

Backing up Outlook Express

By Kent Ward

Backing up Outlook Express (OE from here on) is a multi step process and not nearly as neat or easy as backing up Outlook. With that in mind, let's get to it.

Backing up your address book:

Unlike Outlook, OE uses the standard Windows Address Book (WAB) for versions 5 and 6. There are different address books for each identity you have created. If you do not use multiple identities then things will be a little easier for you.

You will need to open OE and then click on *File* from the menu bar and then *Export* from the drop down list (figure 1-V). Here you will have the choice to *Export* your *Address Book* or your *Messages* (e-mail). Click one time on *Address Book*.

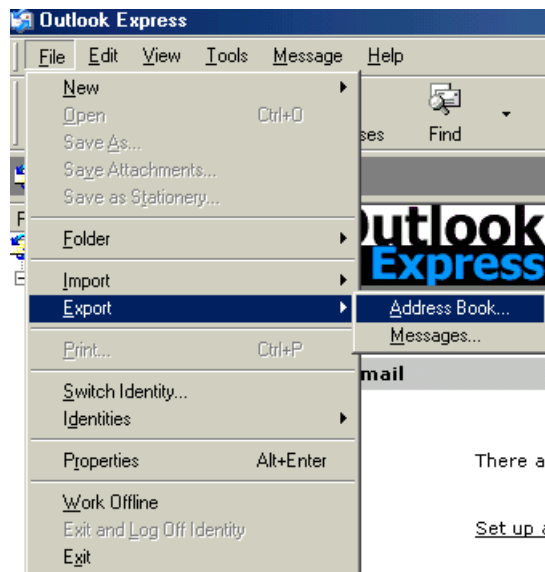


Figure 1-V

You will be given only one way to export, a comma separated value (CSV) as shown in figure 1-W. This is great because you can import a CSV file into many other programs such as Outlook, Eudora and many mailing programs.

Click one time on *Text File...* and then click on the *Export* button. You will then be given the choice to export to a location such as figure 1-X where you will need to click one time on the *Browse* button.

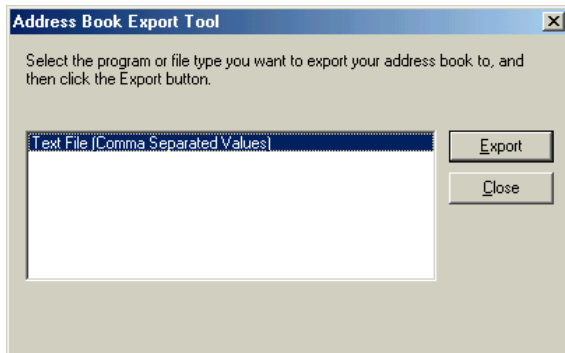


Figure 1-W

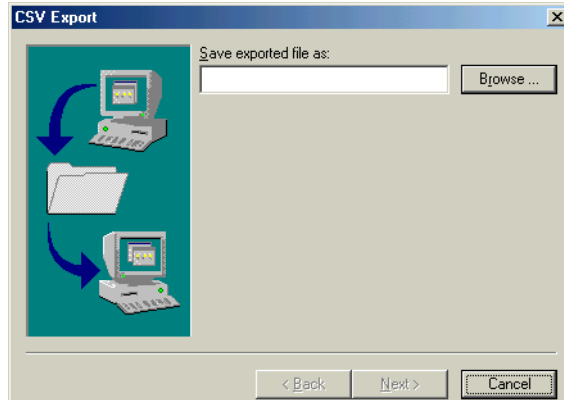


Figure 1-X

Now you will see the standard *Save As* screen, you will become familiar with this particular window the more you use Microsoft Windows.

To backup to a different location than is listed click on the drop down arrow as in figure 1-Y and navigate to where you want to backup.

An example would be an external hard drive, a blank CD, a floppy disk or in our example a zip drive.

