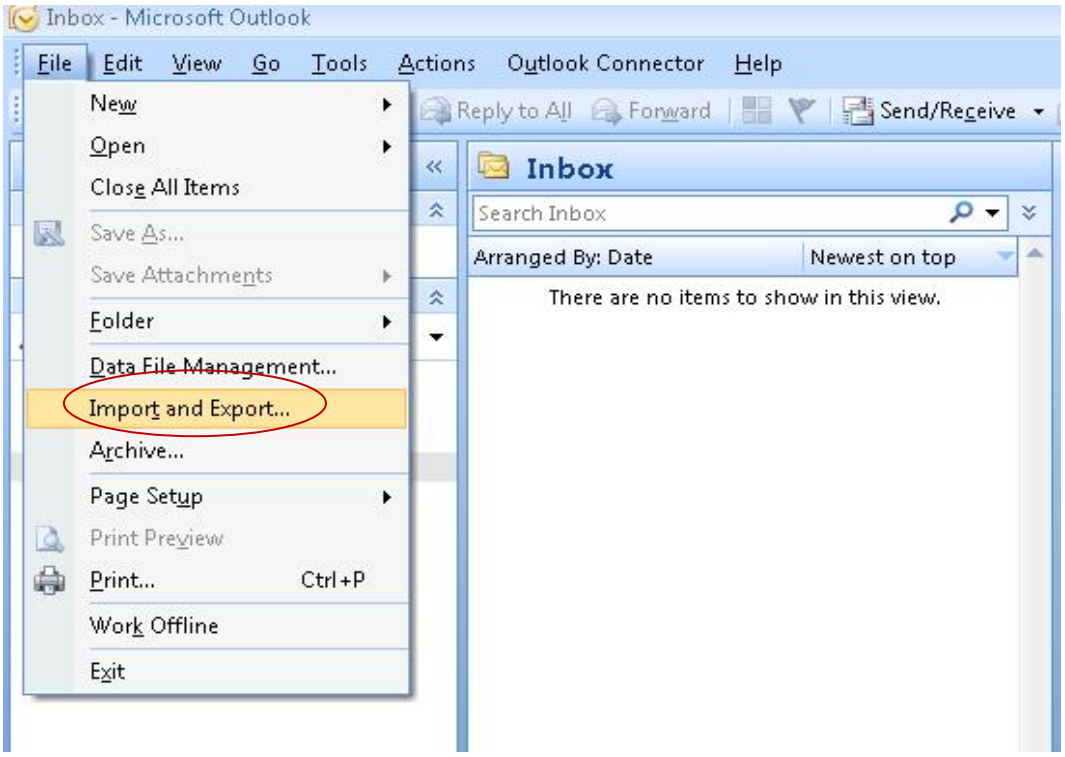
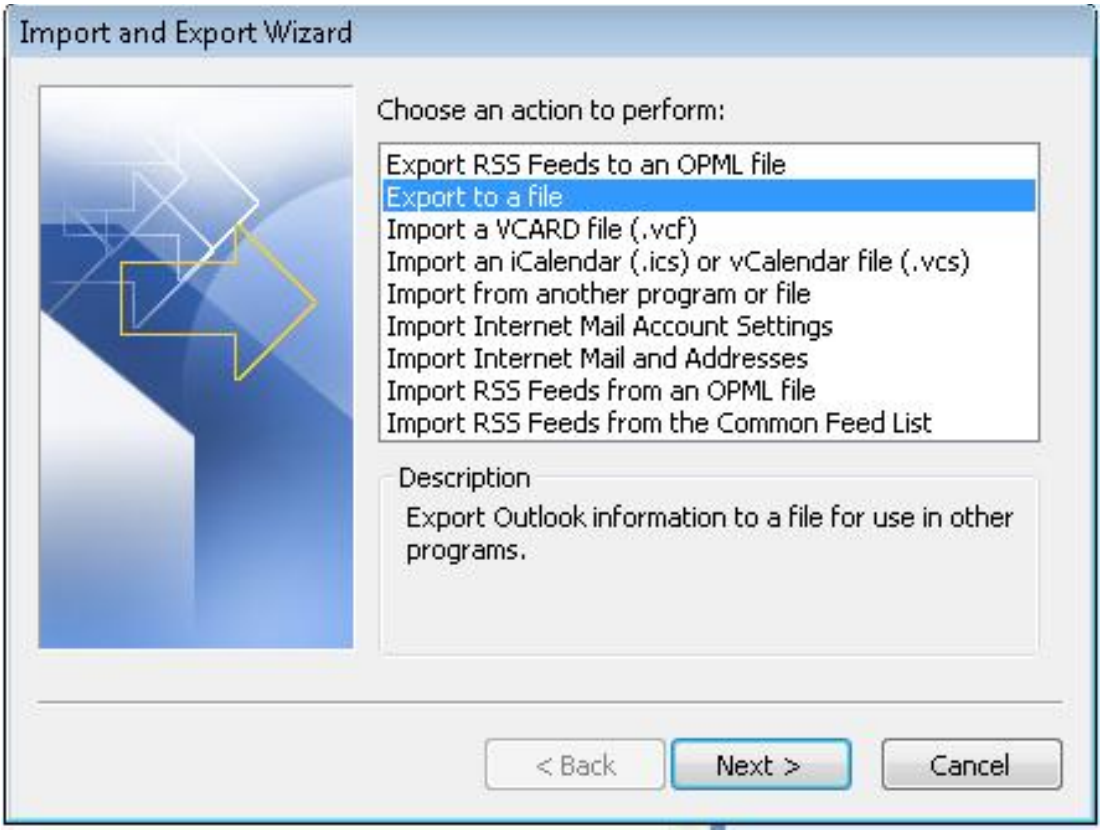
