

How to Export and Import Outlook Express Addresses and Files:

It is prudent to save Outlook Express message files and addresses and store them in a secure location at least once per month. This way if you cannot restart windows due to software and/or hardware damage to your PC then you can reinstall the backups on a reformatted hard drive, a new hard drive or on a new PC.

How to Save Outlook Express Message Files:

- Make an Outlook Express message file backup folder on the desktop called **OE Messages Backup** (can add date if desirable)
- Open **Outlook Address**
- Left click on **Tools**
- Left click on **Options**
- Left click on **Maintenance**
- Left click on **Store Folder**
- **Copy the OE messages store folder location**
 - Left click on text in box, hold and drag cursor until all contents of box are highlighted
 - Right click on highlighted content of box
 - Left click on Copy
- Close Store Location and Options boxes by clicking **OK**
- Left click on **START**
- Left click on **RUN**
- **Paste in the OE store folder location into the Location: box**
- Left click **OK**
- A window will pop up showing a your Outlook Express files (files should have **.dbx** suffixes)
- In this window left click **Edit**
- Left click **Select All**
- Left click **Edit**
- Left click **Copy**
- Right click on the **OE Messages Backup** folder on the desktop
- Left click **Paste**
- Wait until all your OE files have been copied into the OE Message Backup folder (this could take a few minutes)
- Save the OE Message Backup folder to a backup PC, CD or removable hard drive/memory stick

How to Install Files from the OE Messages Backup Folder into Outlook Express:

- Open **Outlook Express**
- Left click on **File**
- Left click on **Import**
- Left click on **Messages**

- Select **Outlook Express** (“N”), where “N” stands for the type of OE message files you saved in your OE Messages Backup folder (typically “6”)
- Left click **Next**
- Select **Import Mail from an OE store directory**
- Left click **OK**
- Left click **Browse**
- Locate your **OE Messages Backup** folder
- Left click **OK** and wait until all the message backup files have been installed in Outlook Express (this could take a few minutes)

How to Save OE Addresses:

- Open **Outlook express**
- Left click on **Addresses**
- Left click on **File**
- Left click on **Export**
- Left click on **Address Book (WAB)**
- Name the file **OE Addresses Backup** (date can be added if desirable)
- Save the **OE Addresses Backup** file to a backup PC, CD or removable hard drive/memory stick

How to Install OE Addresses Backup File:

- Copy the **OE Addresses Backup** file to your desktop
- Open **Outlook Address**
- Left Click on **Addresses**
- Left click on **File**
- Left click on **Import**
- Left click on Address Book (WAB)
- Select OE Addresses Backup file on your desktop
- Left click **Open**
- Wait until all the addresses have been installed in Outlook Express (this could take a few minutes)