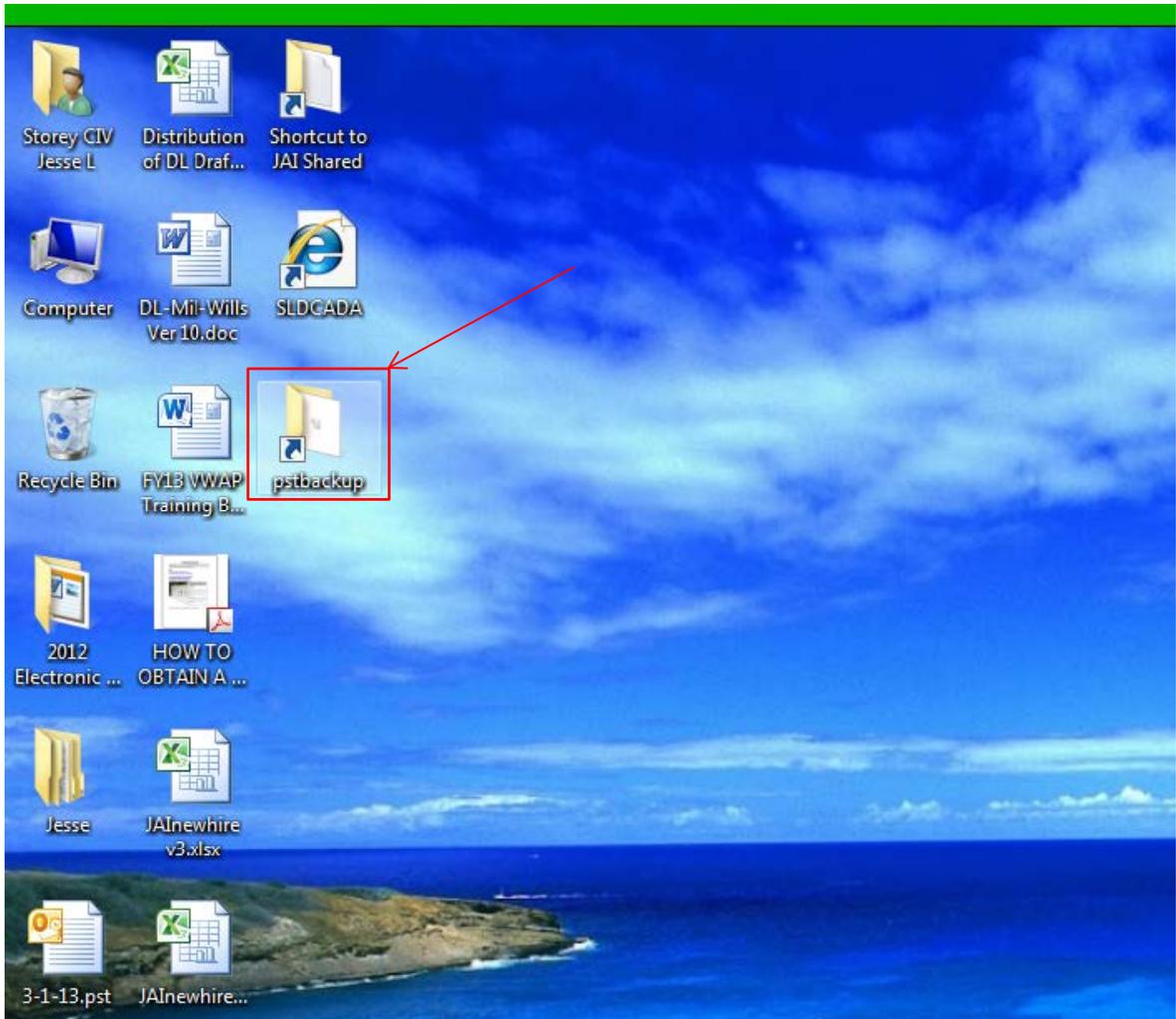
Step 14:

After you have pasted the location of your .pst files -> Choose “Next” -> (Renaming the shortcut is optional) then “Finish”

