

Title: How to backup Address Book in Outlook Express and Favorites

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1. Open Outlook Express
2. Open Address Book (located on tool bar near the top or go to Tools/Address Book)
3. Go to File
4. Click on Export
5. Click on Address Book (WAB)
6. This opens a window called "Save Address Book File to Export to."
7. You can make a new folder here called Address Book by going to the middle right icon at the upper right corner of the page. Hover mouse over the icons if you're not sure which one it is and the title will appear. Click the button and a new folder will appear with the letters highlighted in blue. While the letters are in blue type a new name like Address Book. Then click open.
8. You will now have opened the new folder and it will be empty.
9. At the bottom of the page where it says "File Name," enter a name for the file. It's a good idea to put a date with the name so you know when you created this backup.
10. Click Save and you're done.
11. be sure you know where this new folder is. It should be in "My Documents." It's best to keep all your stuff in there. And don't forget to back this information up onto a CD or some other type of storage that is outside the computer if this is important information. So if your computer crashes, you will still have this file and it can be re-entered into your computer when it is fixed.

HOW TO BACK UP YOUR FAVORITES

1. Open Internet Explorer.
2. Go to "File."
3. Click on "Import and Export."
4. This will open a Wizard to guide you through the remaining steps.
5. Click "Next."
6. In the next window choose "Export Favorites" and then "Next."
7. Then choose "Favorites" at the next window. Then "Next."
8. In the "Export Favorites Destination" window, choose Export to a File or Address. A Path/Address will be in the window already probably. Make sure it is going into the "My Documents" folder. You can use the Browse button to tell it exactly where to put the new file or you can read the Path/Address to see if it says it is going to the My Documents folder.
9. Click Next and then in the following window choose Finish.
10. All done.