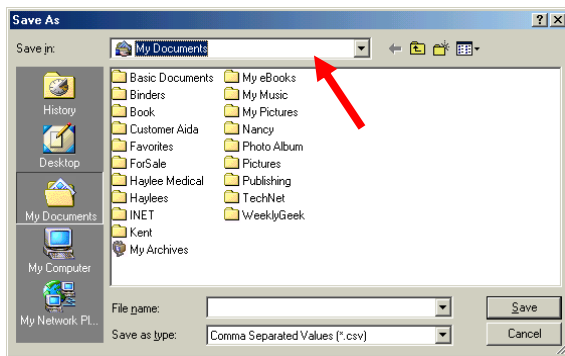


Figure 1-Y

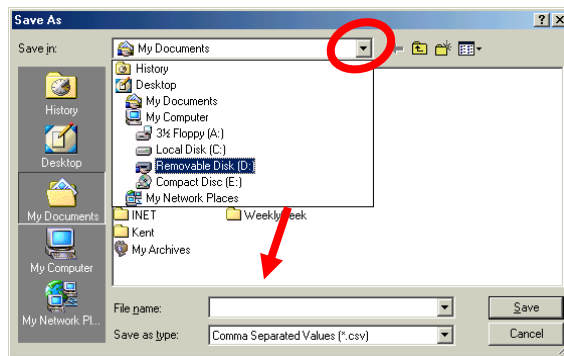


Figure 1-Z

If you want to create a new folder, inside your backup folder, simply click on the *New Folder* icon circled above in figure 1-Z. This will create a new folder in the file or disk listed in the *Save in:* area.

The folder will be created with the name *New Folder* and the *name* will be highlighted (figure 1-ZA). Start typing in the name you want for the folder, nothing else.



Figure 1-ZA

If you accidentally clicked somewhere else, you can right-click on the new folder and select *Rename* from the choices and you will be back at figure 1-ZB.

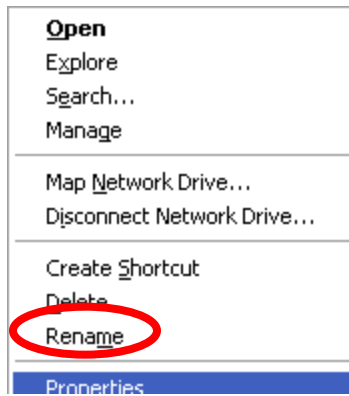


Figure 1-ZB

To go into a newly created folder simply double-click on it.

Once you have chosen a location you will need to name the file.

At the bottom of both of the figures 1-Y and 1-Z, there is an area labeled *File Name* located at the bottom of the window.

Here you will type on the name for you address book backup. I name it *addressbook* followed by the date information.

If you have multiple identities you will need to log on as each OE identity and repeat the same process, however you might want to add the identity name to the backup such as *NancyAddressBook072004* and *HayleeAddressBook072004* to keep them separate or under the location you are backing up to you can create a folder for each person and then all data that is backed up for that person can go into their folder for example *C:\Backup\Nancy* and *C:\Backup\Haylee* for temporary locations.

Since there can be several files that you want to save as CSV files for various reasons, naming the backup *addressbook* lets you know what it is at a glance and by placing the date that you backed it up as part of the name you will know when you last backed it up as in figure 1-ZC. Once you have named the backup, click on the *Save* button located in the lower right corner of the window. The next window will be just like figure 1-X shown earlier except the name of your backup file and location are now filled out (figure 1-ZD) simply click on *Next* to continue.

