

# SysTools Backup for Outlook.com Tool

Backup Outlook.com Emails in PST, MBOX, PDF, MSG, EML, VCF and ICS File Formats

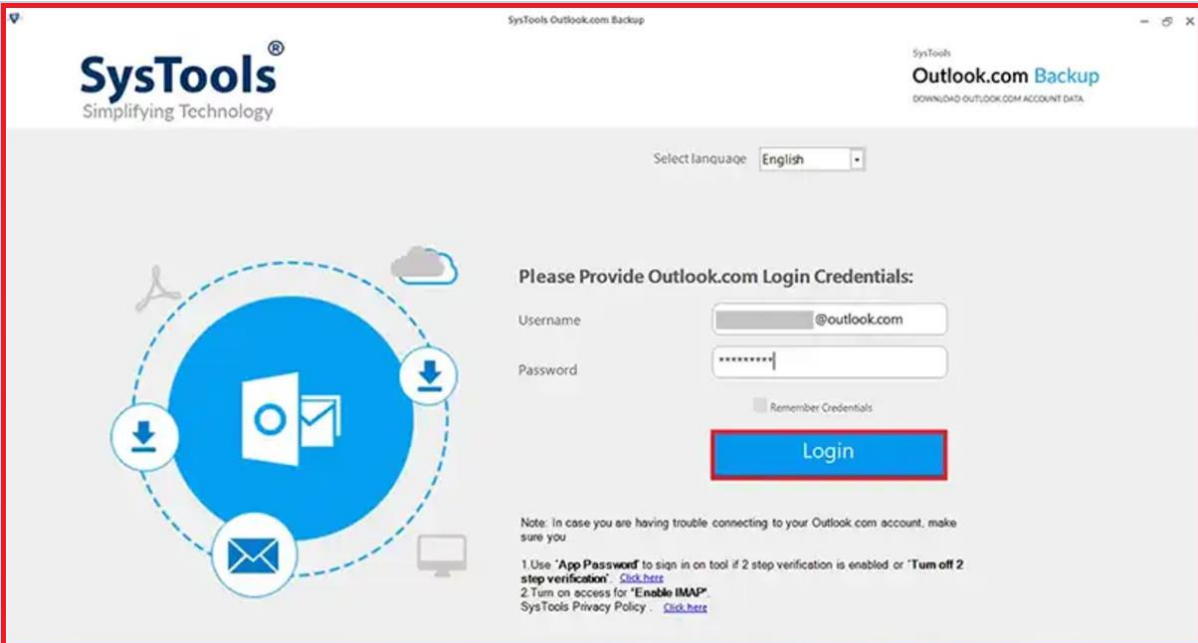
**SysTools Outlook.com Backup Tool** is an efficient solution to securely download and back up mailbox data from Outlook.com (formerly Hotmail) to local storage. This tool supports exporting emails, contacts, calendars, and tasks into multiple file formats such as PST, MBOX, PDF, MSG, EML, VCF and ICS file formats. It also offers advanced options like selective backup, email filters, and the ability to maintain folder hierarchy.