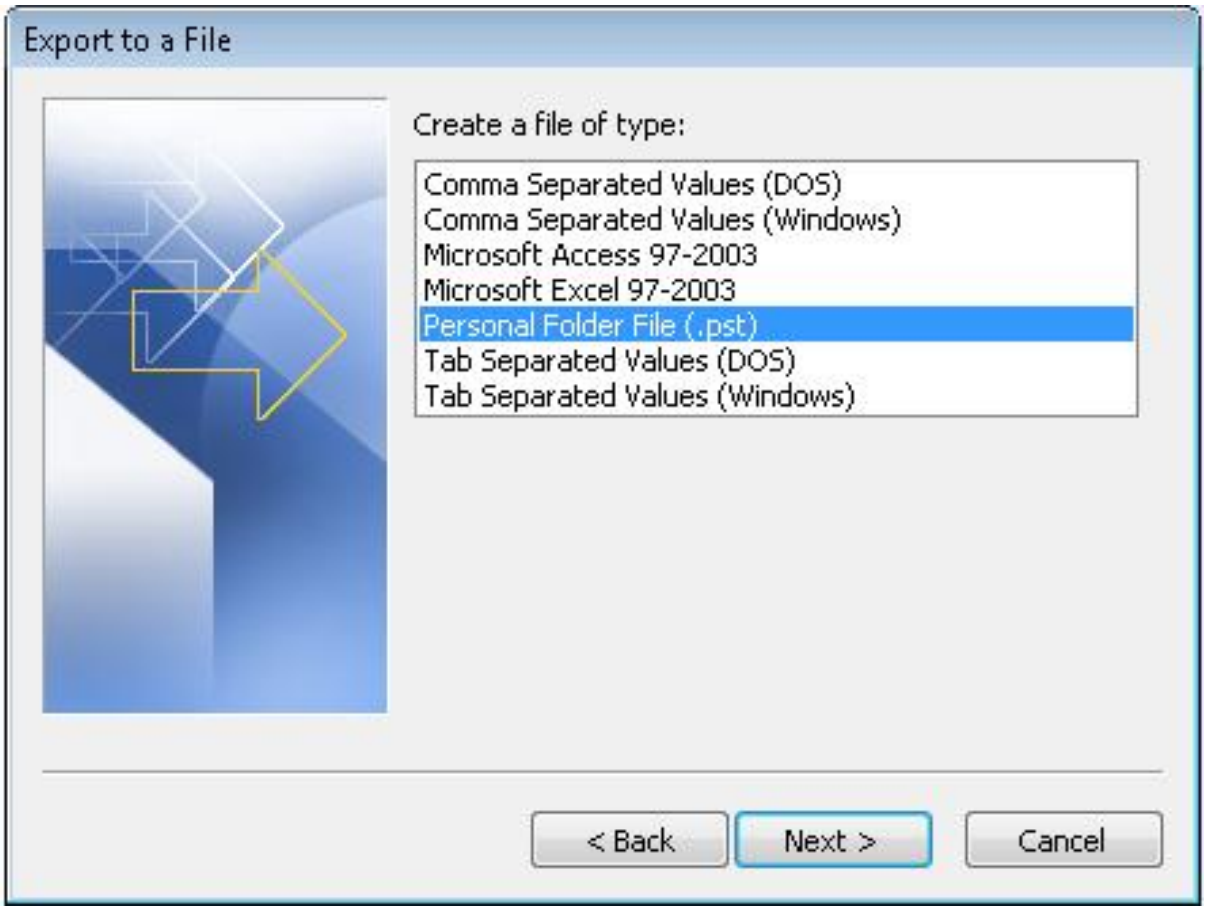
I) Backup MS Outlook email (ມີ 2 ວິທີ)