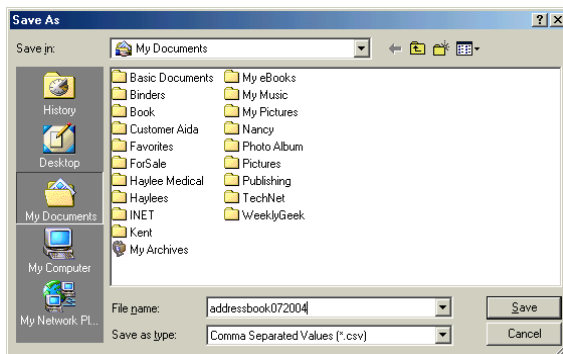


Figure 1-ZC

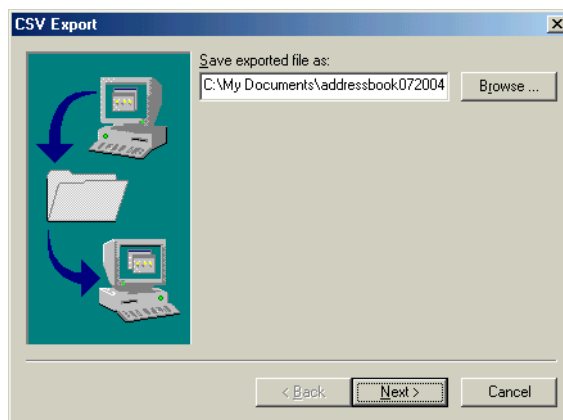


Figure 1-ZD

The new window (figure 1-ZE) will allow you to select the fields (parts of the data) you wish to export, I strongly suggest you place a check mark in all of them just in case you forgot that you did use that field initially.

To continue, click on the *Finish* button in the lower right hand corner.

After a brief moment you will be congratulated with figure 1-ZF, select *OK* to continue.

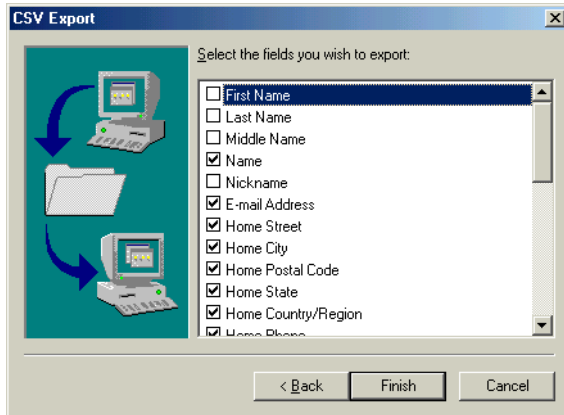


Figure 1-ZE

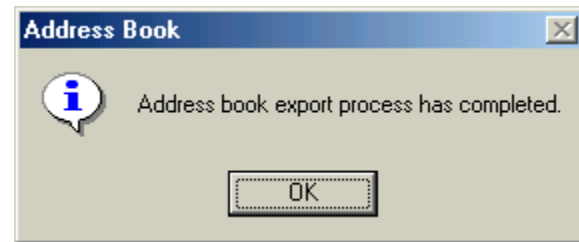


Figure 1-ZF

You will be brought back to the original window that allows you to choose the format (CSV) to export to (figure 1-W). Here you will need to click on the *Close* button and you are finished backing up the address book.

To continue on and backup your e-mail messages you will need to have OE open.

You do **not** want to go back to figure 1-V and select *Messages*, this will only backup for transfer to Outlook or Exchange as shown in figure 1-ZG .

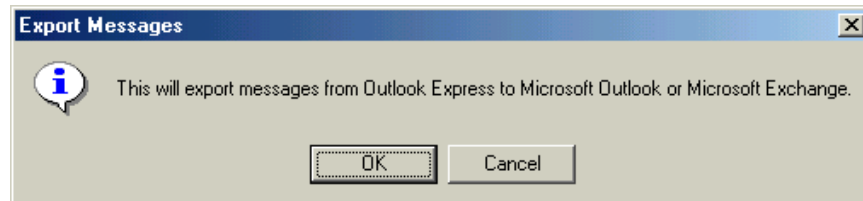


Figure 1-ZG

Across the Outlook Express menu bar select *Tools* and then click on *Options* as shown in figure 1-ZH. The new window by default will open to the *General* tab (figure 1-ZI), select the *Maintenance* tab by clicking one time on it.

The *Maintenance* tab is shown by the red arrow in figure 1-ZI.



