

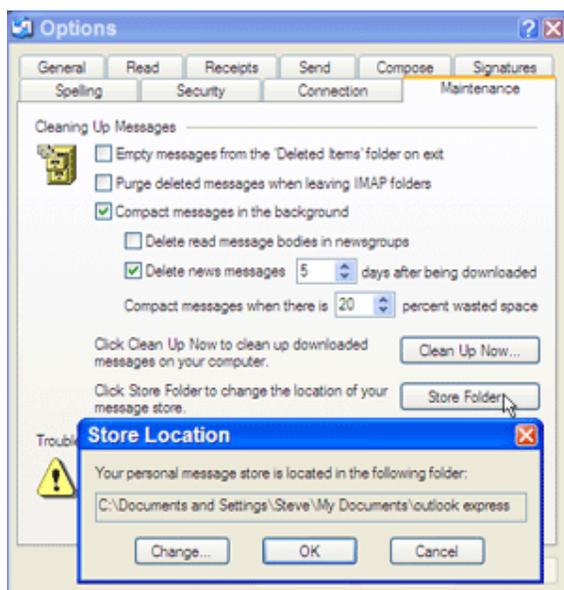
## E-mail Packrats: Another Way to Save

Other types of methods for saving your e-mails are great for individual e-mails, but what if you need to re-format your hard drive, change computers or do a backup? Well, you can save the entire file using this method.

### Saving From Outlook Express:

The biggest trick (problem) is figuring out where your particular e-mail program keeps all your messages. Outlook Express uses small databases to store your information. Once you figure out where those databases are, you can copy them, back them up or do whatever else to it that your little heart desires.

If you are running a newer version of Outlook Express, it's fairly easy to figure out where your e-mail databases are. Just hit the **Tools** menu, **Options**. On the screen that pops up, click the **Maintenance** tab, then click the **Store Folder** button. Outlook Express will show you where it's keeping your e-mail databases.



Note that you can also change this location should you want it to be easier to find. I keep mine in a folder named "outlook express" in the "My Documents" folder. That way, all I have to do it back up my "My Documents" folder and I automatically have my e-mail backed up.

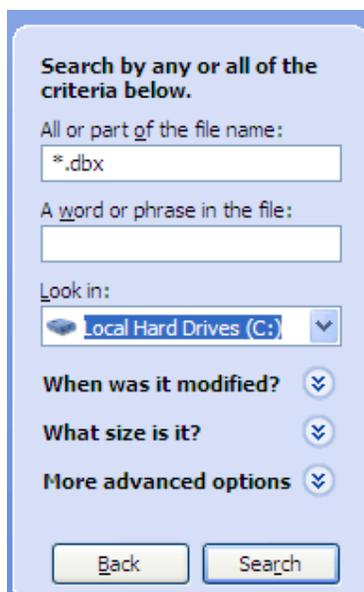
If you don't have that option, don't worry. Outlook Express usually keeps your e-mail database(s) in the following location:

**C:\Windows\Application data\Microsoft\Outlook Express**

If you have your computer set up for multiple users, your Outlook Express mail is probably in:

**C:\Windows\Application data\Identities\ID NUMBER\Microsoft\Outlook Express**

Note that the "ID NUMBER" folder above will probably be a folder that uses an alphanumeric code for its name.



If for some reason you don't see the Outlook Express folder in the above location, right-click your **Start** button, select **Find** (or **Search**) and enter \*.dbx in the **Named** field (make sure you select your C: drive from the "look in" drop down box). This will bring up these "**dbx**" files, which live in the folder you're looking for. Note that on some older versions of Outlook Express, these may have been "mbx" files, so if you can't find \*.dbx files, try \*.mbx .

Here's a screen shot of a Win XP search:

Once you've located these files, keep in mind that all of this information may not fit onto a floppy. You may need either a zip disk or a CD-R for storage. My e-mail files are 246 MB in size!

As for getting the e-mail restored, just copy and paste it back into whatever directory it's stored in on the new (or newly formatted) computer. If for some reason your information doesn't seem to transfer, despite being in the folder, delete your **Local Folders** folder (on the new machine / install) and restart Outlook Express. That should do it.

**Saving From Outlook (Not Express):**

For Outlook, what you do is export to PST format. Click **File**, then click **Import and Export** and choose to **Export to a File**. On the next screen, choose **Personal Folder File (.pst)**. You can save your entire Inbox, Drafts and Sent, but you have to individually select each. If your Inbox contains sub-folders, be sure to check the box that includes those (or you can archive each Inbox sub-folder separately).

If you're setting up your e-mail on a new PC, it's very easy to just import the PST folders and open in Outlook.

**Web based e-mail** is another matter though. The ability to save / backup varies from service to service, so check your help screens for something like "Export mail."

Source: WorldStart