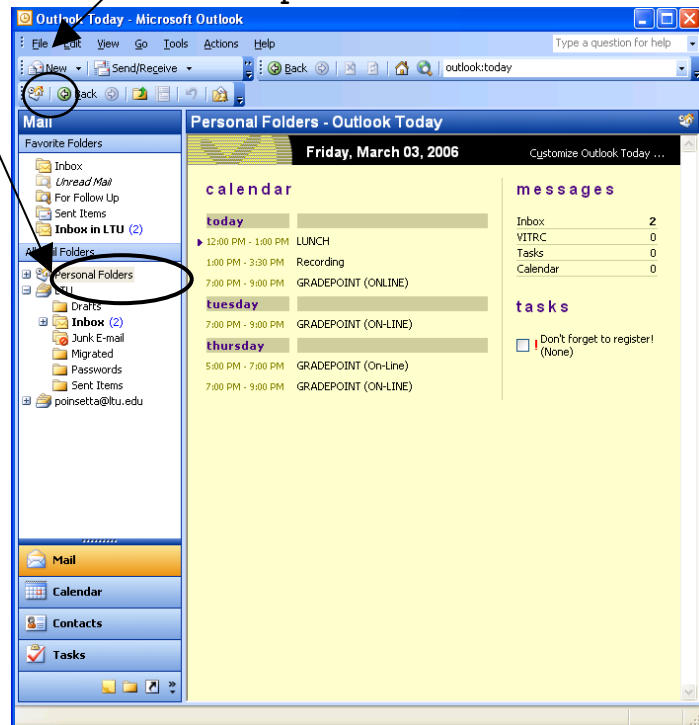


# Outlook Backup

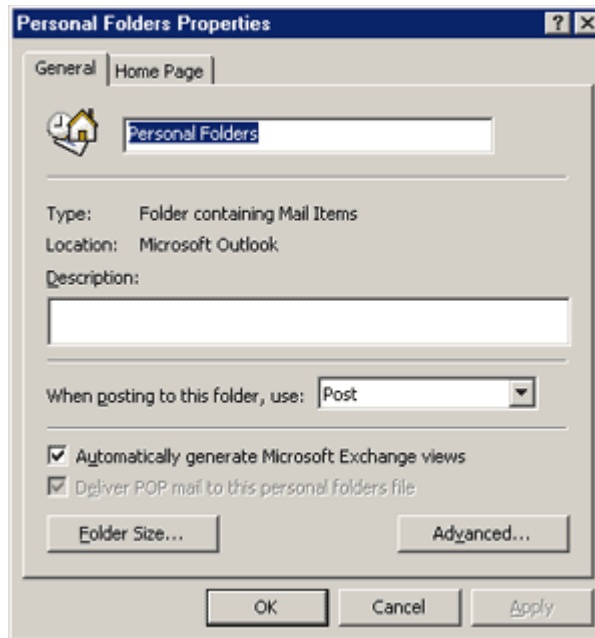
## MICROSOFT OUTLOOK

### BACKUP

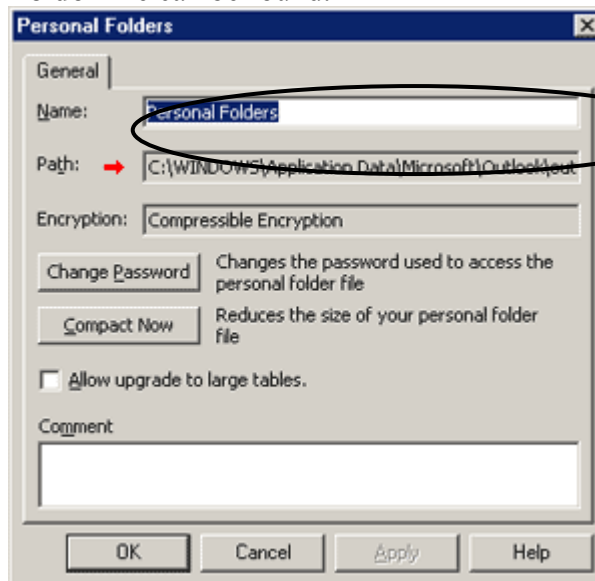
- The Personal Folder file (**.pst**) is the folder where Outlook stores its data. Each Personal Folder file contains all of your Outlook folders, including the Inbox, Calendar, and Contacts.
- You can find the location of this file by:
  1. Right-clicking on the **Outlook Today** icon found in Outlook shortcuts or right-clicking **Personal Folders** found in your folder list and then left-click **"Properties"**.




