BACKING UP EMAILs
AND
YOUR ADDRESS BOOK

YOUR EMAIL FILES ARE FOUND UNDER

C:\Documents and Settings \Carl\Local Settings \Application Data\Identities \{BFFC5252-85D1-4D80 -8414-E02BAF5EA90E} \Microsoft\Outlook Express

IF THAT SOUNDS LIKE TOO BIG AN ADDRESS FOR LOCATION YOU CAN CHANGE IT AT TOOLS – OPTIONS - MAINTENANCE – STORE FOLDER

TO SAVE YOUR EMAIL
COPY THE FOLDER
....OUTLOOK EXPRESS

WHEREVER IT IS LOCATED

IT SHOULD GO WITHOUT SAYING THAT RESTORING THIS FOLDER PUTS THINGS BACK AS THEY WERE WHEN SAVED

ANOTHER (BETTER) WAY – SAVE WHAT IS CRITICAL RIGHT AWAY

OPEN A DATA FOLDER AND DO 'FILE SAVE AS'

.EML - EMAIL FORMAT

.TXT - TEXT

.HTM – LIKE A WEB
        PAGE

EML SAVES ATTACHMENTS

DO THIS WHEN YOU
READ THE MESSAGE

SO YOU WON'T FORGET

ADDRESS BOOK

IMPORT / EXPORT

BRING IN / SEND OUT

TO BACKUP ADDRESSES

EXPORT AS 'CSV'

COMMA SEPARATED VALUES

OR SAVE THE .WAB FILE (WINDOWS ADDRESS BOOK) FOUND IN C:\DOCUMENTS AND SETTINGS\CARL\ APPLICATION DATA \MICROSOFT \ADDRESS BOOK

YOU CAN RESTORE BY IMPORTING THE .WAB FILE OR THE CSV FILE

THE WAB FILE MAY BE EASIER

CSV FILE TAKES ALL ACTIVE FIELDS AND STORES THEM AS A DATA LINE SEPARTED BY COMMAS, YOU COULD HAVE MANY FILES

GOOGLE
"XP ADDRESS BOOK
 CHANGE LOCATION"
IF YOU WANT TO MOVE
THE ADDRESS BOOK
TO A DIFFERENT
LOCATION – REGISTRY
IMPLICATIONS