

Computer Tips

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Backing Up Your Emails—2

Last column we finished by saying there is a second way to backup your emails, noting that you will not be able to view them until you restore them into Outlook Express. Here is the second method.

(Note: this process will not work in Vista. These steps assume you are using Windows XP. If you are using an earlier version than XP, use the Find feature from the Start Button to locate all the *.dbx folders on your hard drive. Once you have located them, right click the email folder in the list that you want to backup. Then go to step 7.)

- 1) Open up My Computer
- 2) Double click C: drive, then Documents and Settings.
- 3) Double click your profile name (the name you click on to enter the computer during startup)
- 4) Double click on the Local Settings folder. (If you do not see the Local Settings folder, go to the Tools menu at the top of the window, then click Folder Options, then View. Make sure a dot is in front of "Show Hidden Files and Folders")
- 5) Double click Application Data, then Identities, then the code of letters and numbers that will show.
- 6) Next double click Microsoft, then Outlook Express. Your individual email folders will now be showing.
- 7) Right click on the email folder/s you want to backup. All the emails within the folder/s will be backed up with the folder.
- 8) After right clicking, click Copy in the menu that shows.
- 9) Now close all your windows back to the Desktop. Here you can choose where you want to store your email folder/s. You can select your C: Drive, or a Flash Disk.
- 10) Go to your chosen place for backup, and double click to open it. Now go to the Edit menu at the top, and then click Paste. Your chosen email folders for backup will now copy across. (Note: The email folders will only copy across IF you have Outlook Express closed). Once copied, you will now have a second copy of your chosen email folder.

To restore the backup from your chosen location, open up your Outlook Express, and click the File menu. Then click Import, then Messages. Then select Microsoft Outlook Express 6, and click Next. Then click 'Import from an OE6 store directory'. Then click Browse, and navigate to the location where you stored your backup email folder. Click the folder name you previously backed up, and then click Next. All the emails in that folder will now be transferred back into Outlook Express.

For help in dealing with your emails, or for any computer-related assistance, call our office on 4171 0981 or email us at info@mcsit.com.au We will be happy to help.



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