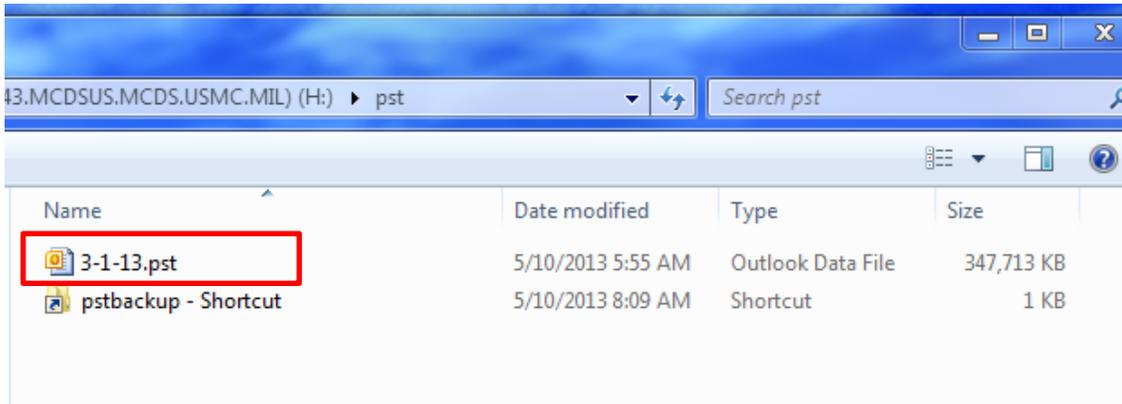
Start at this point once you have done the initial setup of creating your .pst backup folder.

Step 15:

Once you have successfully created your “pstbackup” shortcut link on your desktop, Double-click the folder.

