

Outlook Express Back Up

To back up your messages in Outlook Express

Your message store is by default buried somewhere inside your computer.

If you move it to a more accessible place, then backing up will be easier.

1. Create a new folder in **My Documents** and call it **Email**
2. Open Outlook Express
3. On the Tools menu, click Options, click the Maintenance tab, and then click Store Folder.
4. Click Change, and then browse to the new folder called **Email**.

When you back up My Documents, you will automatically back up your Outlook Express messages.

To Restore Messages

If you need to restore your messages to a new or reconfigured computer:

1. Copy the **Email** folder from your backup to your new **My Documents**
2. Change your message store location in your new installation of Outlook Express as above.

To backup your address book

1. Find your Address book:
 - a. Start, search (or find) files or folders
 - b. Look for *.wab
2. If more than one is found, select the most recently modified.
3. Copy the file found to your backup folder

To restore your address book

In Outlook Express

1. On the File menu, point to Import, and then click Address Book.
2. Browse to the address book in your backup, and then click Open.