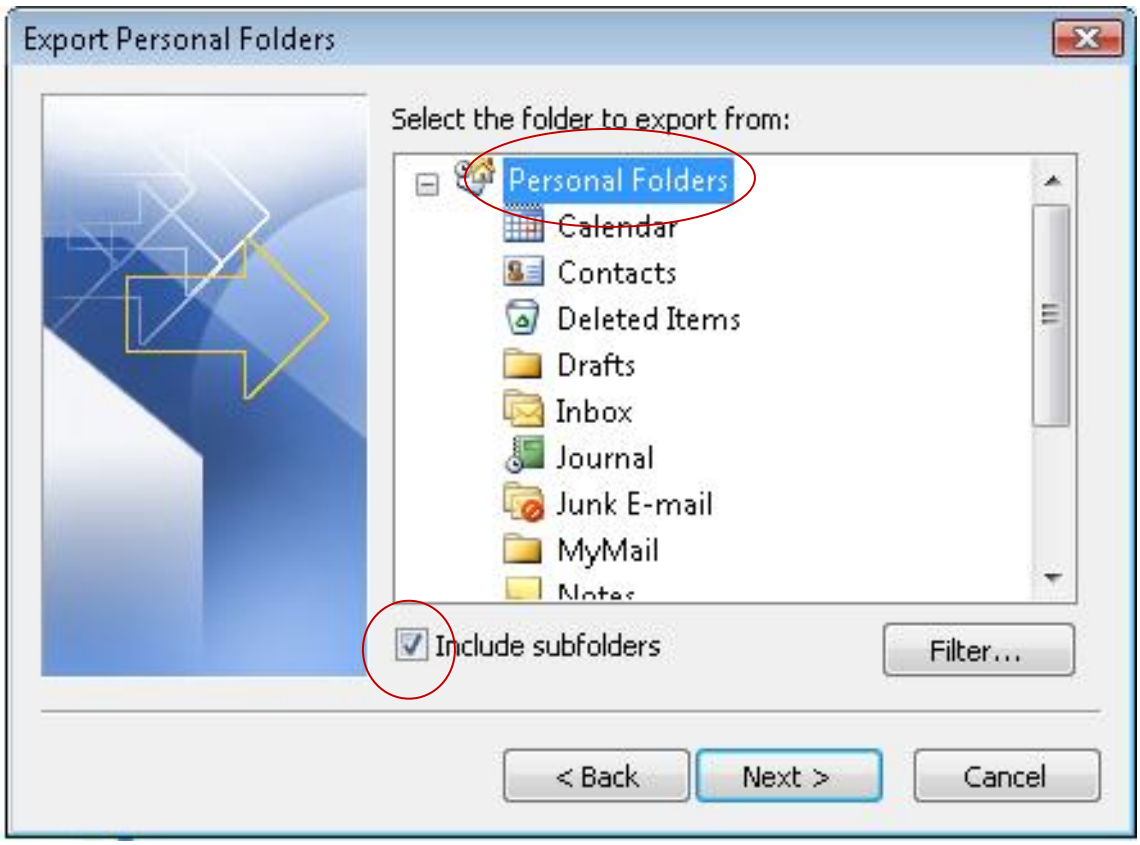
1) Export to a file





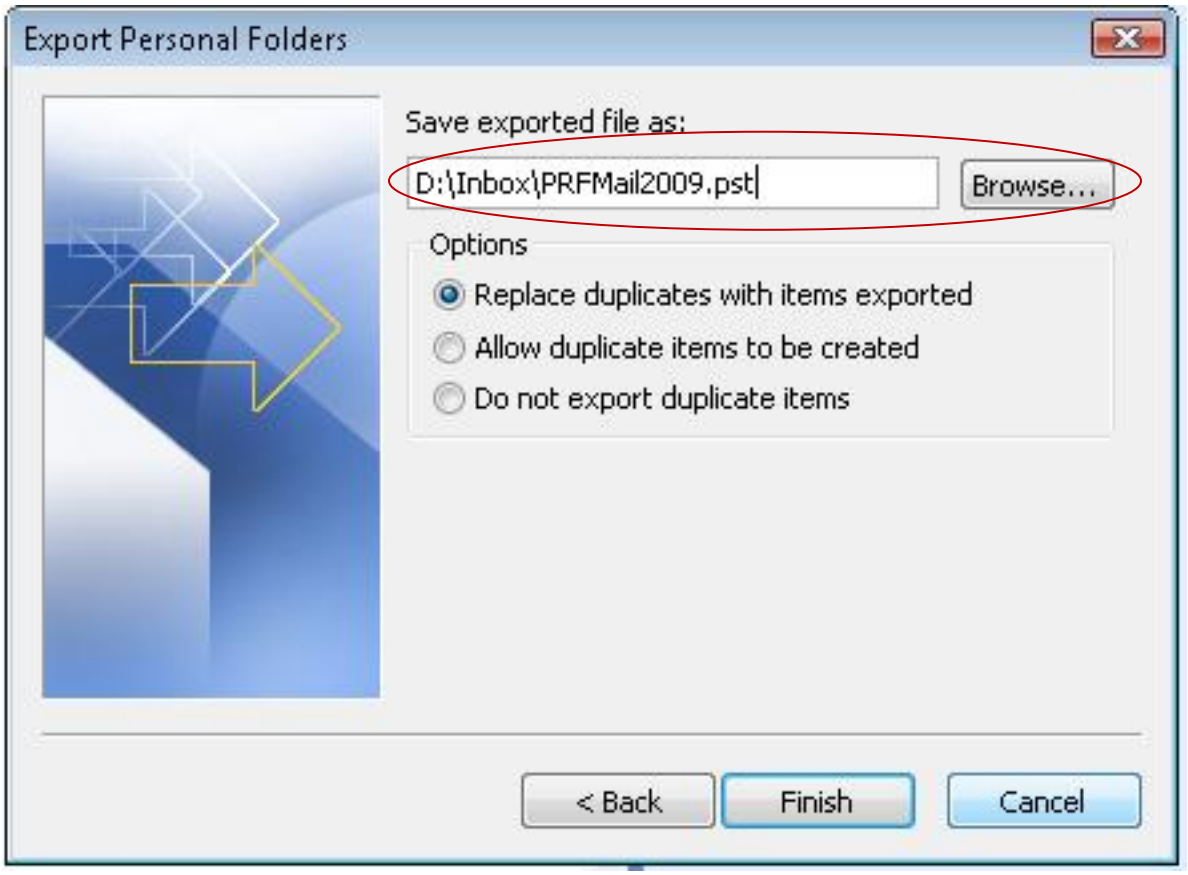


- ສາມາດເລືອກວ່າຈະແບກອັບສະເພາະອັນໃດອອກກ່ໍໄດ້ ແຕ່ໃນນີ້ແມ່ນເລືອກແບກອັບໝົດ “Personal Folders”