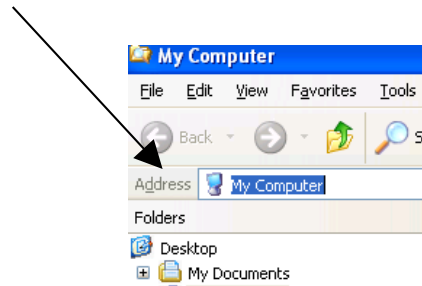
2. Once the Properties dialog box is displayed, click the **"Advanced"** button.



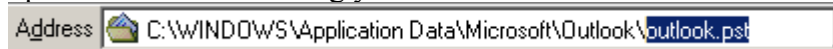
3. The "Path . . .", shown below, indicates where your **Personal Folder** file can be found.




4. Using your mouse, highlight the entire Path name then copy (CTRL + C) this pathname to the clipboard.
5. Open Windows Explorer, (  key + letter E). Paste (CTRL + V) the pathname you copied in **Step 4** in the *Address box*.



6. Delete the "**outlook.pst**" at the end of this path name and press the "**Enter**" key on your keyboard. Explorer will automatically open the folder containing your Personal Folder.



- Within the folder you should find an outlook.pst file  outlook.pst . Copy and paste this file to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk.
- The table below lists key Outlook files that you may want to back *up in addition to* your Personal Folder(s). You will need to completely exit Outlook prior to copying these files. Depending upon your configuration some or all of these files may be present in your Outlook directory.

Type of File	Name or Extension
Personal Folders	.pst files
Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files
Stores a reference to which extensions (addins) you have loaded.	extend.dat files

## RESTOR E

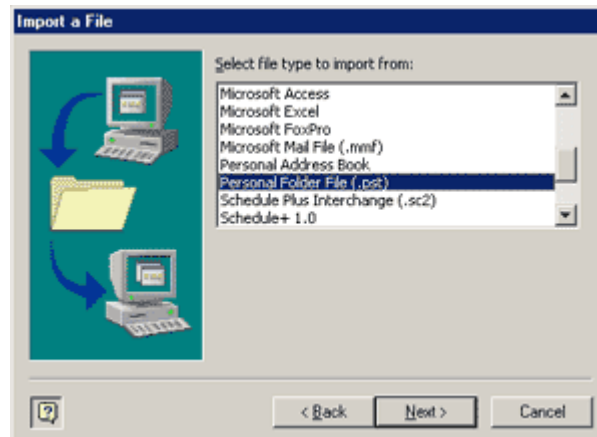
- If you have followed the steps above to backup your Outlook data, restoring is simple. All you do is copy the backup PST file(s) into the folder that you located when you initially backed up your work.
- Keep in mind that if you overwrite your existing PST file with your

backup PST file, any new data since the time of the backup will be deleted. If you have recent data that is not on the backup copy of your PST file and you don't want to lose the recent data, then you can use the "Import" command to add data instead of overwriting data.

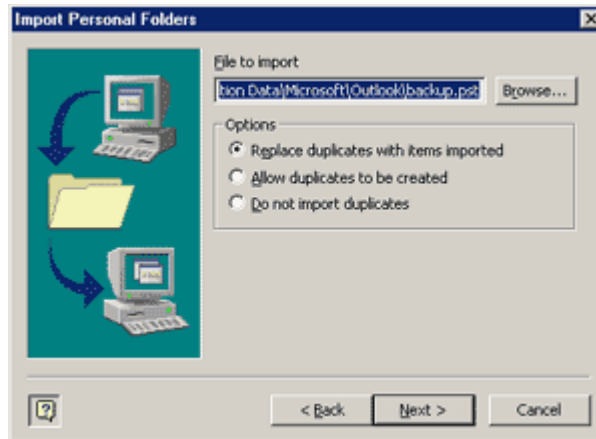
1. Click on File > Import and Export...
2. Highlight "Import from another program or file" and click "Next>".



3. Highlight "Personal Folder File (.pst)" and click "Next>".



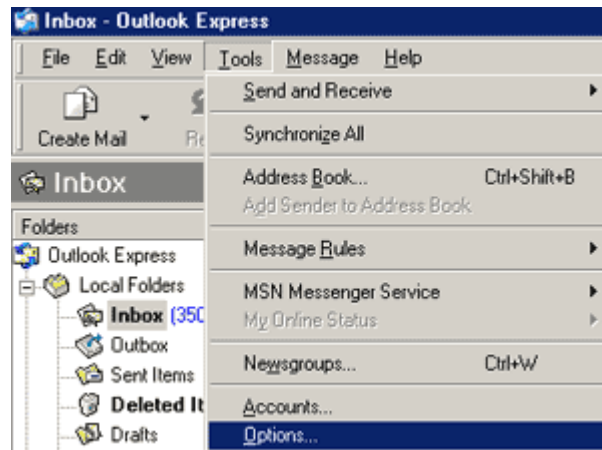
4. Browse to the PST file that you desire to import, and click "Next>".