**Note:** Visit Official Webpage of [SysTools Outlook.com Backup Software](#)

## Steps to Backup Outlook.com Mailbox using SysTools Software

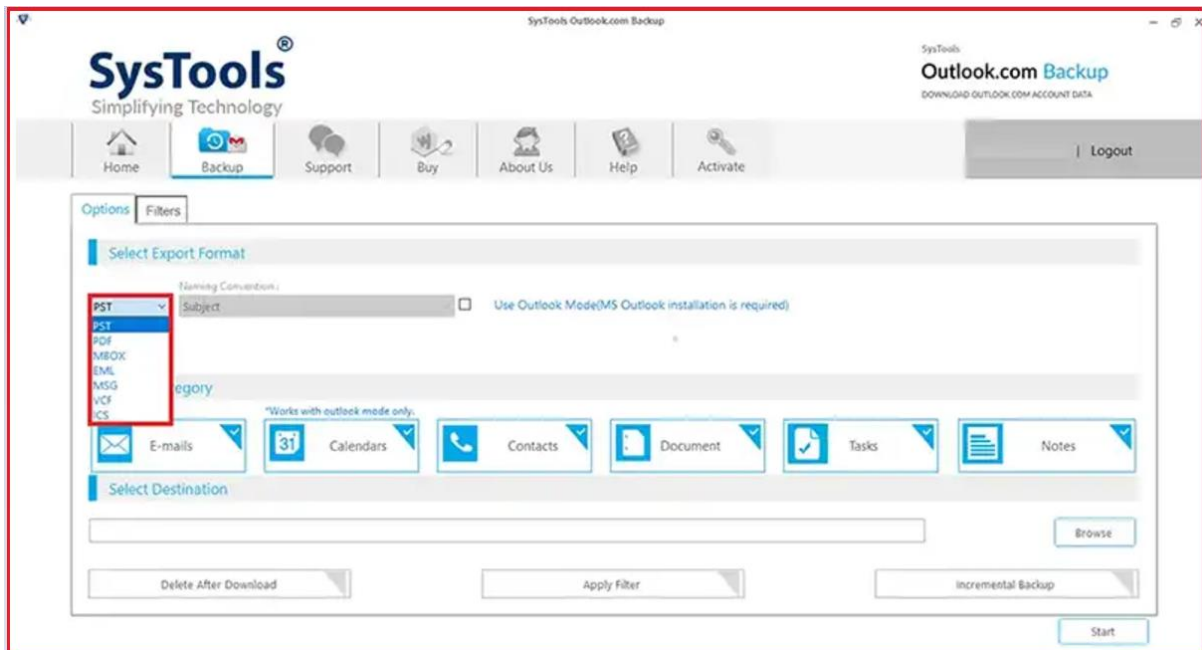
All the instructions are listed below, simply follow, and backup Outlook.com mailbox. Visit official webpage and download the utility and then install.

**Step-1:** Go to the start menu click on **All Programs » SysTools Outlook.com Backup**. Provide the credentials for the Outlook.com account as shown below:

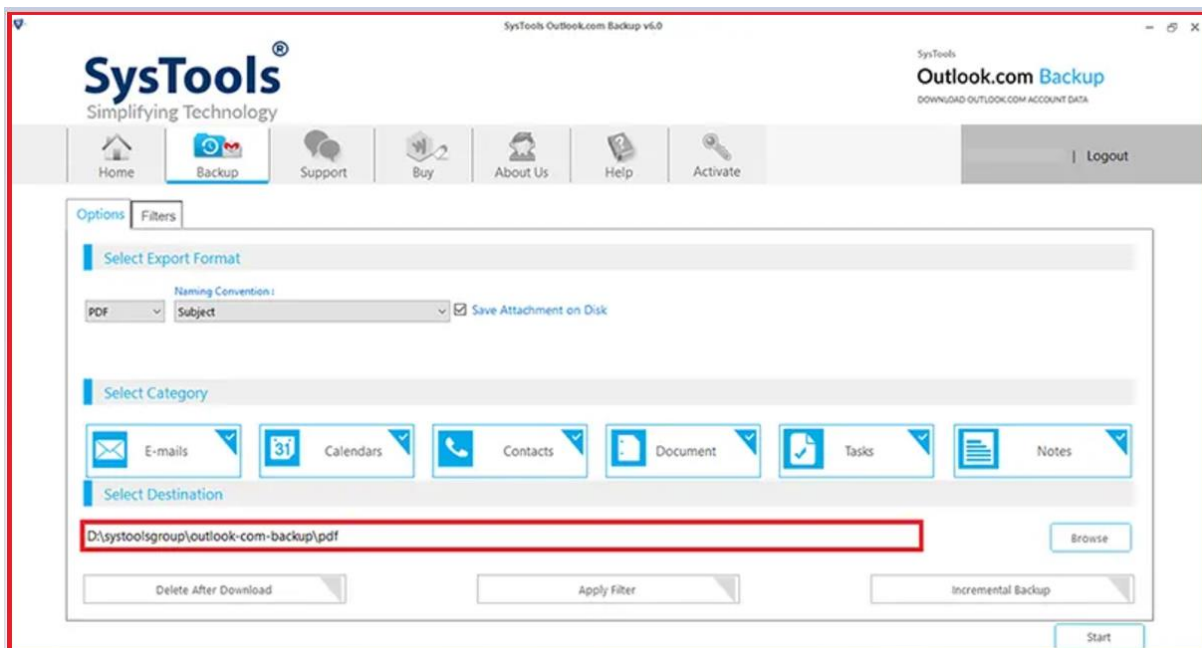


The screenshot displays the SysTools Outlook.com Backup application window. The title bar reads "SysTools Outlook.com Backup". The SysTools logo is in the top left, and the product name "SysTools Outlook.com Backup" is in the top right, with a link to "DOWNLOAD OUTLOOK.COM ACCOUNT DATA". A language dropdown menu is set to "English". The main area is titled "Please Provide Outlook.com Login Credentials:" and contains fields for "Username" (with a placeholder "@outlook.com") and "Password" (with masked characters). A "Remember Credentials" checkbox is present. A blue "Login" button is at the bottom. A note at the bottom provides instructions for users with 2-step verification: "1. Use 'App Password' to sign in on tool if 2 step verification is enabled or 'Turn off 2 step verification' [Click here](#)" and "2. Turn on access for 'Enable IMAP' [Click here](#)". A link to the "SysTools Privacy Policy" is also provided.

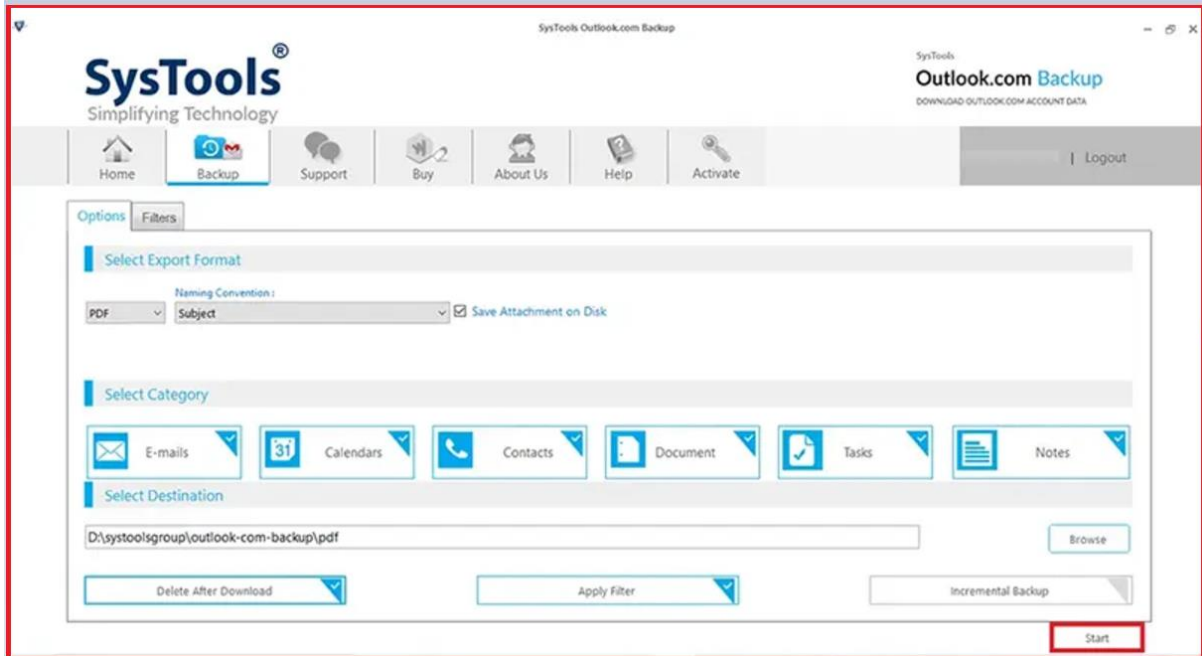
**Step-2:** Select the Export Format & according to that select the Naming Convention *PST, EML, MSG, MBOX, PDF, VCF, ICS*, file format.



