

TUTORIAL:

Creating A Backup Of Your Outlook Express E-mail

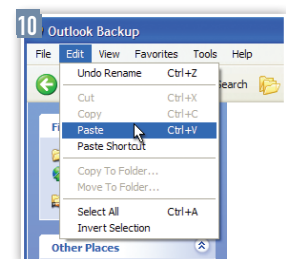
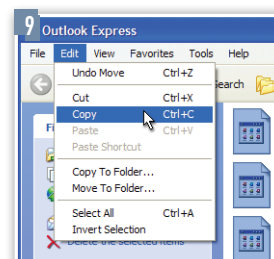
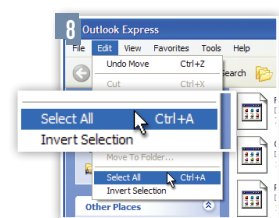
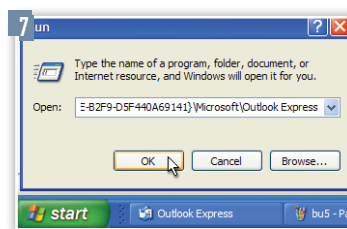
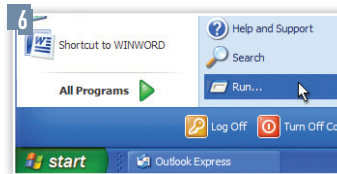
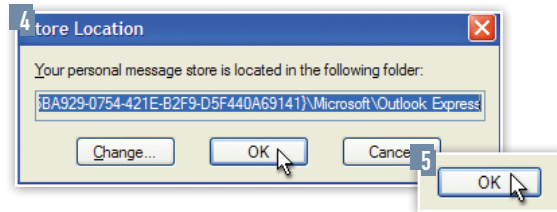
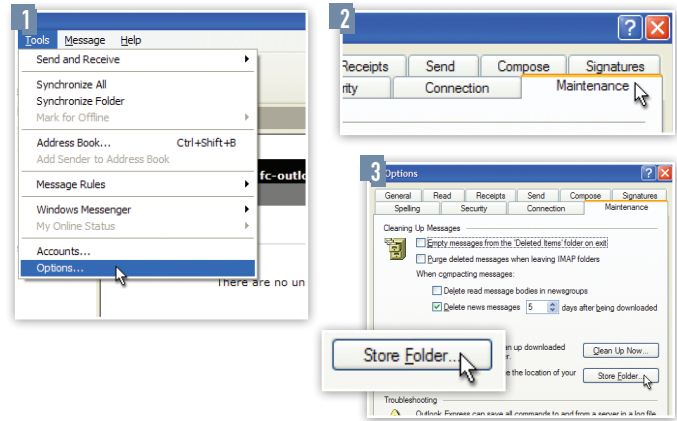
Using Outlook Express 6.0 for Windows XP

Most people find that both their personal and business e-mail messages create a kind of journal. In the same way that people keep shoeboxes of special letters sent from friends or file cabinet drawers containing letters and documents from business associates, many users today use their e-mail software as an archive resource.

A hard disk failure or corrupted e-mail files caused by a computer virus could cause the loss of a user's archived e-mail correspondence. To help safeguard against such an occurrence, users can create a backup of their e-mail messages. As the tutorials below detail, a user can copy all of his/her e-mail files, save them to a secure location, and then restore the files if needed at a later date.

To back up e-mail messages in Outlook Express 6.0 and Windows XP, follow these steps:

- STEP 1.** With Outlook Express open, click your cursor arrow on the "Tools" menu and then click "Options" from the drop-down menu.
- STEP 2.** In the "Options" window, click on the "Maintenance" tab.
- STEP 3.** In the "Maintenance" menu, click the "Store Folder" button. The "Store Location" window will open.
- STEP 4.** Click and drag to highlight the path listed under "Your personal message store is located ..." Next, press the CTRL+C keys on your keyboard simultaneously to copy the path.
- STEP 5.** Click "OK" to close the "Store Location" window. Click "OK" again to close the "Options" window.
- STEP 6.** Click the "Start" button on the lower left corner of your screen and click "Run" under the pop-up menu.
- STEP 7.** Click on the "Open" field in the "Run" window and press the CTRL+V keys simultaneously on your keyboard to paste the path to where your "Store Folder" is located. Then click the "OK" button.
- STEP 8.** Click on "Edit" in the menu bar and then click "Select All" in the drop-down menu.
- STEP 9.** Click on "Edit" again in the menu bar and then click "Copy" in the drop-down menu.
- STEP 10.** Open the folder (or make a new folder) where you want to store your backup e-mail files. Then click on "Edit" in the menu bar and "Paste" from the drop-down menu. If you have a CD or DVD writer, it's also wise to make a copy of these files on a disc.