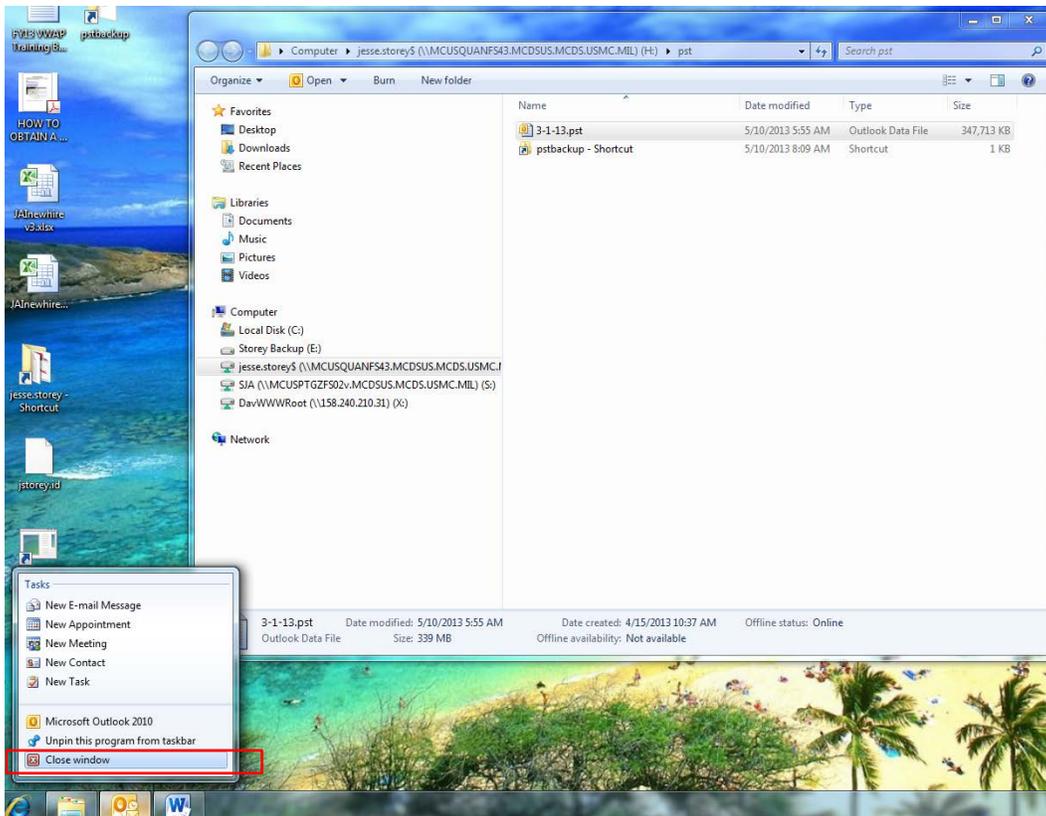


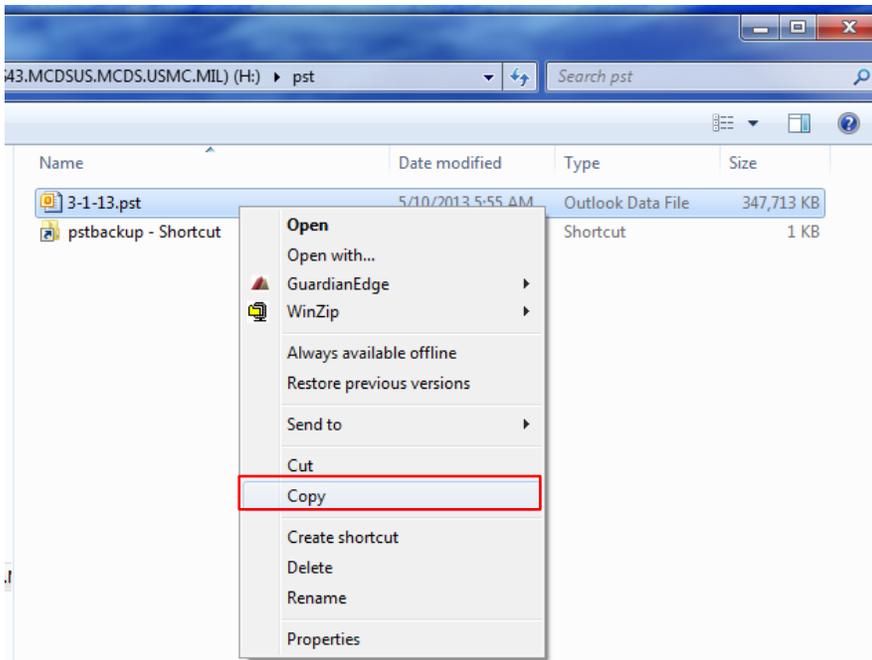
Here you should see your .pst file as well as your backup shortcut



Step 16:

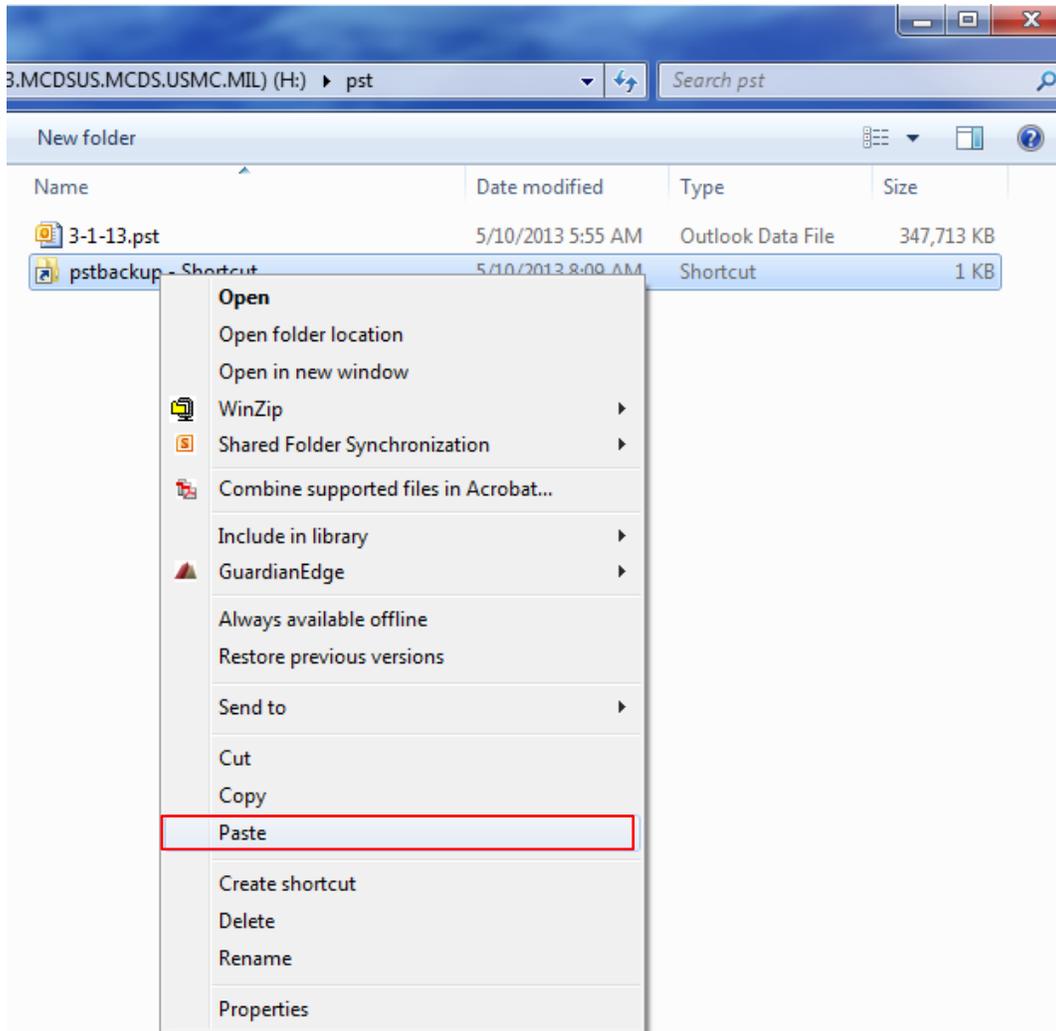
At this point ensure MS OUTLOOK IS CLOSED, and then right-click your .pst files -> choose "Copy"





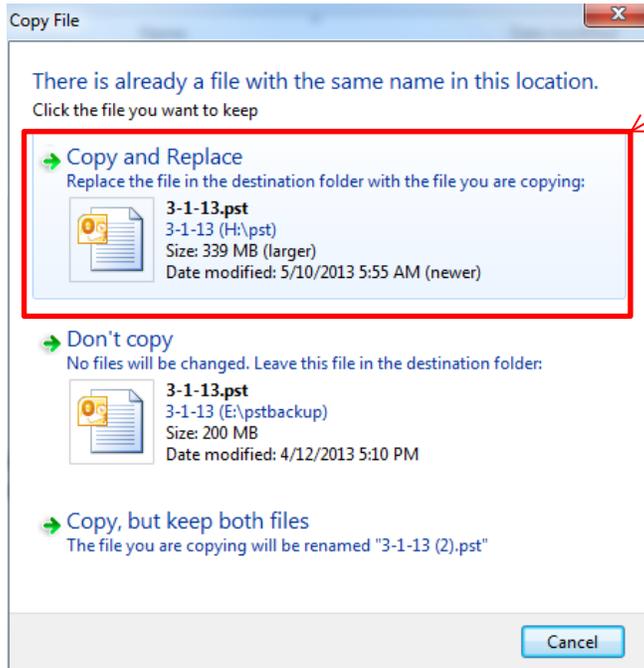
Step 17:

Next, right-click your “pstbackup” folder and choose “paste”.



Step 18:

Finally, if you are prompted to “copy and replace”, “Don’t Copy”, or Copy, but keep both files”-> Choose “Copy and Replace”



Your .pst files have now been backed up to your external drive.

For questions or comments please contact JA1webmaster@usmc.mil