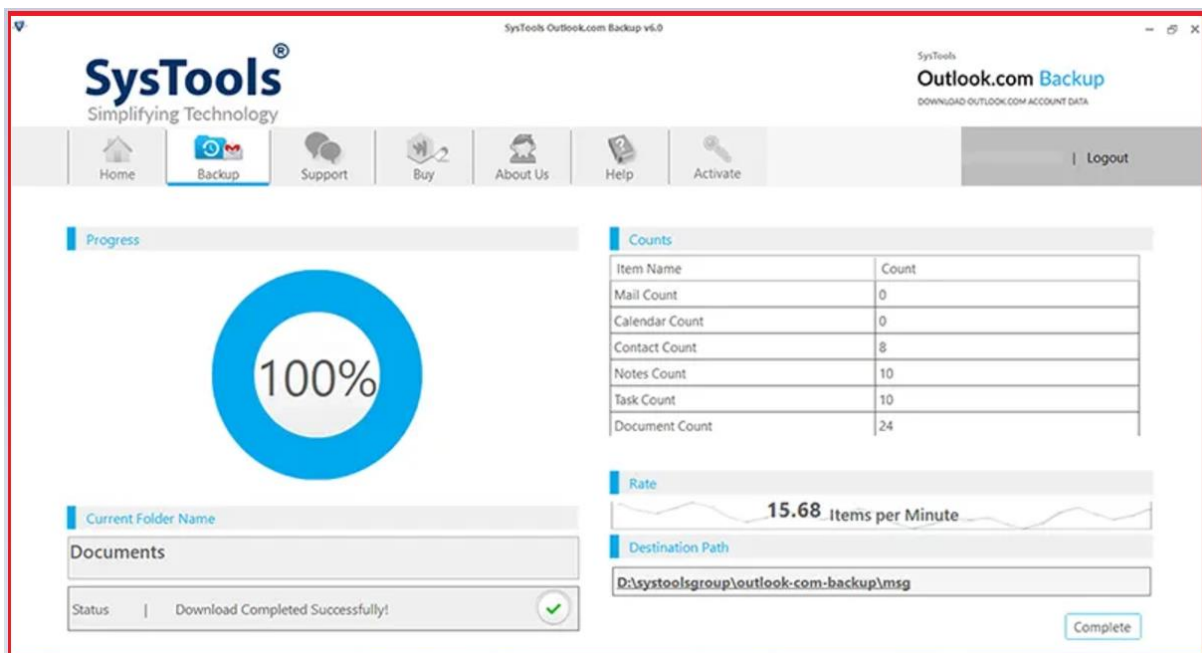
**Step-3:** From the drop-down menu, select the export format as "**PDF**". By default, the File naming is set to Subject. Alternatively, you can choose from. To download the attachments of each email locally, enable "Save Attachment on Disk". Select the folder where you wish to save the backup file and click **OK**.