- **<u>ເລືອກບ່ອນຈະແບກອັບໄວ້</u>**

  - Replace duplicates with items exported: ອີເມວຫລືຂໍ້ມູນໃຫ້ທັບກັບໂຕເກົ່າທີ່ມີຢູ່.
  - Allow duplicate items to be created: ຖ້າມີອີເມວຫລືຂໍ້ມູນຢູ່ແລ້ວ ແມ່ນ ມີອີກເປັນ 2 ເທົ່າ.
  - Do not export duplicate items: ອີເມວຫລືຂໍ້ມູນບໍ່ໃຫ້ທັບກັບໂຕເກົ່າທີ່ມີຢູ່,ຖ້າມີຢູ່ແລ້ວເກັບໄວ້ຄືເກົ່າຖ້າມີອັນໃໝ່ມາ ແມ່ນເພີ່ມຕື່ມເຂົ້າໄປ.

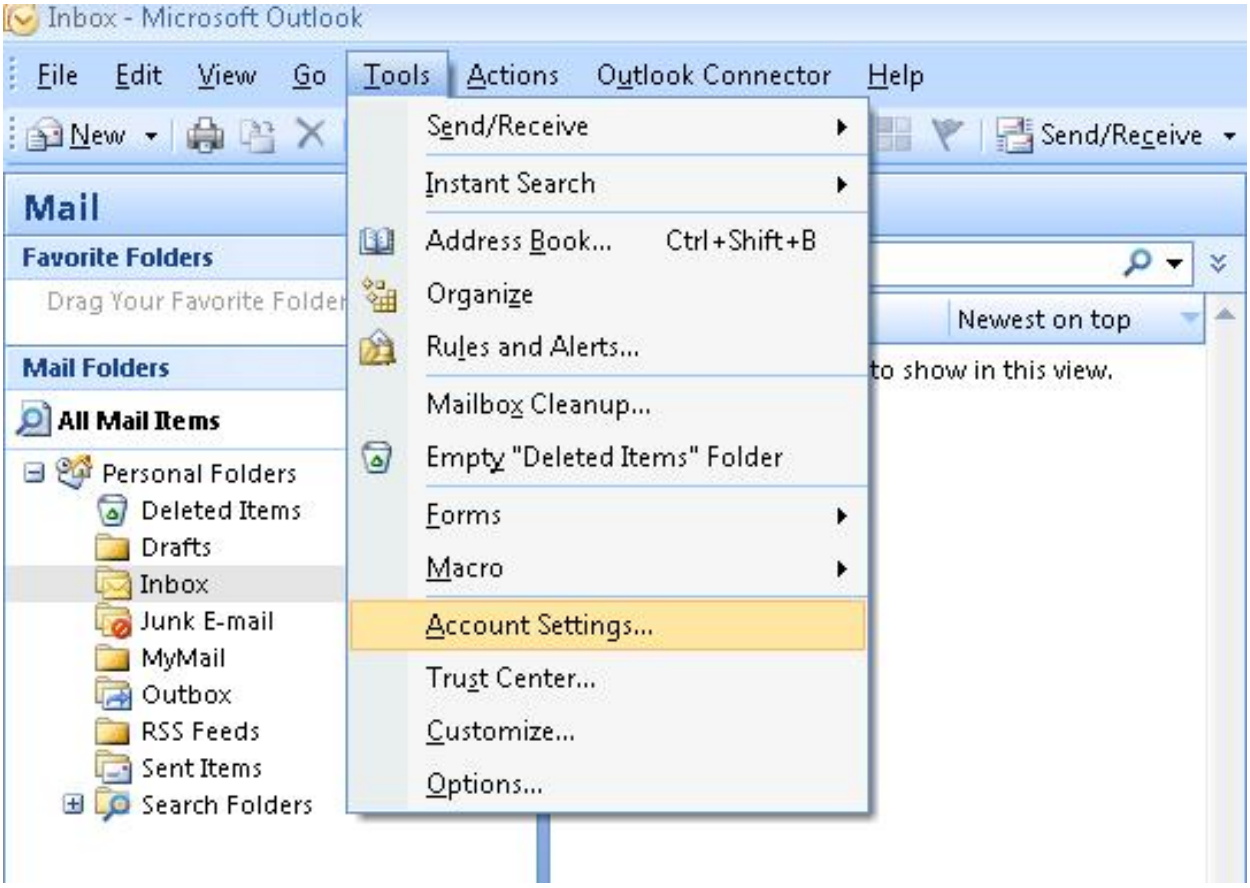


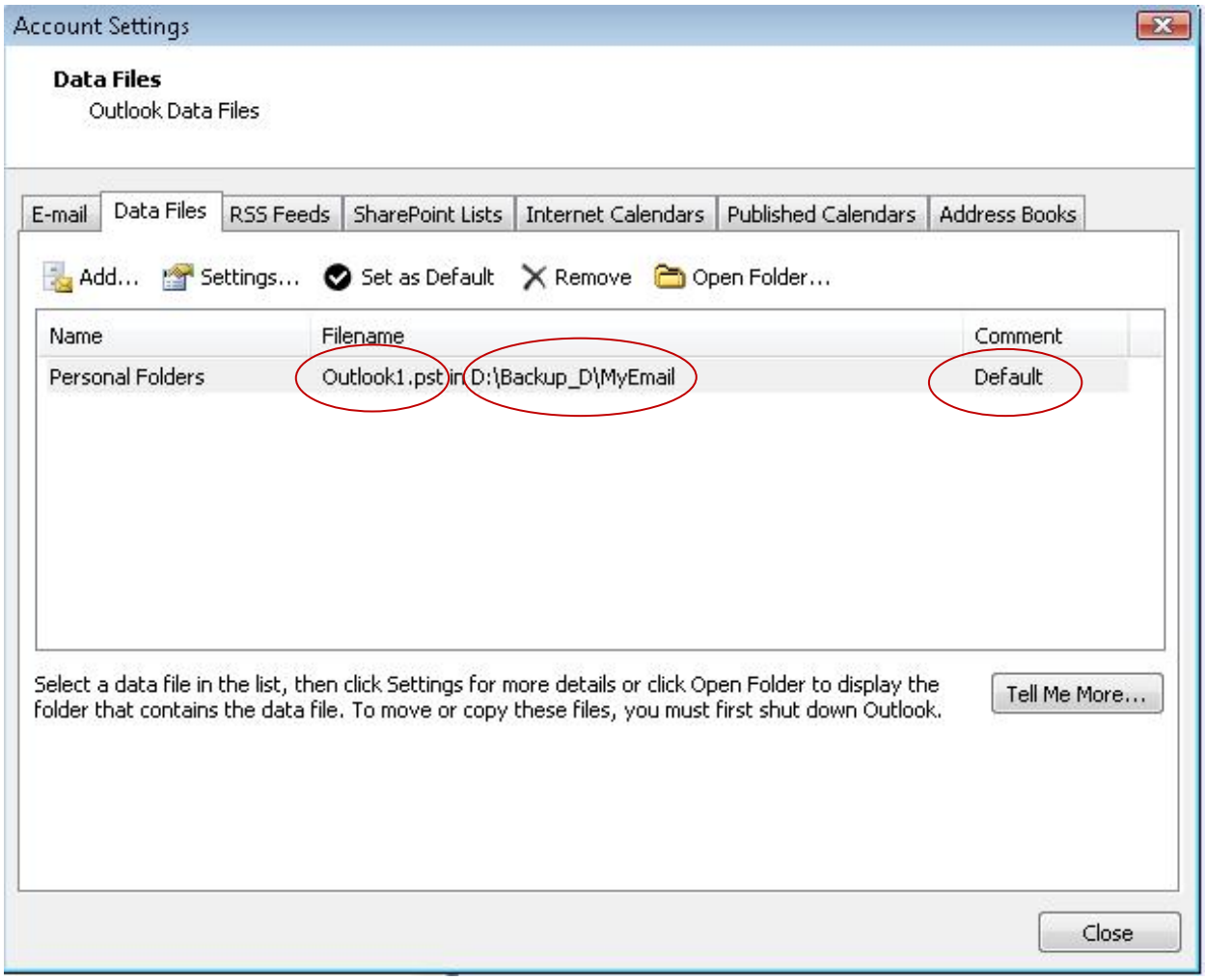
2) <u>Copy to a file</u>

ທີ່ MS Outlook ເຂົ້າໄປ Tools --> Account Settings.. (ຮູບ 1)