Figure 1-ZH

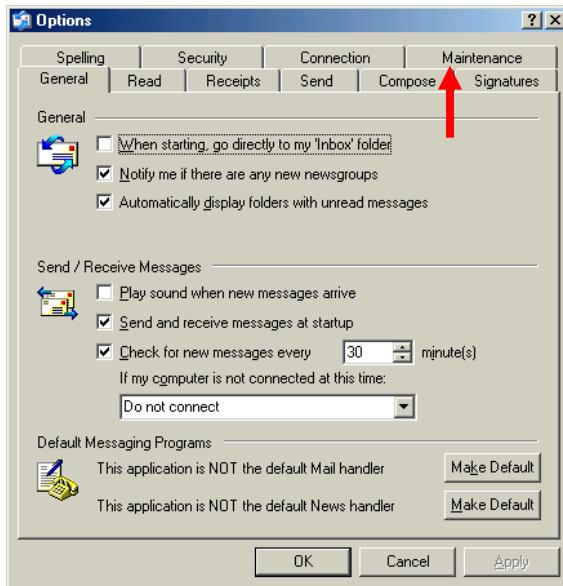


Figure 1-ZI

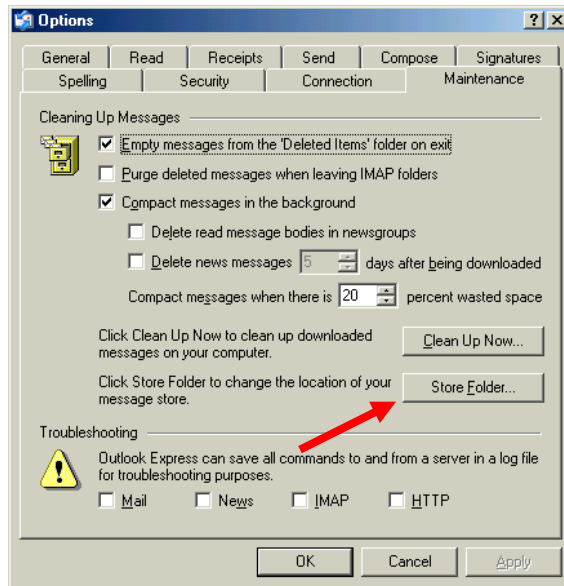


Figure 1-ZJ

Now, click on the *Store Folder* button located toward the lower right of the window as shown by the arrow in figure 1-ZJ.

A new smaller window will appear showing the storage location of your e-mails just like figure 1-ZK. Since this can vary from place to place and version to version of OE this is the best way to find them.

Now you will want to copy the location. Begin by placing the mouse at the beginning of the file name, clicking one time before the C: and steadily dragging the mouse left across the whole name (which extends beyond what you see) until the entire location is highlighted, which should end with the "s" in *Express*. Figure 1-ZL gives you an example.

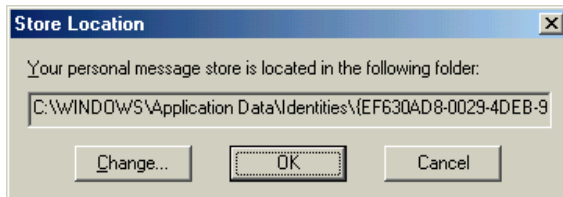


Figure 1-ZK

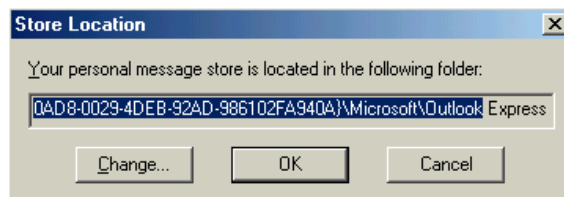


Figure 1-ZL

Once the entire selection is highlighted (our example stops before *Express* is highlighted so you can see better, and you must have it highlighted) release the mouse button and then, on the keyboard, press the *Ctrl* and *C* keys at the same time.

This is the “Copy what is highlighted” command.

Even though it will be transparent to you, a copy of what you have selected is in the *clipboard* of Windows.

Select the *Cancel* button two times to close figures 1-ZL and 1-ZJ above.

Now go to the *Start* button on the desktop (it is located in the lower left of your monitor screen) and click on it one time and then click one time on *Run*.

Figure 1-ZM is an example in Windows 98 and figure 1-ZN is an example of how it looks in Windows XP.

