

# BACKING UP EMAILS AND YOUR ADDRESS BOOK

**YOUR EMAIL FILES ARE  
FOUND UNDER  
C:\Documents and Settings  
\Carl\Local Settings  
\Application Data\Identities  
\{BFFFC5252-85D1-4D80  
-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 COMMMAS, 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