

Backing up your email

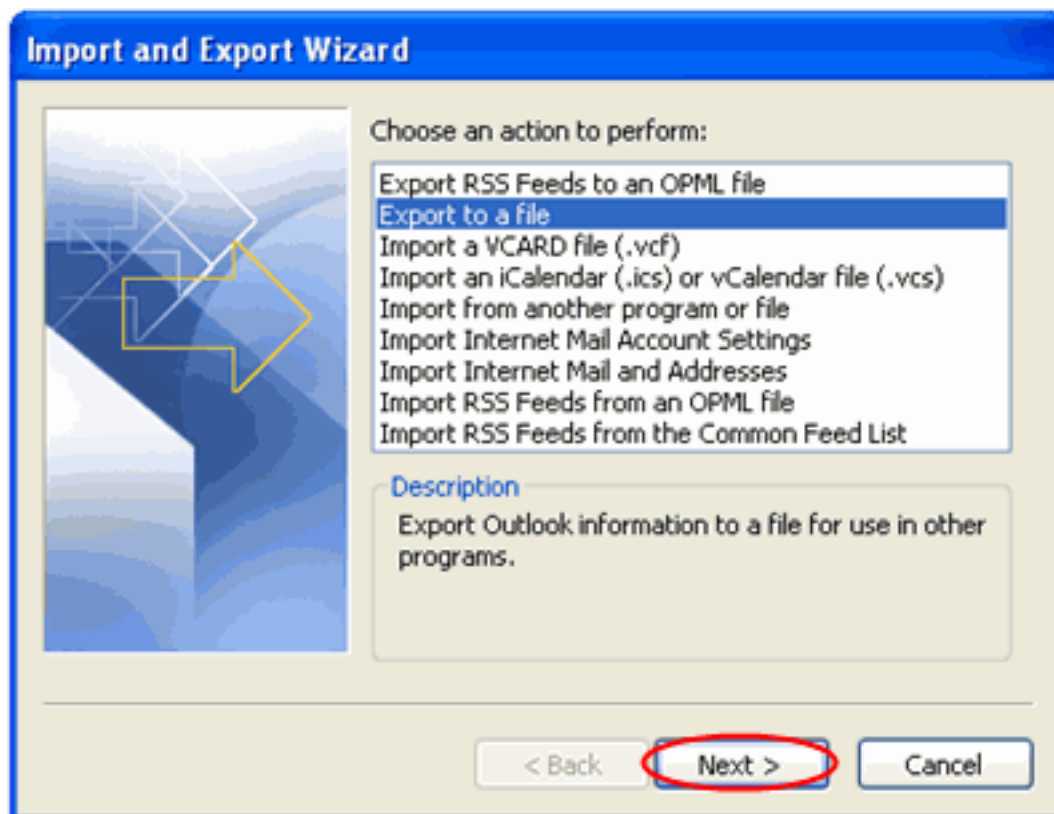
As with any important information, it is always worth keeping your email backed up in the event of data loss on your computer.

You can back up the emails downloaded onto your computer within the settings of your mail software. The exact steps needed to back up your emails will differ slightly depending on what software you are using. This article will explain the process for Outlook 2003 and 2007, at the foot of this article are links to external sites explaining the process for other email clients.