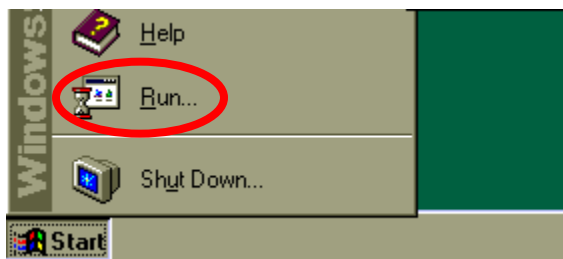


Figure 1-ZM

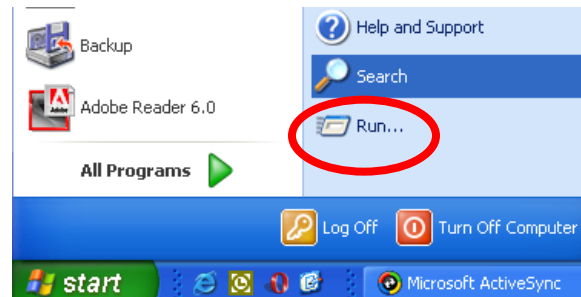


Figure 1-ZN

After clicking on *Run* the run dialog box will appear. It will look similar to figure 1-ZO below and may or may not have any text in the white area.

If you do have text here delete it by clicking the mouse one time to the right of any text and pressing the *Backspace* key on your keyboard until all text is erased.

If you do not have any text here simply move the mouse over the text box and click one time in the white area. This will place the cursor inside the box.

Now, on the keyboard, press the *Ctrl* and *V* keys at the same time. This is the key combination for “*Paste what is in the clipboard here*”.

The *Run* box should look like figure 1-ZP . Click *OK* to continue.

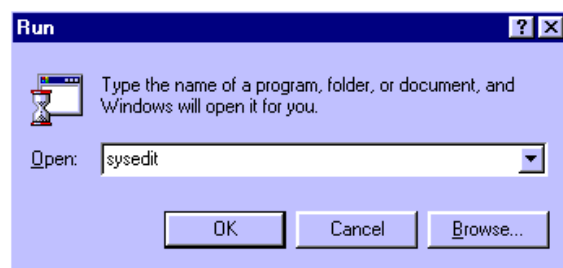


Figure 1-ZO

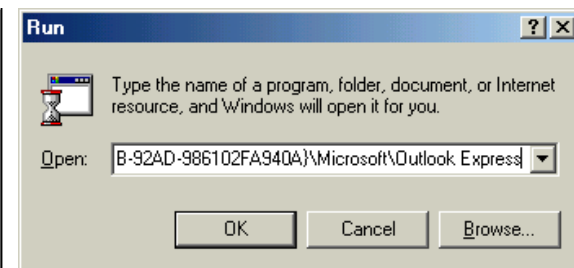


Figure 1-ZP

Figure 1-ZQ should now be showing. This is all of the data files for the profile you were under in OE.