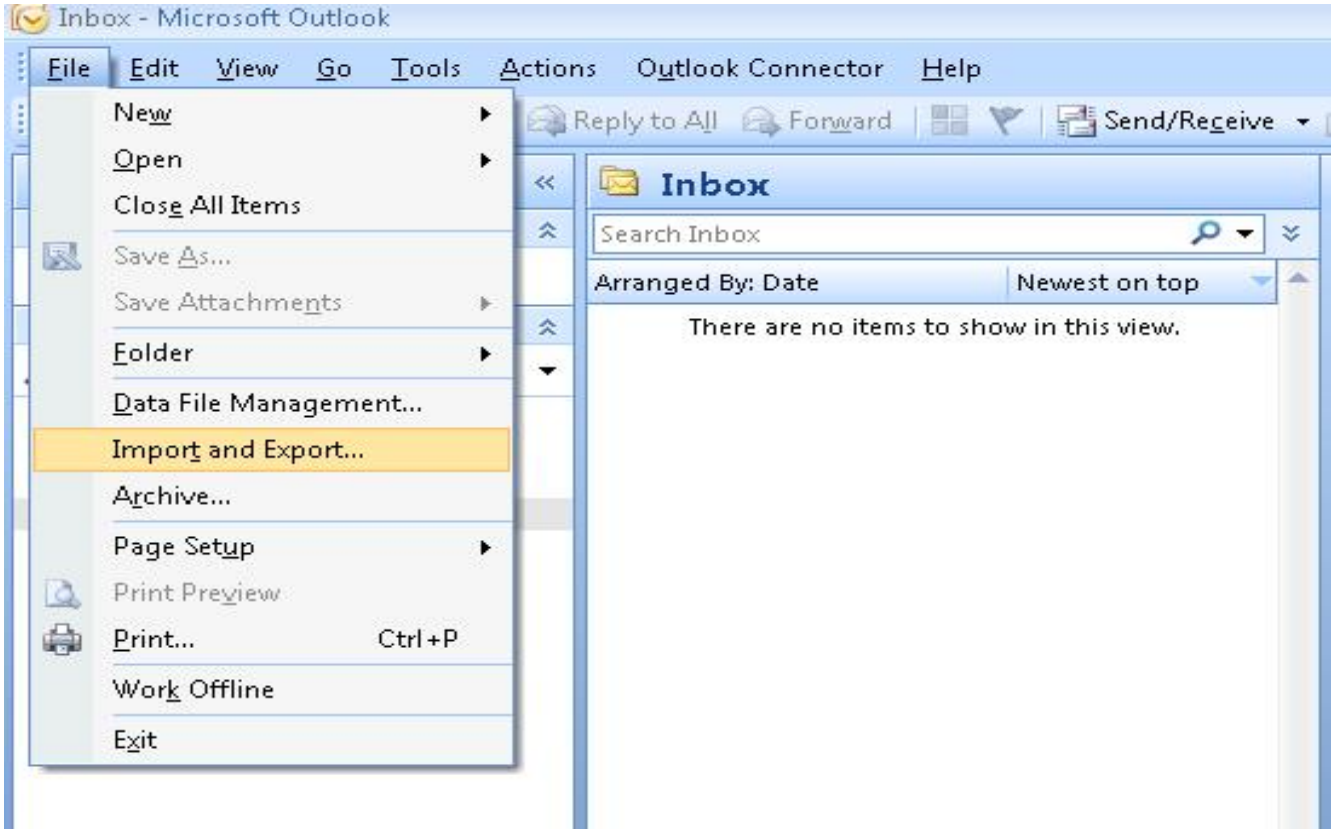
ທີ່ (ຮູບ 2) ໃຫ້ສັງເກດ ຊື່ໄຟລ ,ບ່ອນເກັບມ້ຽນ ແລະ ຄ່າ Default

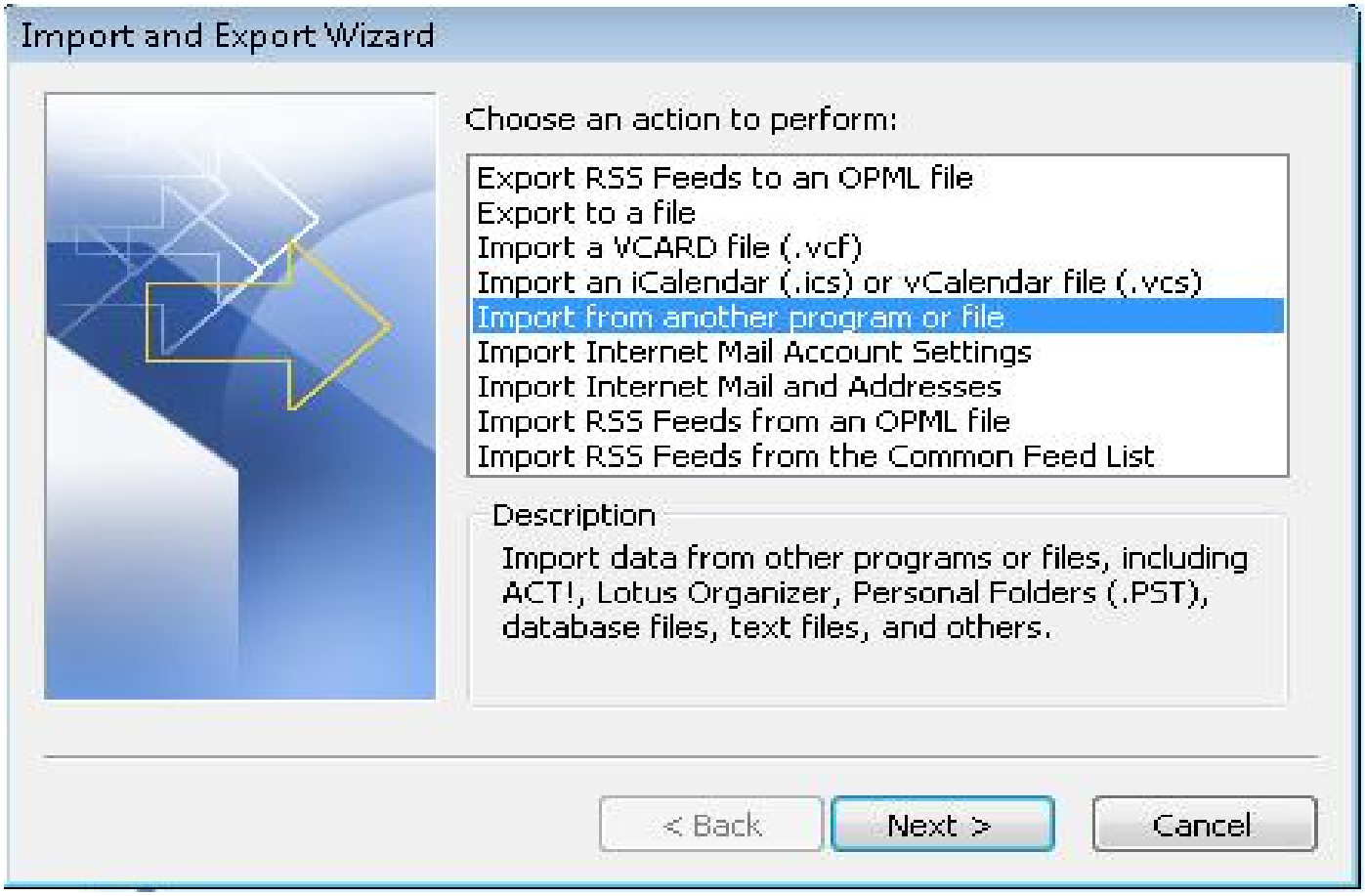
ໃຫ້ເລືອກເອົາ Data file ທີ່ມີຄ່າເປັນ Default ຈາກນັ້ນສັງເກດວ່າມັນເກັບໄວ້ໃສ ແລະ ໄຟລຊື່ຫຍັງ ແລ້ວກໍ່ໄປ Copy ເອົາໄປສຳຮອງໄວ້ບ່ອນທີ່ຕ້ອງການຈະສຳຮອງໄວ້ກໍ່ສຳເລັດ.