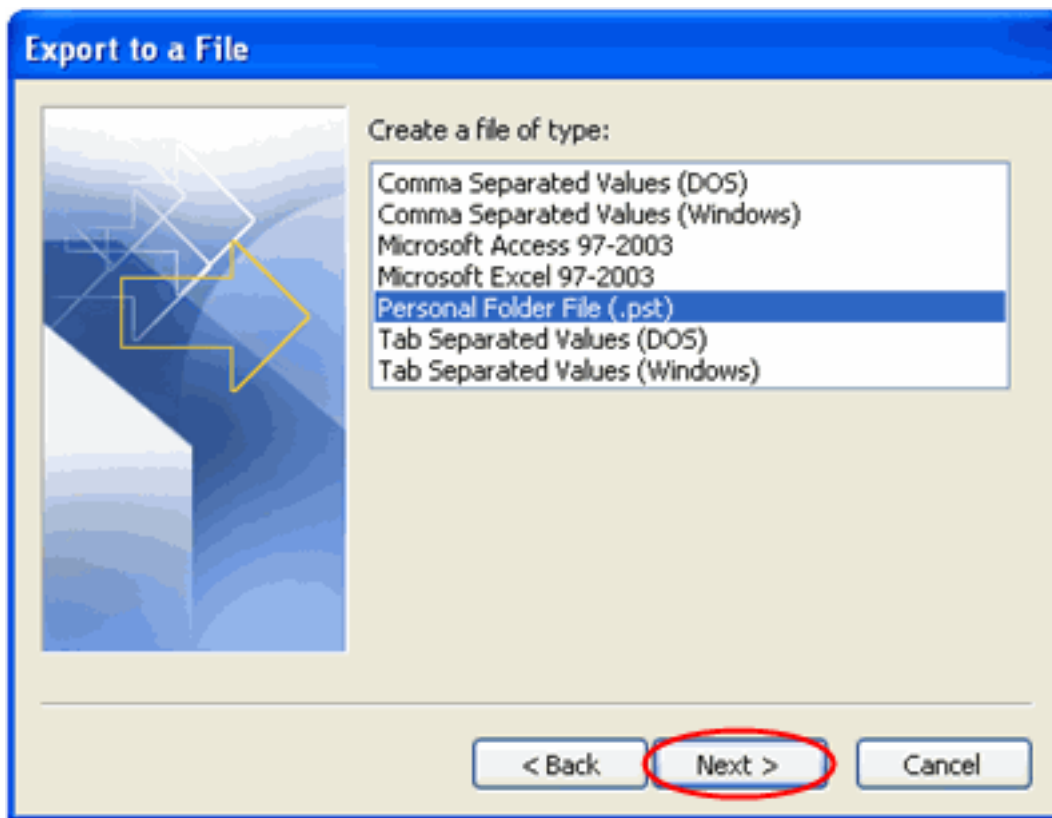
Backup

Step 1: Click **File** then *Import and Export* from the drop down menu.

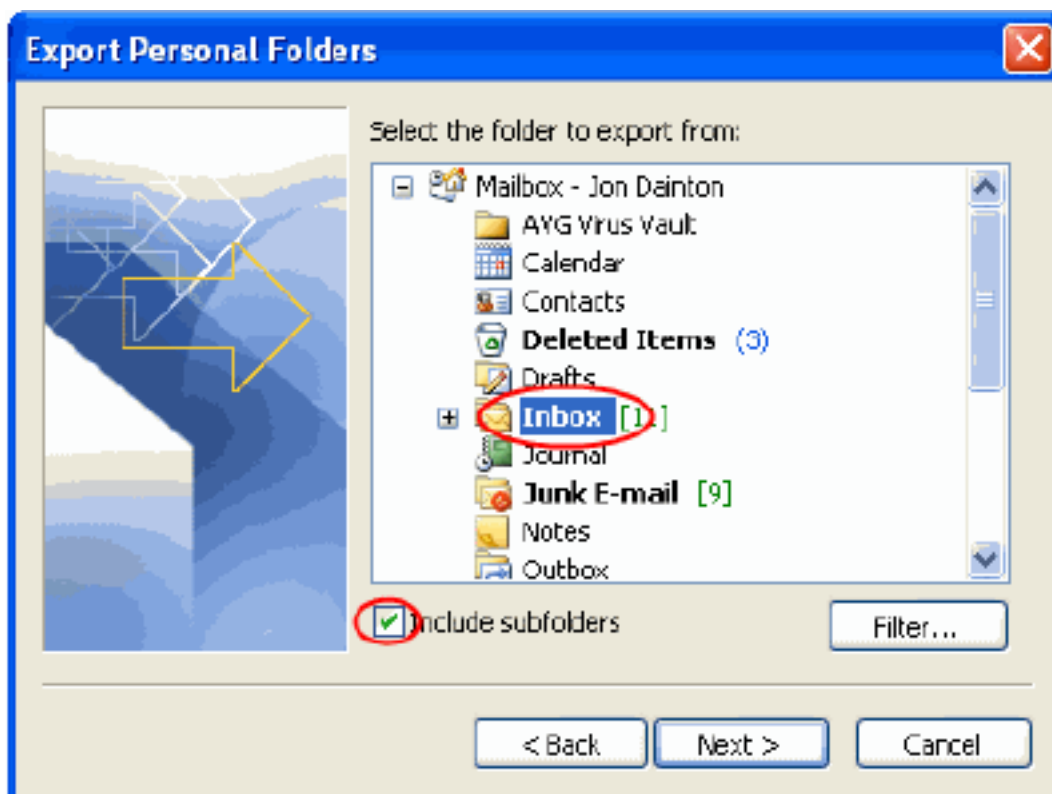
Step 2: Select *Export to a file* and click **Next**.



Step 3: Select *Personal Folder file* and click **Next**.



Step 4: Select the folders that you would like to back up. In this example we are backing up the Inbox, and all the subfolders within the Inbox.



Step 5: Click **Next**.

Step 6: Press **Browse** and choose where you would like to store your back up data. Click **Finish** to complete the process.

Step 7: If you would like to secure your back up data enter a password and click **OK**.

Restore

Step 1: Click **File** then *Import and Export* from the drop down menu.

Step 2: Select *Import from another program or file* then click **Next**.

Step 3: Select *Personal Folder File* and click **Next**.

Step 4: Click **Browse** and navigate to your backed up file. Then click **Next**.

Step 5: If you created a password to use for your backup file enter it in the text box provided and click **OK**.

Step 6: Select the folders you would like to restore and click **Finish**.

External links for other email clients

- Outlook Express - <http://support.microsoft.com/kb/270670>.
- Thunderbird - www.mozilla.org/support/thunderbird/profile.
- Entourage 2004 - www.microsoft.com/mac/products/entourage2004/using.aspx?pid=usingentourage2004&type=howto&article=/mac/library/quick_solutions/en_DragBackup.xml.
- Mac Mail - <http://docs.info.apple.com/article.html?artnum=301239>.