

# Computer Tips

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### Backing Up Your Emails

Over time, many of us receive emails from various places until we accumulate quite a collection. Most of them are important, and we want to keep a copy of them out of harms way. How do we do this?

In this article I will assume you are using Outlook Express as your email program. If you use another program, the process explained below will be similar in your program.

There are two ways to backup your emails in Outlook Express. The first way will enable you to read the email backups at your leisure; the second way will backup the folder where you store your emails, but will not let you read them until you restore the backup into Outlook Express.

The first method of backing up your emails is also slower than the second way. Here is the first method:

1. Open Outlook Express, and in the left column, click on the folder of emails you want to backup. (If your folder list is not showing, click the View menu, then Layout, and make sure a tick is in front of Folder List.)

2. Once you click on the folder, your individual emails will show in the right panel. Click on the first email in the list you want to backup. It will show up highlighted in blue.

3. Now go to the File menu, and click Save As. This will open a new window where you can save your email in another location (usually My Documents). The subject of the file will be the name of the email, and the file type will show as \*.eml. Leave this as it is, and click the Save button. Now your email will be saved under My Documents.

4. Repeat steps 2 to 4 for all the emails you want to save. When you are done, you can go to My Documents, and double click whichever email you want to read, and it will open up in Outlook Express (or your default Email program).

5. Now that your emails are saved in My Documents, you can use your CD or DVD Burner to save them onto CD. To do this, open up your burning software (I am using Nero StartSmart), and select Data as the burn format. Now click the Add button, and go to My Documents. Here you can select all the emails you backed up, and then add them to your burn list. When you are done, click Finished. This will close the window you have been using, and take you to the list of emails you have selected. Now click Next, and type a name for the CD. When done, you can click Burn, and all your email back-ups will be transferred to CD.

The second method is more complicated, but will avoid the need to save each email individually. It will however not let you view any of the emails until you restore the backup into Outlook Express.

Stay tuned, and we will cover the second method of backing up your emails in our next column.

For help in dealing with your emails, or for any computer-related assistance, call our office on 4171 0981.



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85 Chester Street, Nanango (cnr Deakin Crescent)