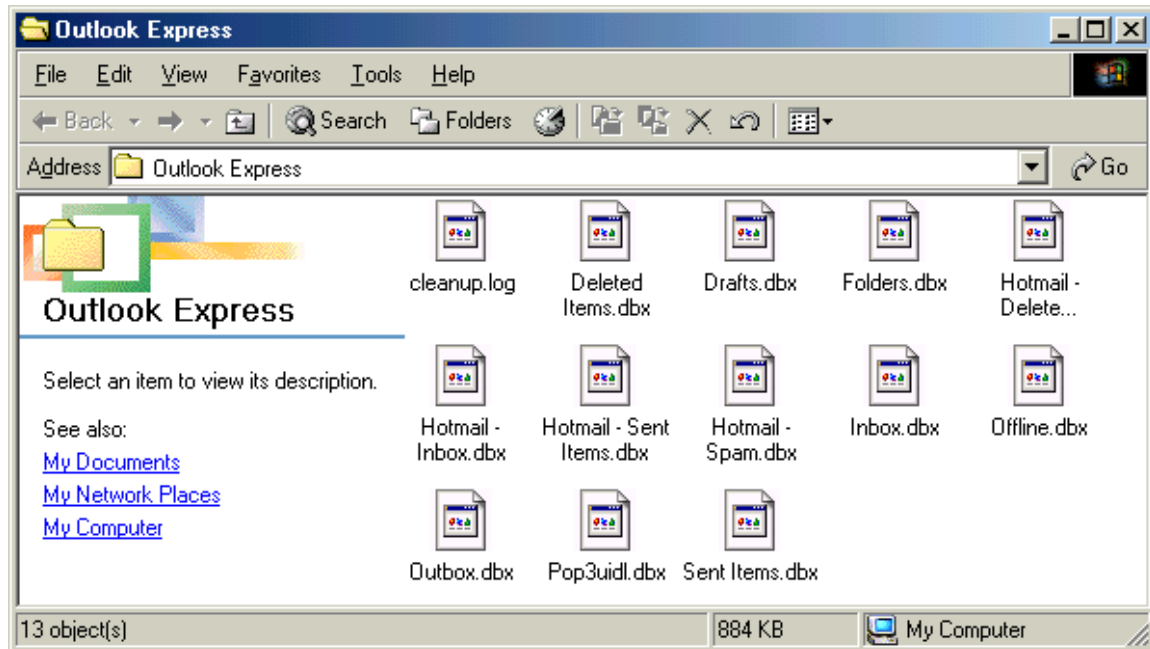


Figure 1-ZQ

Click one time on any one of the files to highlight it (do not double-click on it) then, on the keyboard, press the *Ctrl* and *A* keys at the same time, this is the keyboard command for “*Select everything in this folder or window*”.

Now all of the files should be highlighted as in figure 1-ZR. Now press the *Ctrl* and *C* keys at the same time to copy everything and then close the *Outlook Express* window by clicking on the *X* in the upper right corner of the screen.

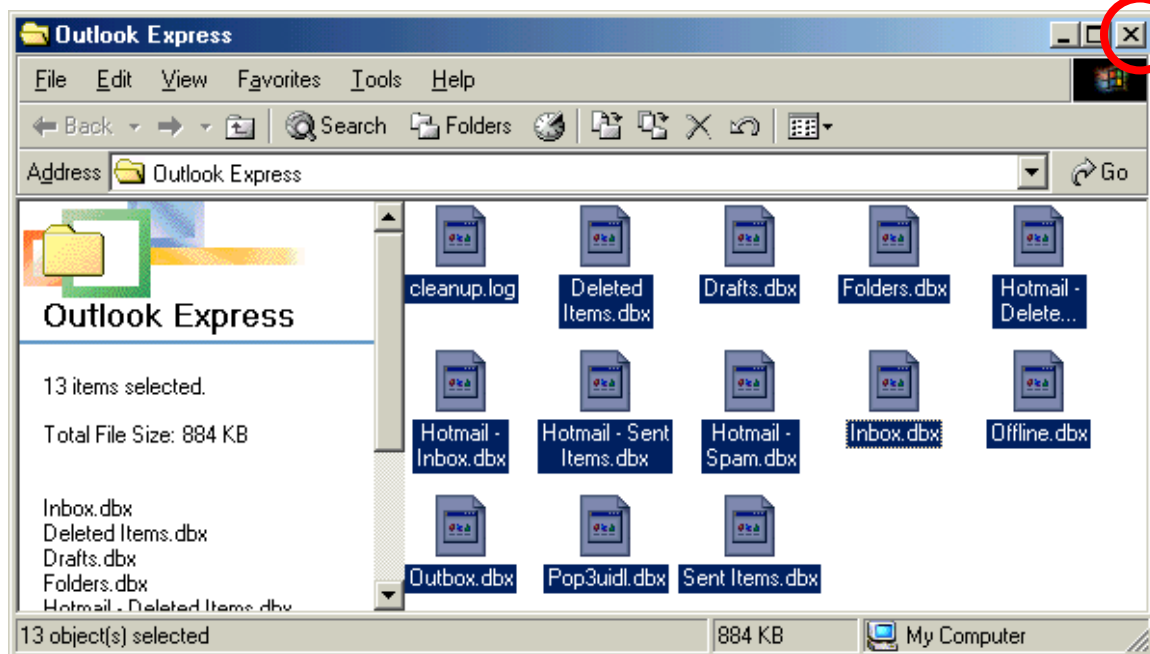


Figure 1-ZR

Now you need to navigate to the backup folder you are going to use. You should be back at the desktop. Double-click on the *My Computer* icon (figure 1-ZS), if you are using Windows XP and

My Computer is not on the desktop click on the *Start* button and then the *My Computer* icon as shown in figure 1-ZT.