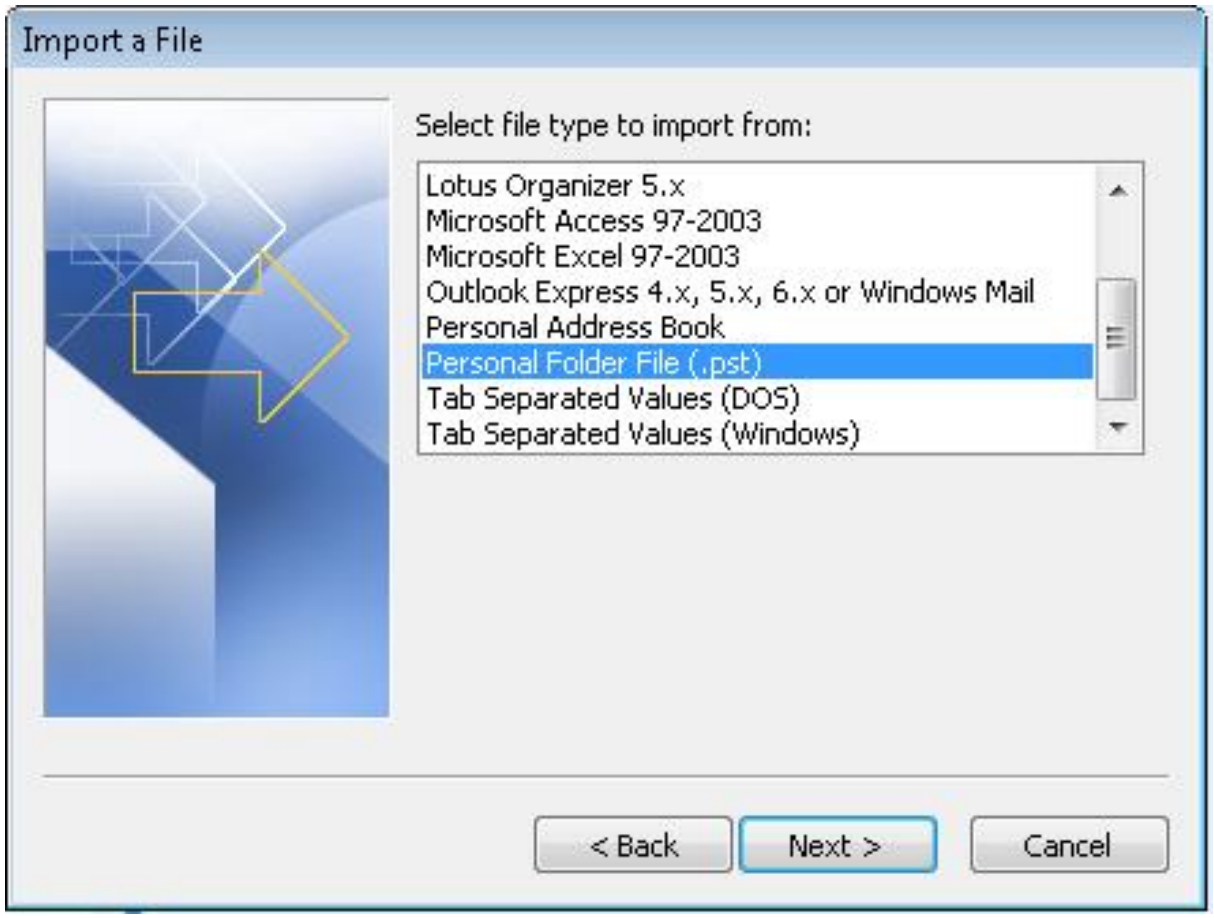
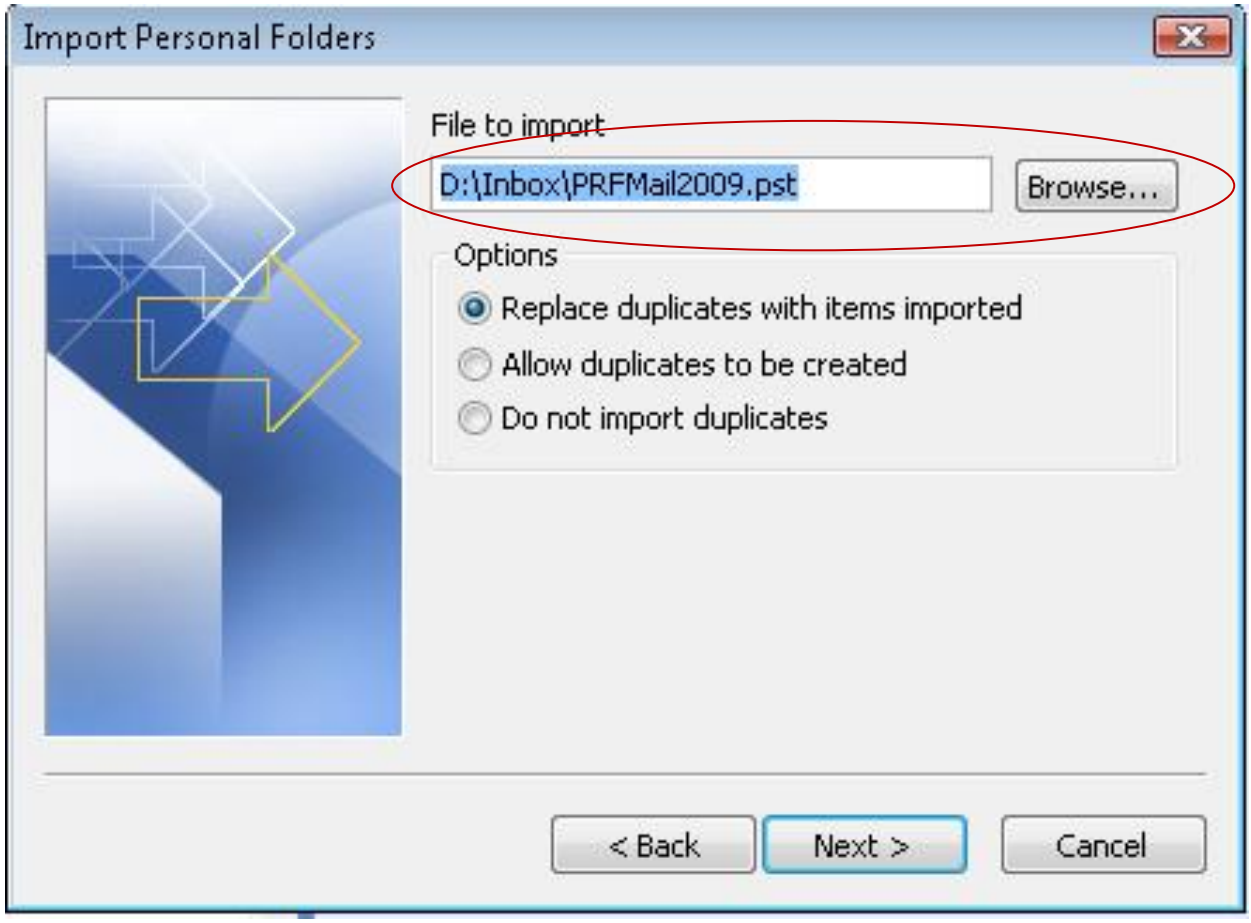