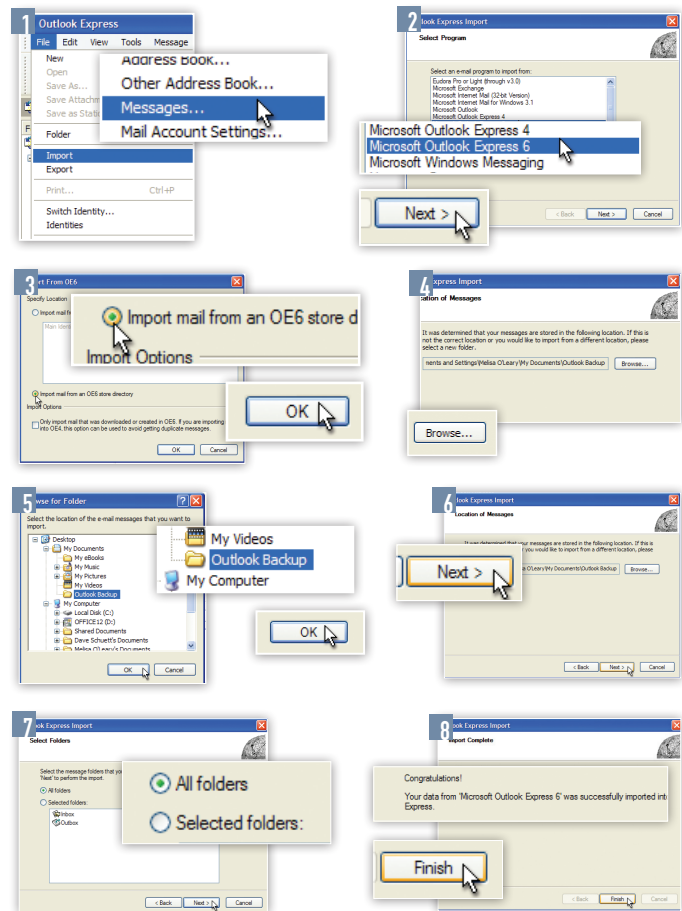
(E-Mail Basics Continued)

TUTORIAL:

Restoring a Backup of Your Outlook Express E-mail

To restore e-mail messages from a backup in Outlook Express 6.0 and Windows XP Home Edition, follow these steps:

- STEP 1.** With Outlook Express open, click your cursor arrow on "File" in the menu bar and then select "Import" and "Messages" from the drop-down menu.
- STEP 2.** In the "Outlook Express Import" window, highlight the program from which your backup e-mail copies originated. For this example, let's assume that we used Microsoft Outlook Express 6 to create the backup copy, so we'll select "Microsoft Outlook Express 6." Then click the "Next" button.
- STEP 3.** The "Import From OE6" window will open. Select the button next to "Import mail from an OE6 store directory." Then click the "OK" button.
- STEP 4.** Click the "Browse" button and locate the folder where your backup e-mail copies are located.
- STEP 5.** Click on the folder that contains your backup e-mail files to highlight it and then click the "OK" button.
- STEP 6.** Click the "Next" button.
- STEP 7.** Select either "All folders" to import all mail or select "Selected folders" and highlight the specific mail folders you wish to import. Then click the "Next" button.
- STEP 8.** You'll be presented with a message that lets you know your import is complete. Click the "Finish" button to close the window and return to Outlook Express.



To back up e-mail and restore messages using Macintosh's Entourage 2004 e-mail client, follow these steps.

- STEP 1.** With Entourage open, click your cursor arrow on the "File" menu and select "Export."
- STEP 2.** An "Export" window will appear. By default, the applicable boxes will already be checked. Review your options and then to continue, click your cursor arrow on the right arrow.
- STEP 3.** A "Save Dialog" window will appear. In the "Save As" field, it will say "Main Identity.rge." (You can change the filename, but leave the .rge extension.) Click "Save." Your data will be archived. Burn the archived e-mail file onto a CD, DVD, or copy it to an external storage medium.
- STEP 4.** To import the archived Entourage file, copy it back to your desktop. (Make sure you have a current version of Entourage installed on your computer.) Double click on the archived file to start Entourage and begin the import process. A dialog box will appear that says, "Do you want to import the Entourage archive 'Main Identity.rge?'" Click on the "Import" button.
- STEP 5.** The "Import" window will appear and the importing process will begin. (This process may take a long time -- be patient!) When importing is completed, click on the "Done" button. This file will then replace the Entourage you are currently using.

