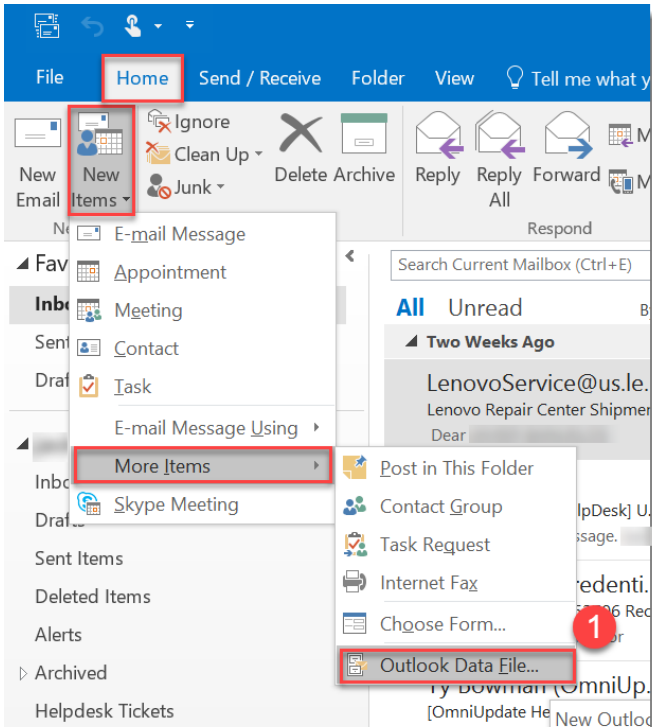# Creating Email Backups

Step 1
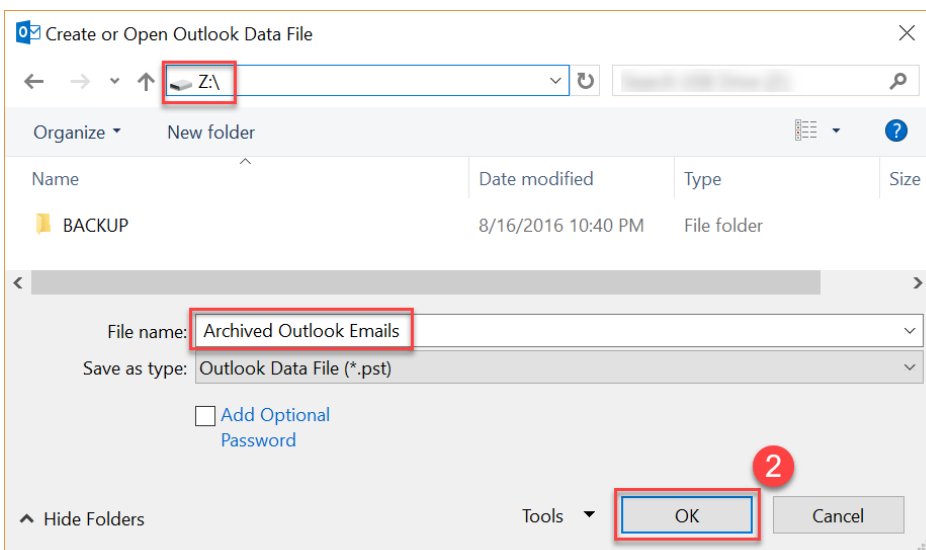
Create Your Outlook Data File

Launch Microsoft Outlook 2016 in your office desktop computer. In the Home tab, click New Items > More Items > Outlook Data File

Step 2
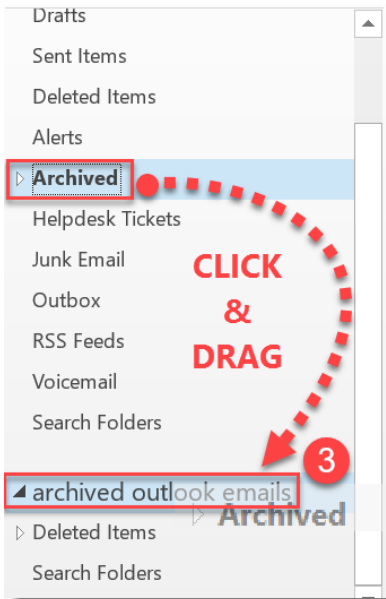
Save Your Backup to the Z Drive

In the window that pops up, browse to your Z Drive. Give the data file an appropriate name and click OK.

Step 3

Backup Your Emails

Drag and Drop your emails or email folders to your backup file. If your Z drive is running out of space, contact the IT department by sending an email to Email: helpdesk@cerritos.edu or calling 562-467-5266.

Infections, Ransomware, and Phishing Attacks

Avoid opening suspicious emails

Be suspicious of any email with the following:

- Email addresses not conforming to our campus standard. (first initial, last name **@cerritos.edu**)
- Emails from unknown users or uncommon domains.
- Emails pretending to be from IT and requesting you to click on a link to change your password.

Avoid opening unusual attachments

- Never click on unsolicited links.
- Never click on unsolicited attachments.
- Harmful attachments can include the following: .zip, .exe, .docm, .xlsm, .com, .bat, .scr, .pif

Learn More About Possible Email Threats

Ransomware: https://www.microsoft.com/en-us/security/portal/mmpc/shared/ransomware.aspx

Phishing: https://www.microsoft.com/en-us/safety/online-privacy/phishing-symptoms.aspx