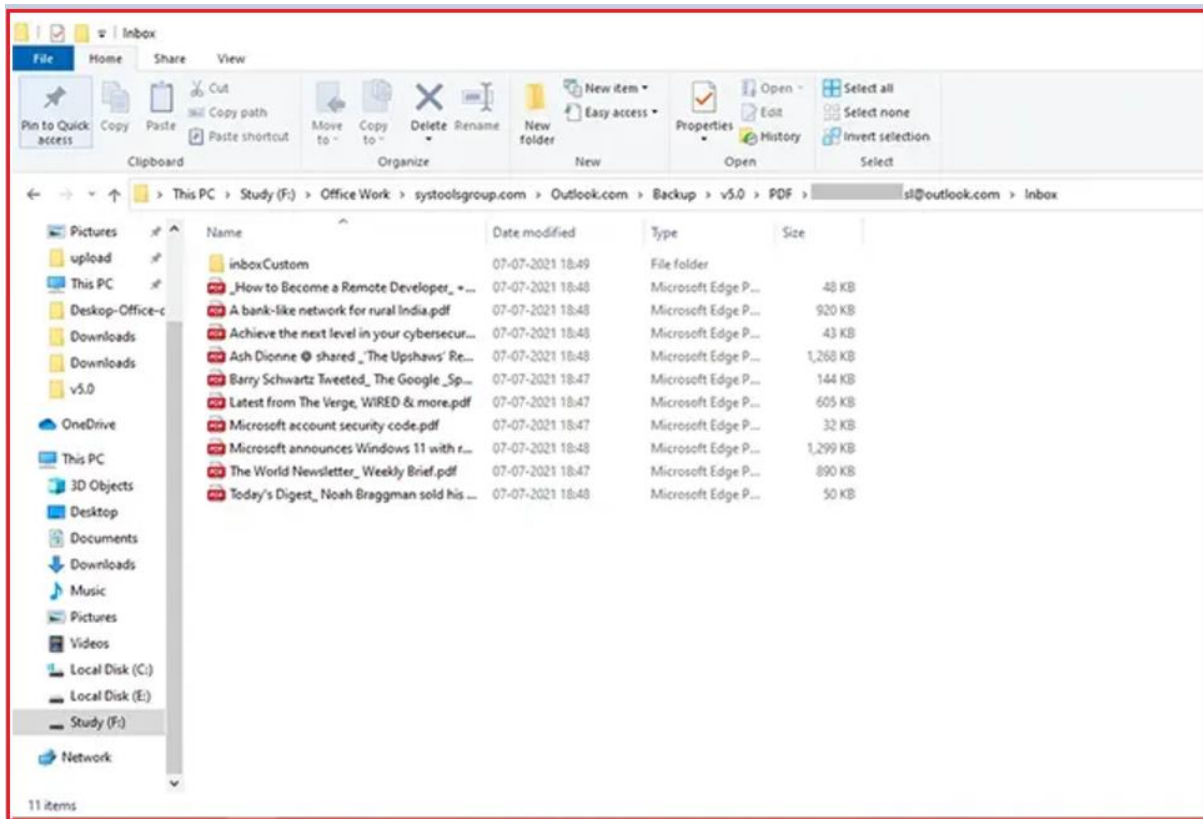
**Step-4:** Click on **Apply Filter** button for selective data backup. To backup particular folder emails only use the folder filter option. And, for taking backup of emails according to date-range enable "**Date Filter**" option. **Incremental Backup:** Once the backup is completed, in the next backup attempt enable **Incremental Backup** feature to take backup of emails received previous backup attempt. Once all the fields are filled, click on **Start** button to begin the backup process.



**Step-5:** During the backup process you can preview the live status of the backup from the tool window.



**Step-6:** The output of Outlook.com backup will be as follows:



## Final Points

- Comprehensive Format Support: Backup Outlook.com mailbox data in formats like PST, PDF, MSG, MBOX, and more.
- Selective Backup Options: Customize the backup process using filters for specific dates and folders.
- Data Integrity Maintained: Ensures folder hierarchy and metadata are preserved during the export.
- Time-Saving Features: Pause/resume and incremental backup options enhance user convenience.
- User-Friendly Interface: Intuitive layout for technical and non-technical users alike.
- Safe and Secure: Secure authentication and no credential storage make it a trustworthy tool.

SysTools Outlook.com Backup Tool offers a robust and seamless way to safeguard your Outlook.com data, ensuring you always have a local copy for offline access or migration to other platforms.