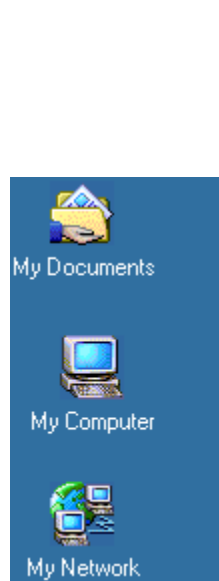


Figure 1-ZS



Figure 1-ZT

Next double-click on the drive you are going to backup to, in our example it has been the C: drive. Then click on the folder you are backing up to (the backup folder we created earlier in this chapter) and then double-click again in the subfolder for the user's identity, if you are using them.

If you want to create a new folder, inside your backup folder, simply click on *File / New / Folder* as in figure 1-ZU.

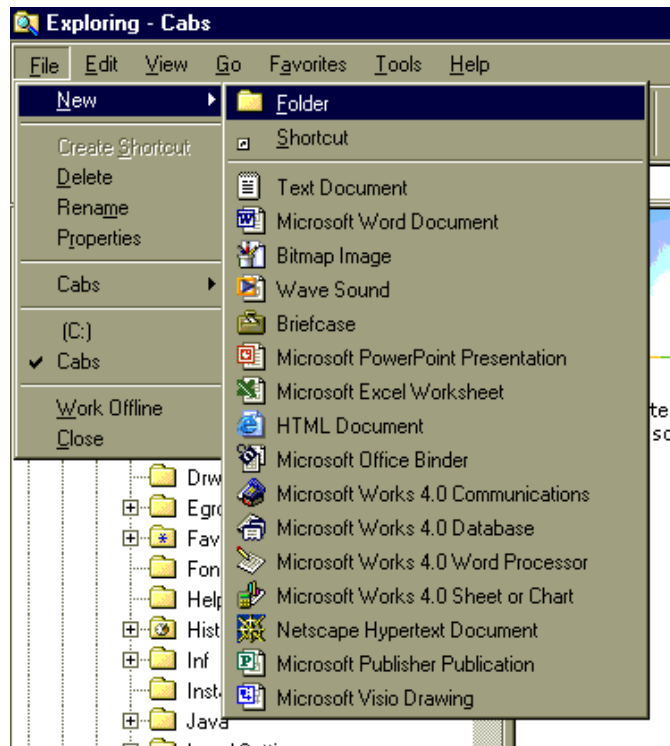


Figure 1-ZU

This will create a new folder in the file or disk you had highlighted.

The folder will be created with the name *New Folder* and the name will be highlighted just like in figure 1-ZV.

Start typing in the name you want for the folder, nothing else.



Figure 1-ZV

If you accidentally clicked somewhere else, you can right-click on the folder and select *Rename* from the choices (figure 1-ZW) and you will be back at figure 1-ZV.

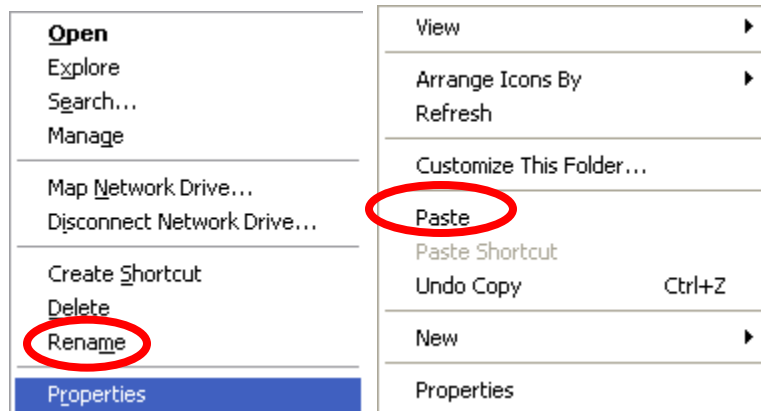


Figure 1-ZW

Figure 1-ZX

To go into a newly created folder simply double-click on it. Once inside the folder right-click any blank space and from the menu that appears select *Paste* as shown in figure 1-ZX.

There you have it, all of the files should have been copied. You will need to repeat the above steps for each identity you have in OE.

I hope this helps you save your data for an involuntary accidental data loss.

Until we meet again, have a virus free week.