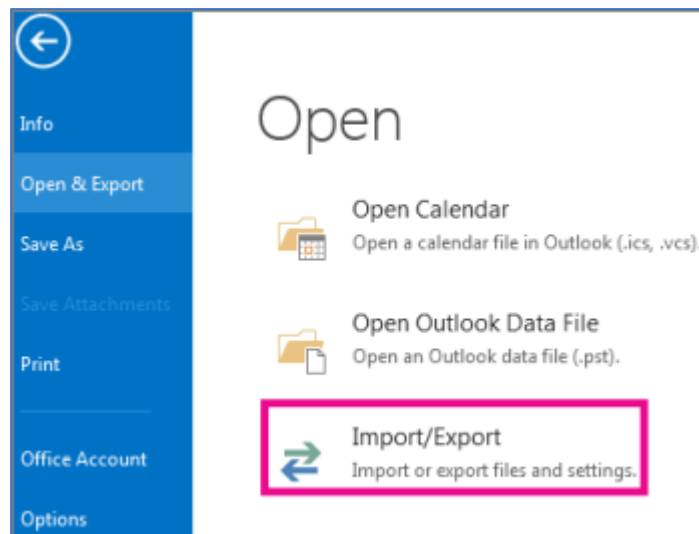


Backing up mails on outlook

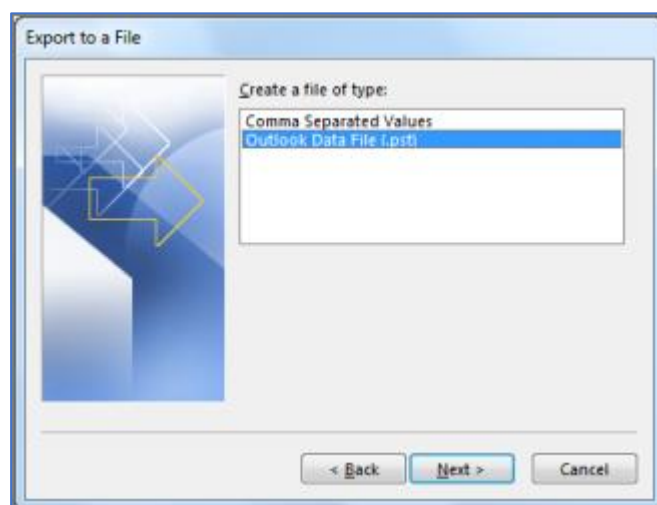
1. Select **File > Open & Export > Import/Export**.



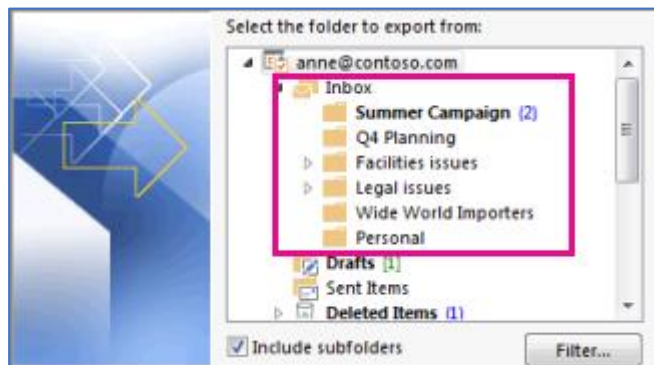
2. Select **Export to a file**, and then select **Next**.



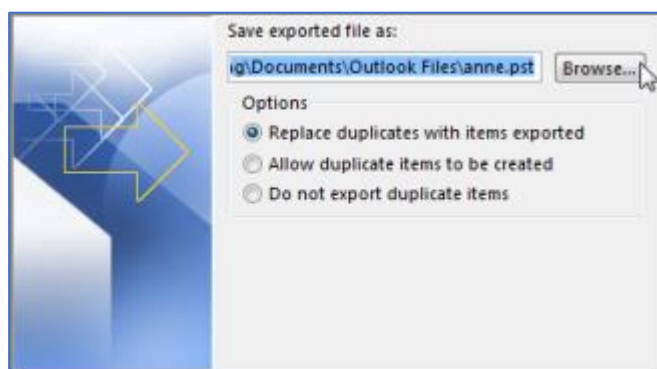
3. Select **Outlook Data File (.pst)**, and select **Next**



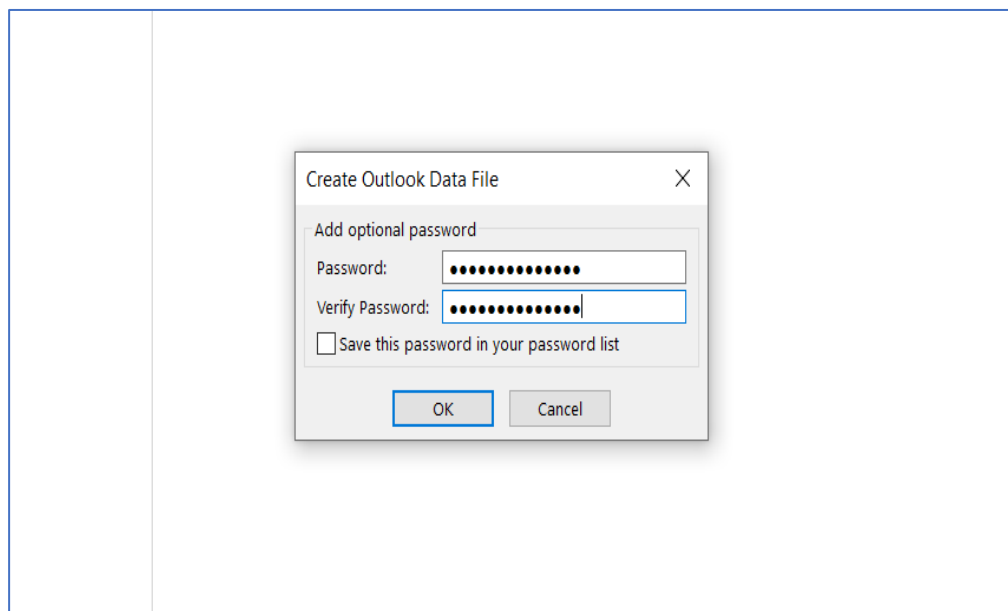
4. Select the mail folder you want to back up and select **Next**.



5. Choose a location and name for your backup file, and then select **Finish**.



6. If you want to ensure no one has access to your files, enter and confirm a password, and then select **OK**.



Mailbox size

Telkom Webmail has a maximum storage capacity of 3Gb. If it does exceed capacity, you won't be able to receive any messages. Also, people who send you an email will receive an error message that tells you your mailbox is full.

Attachment Size

On Telkom webmail you can add attachments, like files, photos and videos to your emails. The maximum attachment size for webmail is 20 MB per email.