Inbox - Microsoft Outlook
File Edit View Go Tools Actions Outlook Connector Help
New
Send/Receive
Mail
Favorite Folders
Drag Your Favorite Folder
Mail Folders
All Mail Items
Personal Folders
Deleted Items
Drafts
Inbox
Junk E-mail
MyMail
Outbox
RSS Feeds
Sent Items
Search Folders
Send/Receive
Instant Search
Address Book... Ctrl+Shift+B
Organize
Rules and Alerts...
Mailbox Cleanup...
Empty "Deleted Items" Folder
Forms
Macro
Account Settings...
Trust Center...
Customize...
Options...
Newest on top
to show in this view.


Account Settings
Data Files
Outlook Data Files
E-mail
Data Files
RSS Feeds
SharePoint Lists
Internet Calendars
Published Calendars
Address Books
Add...
Settings...
Set as Default
Remove
Open Folder...
Name
Filename
Comment
Personal Folders
Outlook1.pst in D:\Backup_D\MyEmail
Default
Select a data file in the list, then click Settings for more details or click Open Folder to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.
Tell Me More...
Close

II) Restore


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Outlook Connector Help
New
Open
Close All Items
Save As...
Save Attachments
Folder
Data File Management...
Import and Export...
Archive...
Page Setup
Print Preview
Print... Ctrl+P
Work Offline
Exit
Reply to All
Forward
Send/Receive
Inbox
Search Inbox
Arranged By: Date
Newest on top
There are no items to show in this view.


Import and Export Wizard
Choose an action to perform:
Export RSS Feeds to an OPML file
Export to a file
Import a VCARD file (.vcf)
Import an iCalendar (.ics) or vCalendar file (.vcs)
Import from another program or file
Import Internet Mail Account Settings
Import Internet Mail and Addresses
Import RSS Feeds from an OPML file
Import RSS Feeds from the Common Feed List
Description
Import data from other programs or files, including ACT!, Lotus Organizer, Personal Folders (.PST), database files, text files, and others.
< Back
Next >
Cancel



- **ເລືອກໄຟລທີ່ຕ້ອງການເອີ້ນຄືນ**