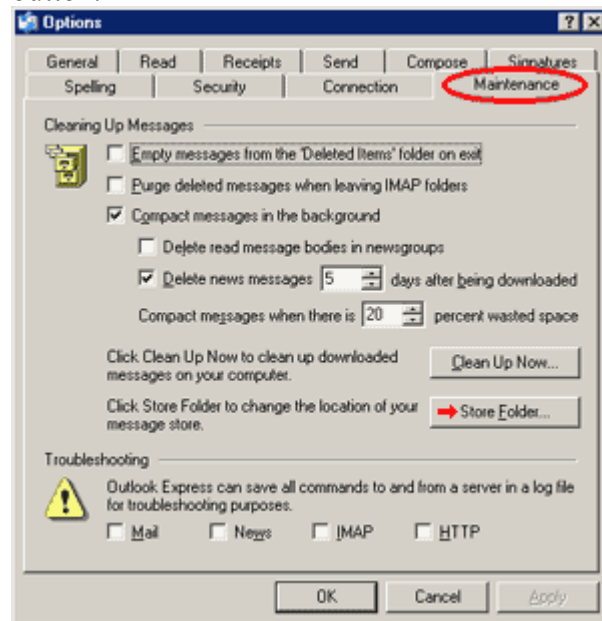
## MICROSOFT OUTLOOK EXPRESS

### BACKUP

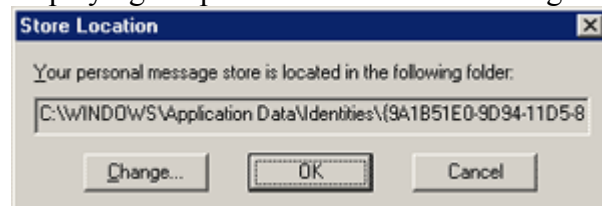
- The following procedures are written for Microsoft® Outlook Express® 6.0. The key element to backing up your data is locating the correct folder and files. Once this is accomplished, you simply copy the folder to your backup location.
- Microsoft Outlook Express stores your email, newsletter and contact information in a single folder. Within this folder there are individual database files (\*.dbx) for each folder contained in Outlook Express. For example, there may be an **Inbox.dbx**, an **Outbox.dbx**, a **Contacts.dbx** and a variety of others including any new folders that you have created using Outlook Express (if you created a "Friends" folder there will be a corresponding Friends.dbx file). By backing up these database files you will be backing up all your Outlook information. The hard part is locating the files...
- You can locate the folder containing these files by:
  1. Opening **Outlook Express** and clicking on **Tools > Options**.



2. Click on the **Maintenance Tab** and then on the "Store Folder" button.



3. You will be presented with a "Store Location" window displaying the path to the folder containing the database files.



4. Using your mouse cursor, select the entire path, then copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer (Explorer can be found here: Start > Programs > Accessories > Windows Explorer).

5. Delete the "Outlook Express" from the end of the path and press the "Enter" key on your keyboard. Explorer will automatically open the folder containing your Outlook Express folder that you need to back up. .

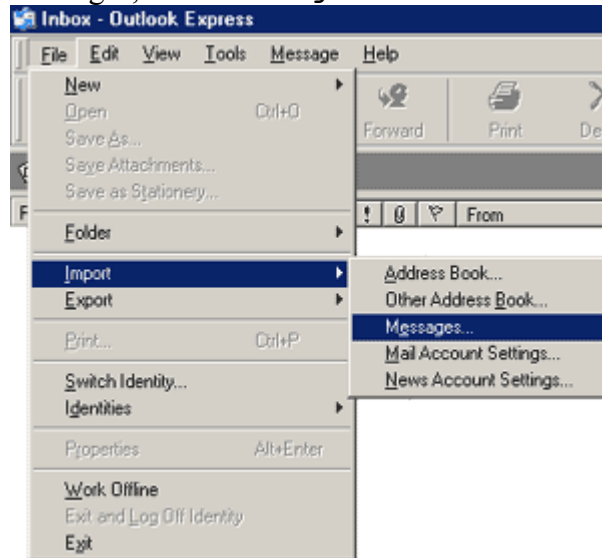


6. Copy and paste this folder to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk.

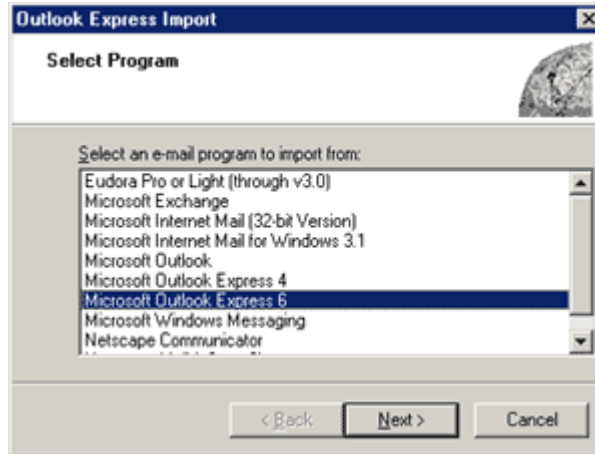
## RESTOR E

- If you have followed the steps above to backup your Outlook Express data, restoring is simple. All you do is copy the backup Outlook Express folder into the folder that you located when you initially backed up your work.
- Keep in mind that if you overwrite your existing Outlook Express folder with your backup folder, any new data since the time of the backup will be deleted. If you have recent data that is not on the backup copy and you don't want to loose the recent data, then you can use the "Import" command to add data instead of overwriting data.

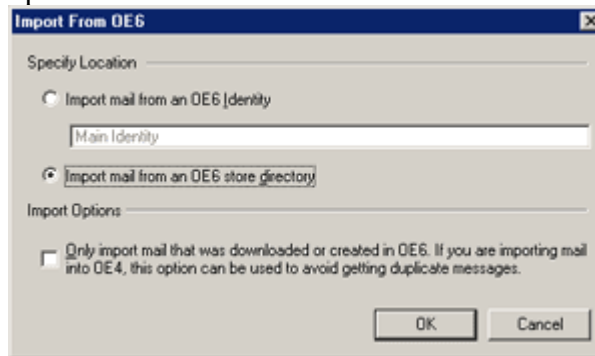
1. Click on File > Import and select the type of database you will be importing. For example, if you desire to import your email messages, click "**Messages . . .**"



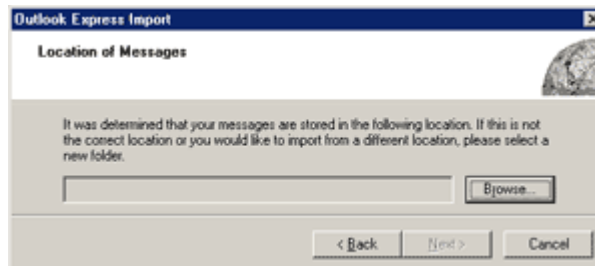
2. Select the program your backup files were created from. In our example, we are simply restoring backup files from the same program and would choose "**Microsoft Outlook Express 6**".



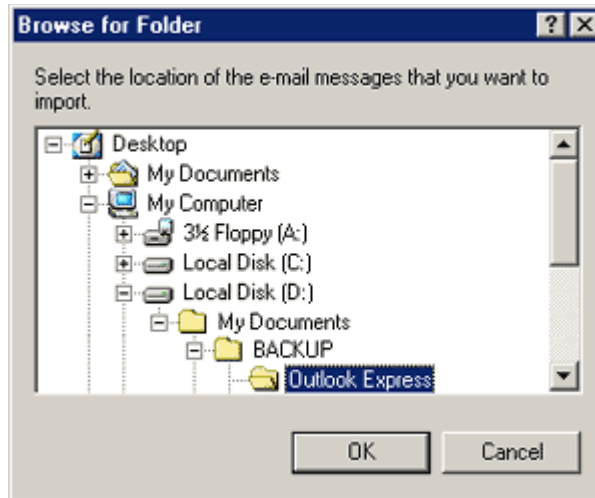
3. Select the "Import mail from an OE6 store directory" option.



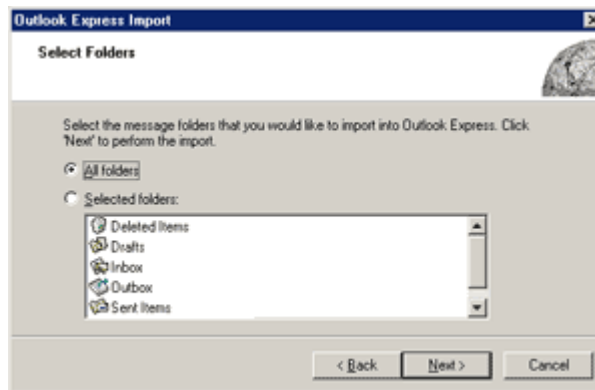
4. Click "Browse" when asked for a location.



5. Browse to the location of your backup folder.



6. Select "**All folders**" and click "**Next >**".



7. When the Import Wizard completes importing your messages, click "**Finish**".
8. For more information directly from Microsoft, click [here](#).