WЭHUB

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Backing Up Microsoft Outlook 2003

BACKUP

The following procedures are valid only for <u>Outlook with Internet Mail Only</u> option. You can
determine this by opening Outlook and clicking on Help > About Microsoft Outlook.

Microsoft® Outlook® 2000 SR-1 (9.0.0.4527) Internet Mail Only - Security Update

- The Personal Folder file (.pst / PST) is the place where Outlook stores its data (when you're using Outlook without Microsoft® Exchange Server). Each Personal Folder file contains all of your Outlook folders, including the Inbox, Calendar, and Contacts. You may have a single .pst file (usually called "Internet Folders" or "Personal Folders" in your Folder List), and you may also have an additional .pst file that you use to archive messages (named "Archive Folders"). By backing up these PST files you will be backing up all your Outlook information. The hard part is locating the files...
- You can find the location of this file by:



- Right-clicking on the Outlook Today icon Outlook Today found in your Outlook shortcuts, or the Outlook Today icon Outlook Today - [Personal Folders]found in your folder list and then left-click "Properties".
- 2. Once the Properties dialog box is displayed, click the "Advanced" button.

Personal Folders Properties ? 🗙
General Home Page
Personal Folders
Type: Folder containing Mail Items
Location: Microsoft Outlook
Description:
When posting to this folder, use: Post
Automatically generate Microsoft Exchange views
Deliver POP mail to this personal folders file
Eolder Size Advanced
OK Cancel Apply

3. The "**Path...**", shown below by the red arrow, indicates where your Personal Folder file can be found.

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Personal Folders	×
General	
Name: Personal Fo	Iders
Path: -> C:\WINDOW	VS\Application Data\Microsoft\Outlook\out
Encryption: Compressible	le Encryption
Change Bassword Cha	anges the password used to access the rsonal folder file
Compact Now Rec	duces the size of your personal folder
Allow upgrade to large	e tables.
Comment	
ОК	Cancel Apply Help

4. Write this path down and navigate to the designated folder (Outlook in this example)

OR

use your mouse cursor to copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer. Then, delete the "outlook.pst" at the end of the path and press the "Enter" key on your keyboard. Explorer will automatically open the folder containing your Personal Folder. Ŧ

Address 🌰 C:\WINDOWS\Application Data\Microsoft\Outlook\outlook.pst

- Within the folder you should find an outlook.pst file 🚾 outlook.pst. Copy and paste this file to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk. If you archive your email, be sure to backup the archive.pst file as well.
- The table below lists key Outlook files that you may want to back up in addition to your Personal Folder(s). You will need to completely exit Outlook prior to copying these files. Depending upon your configuration some or all of these files may be present in your Outlook directory.

Type of File	Name or Extension
Personal Folders	.pst files
Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files
Stores a reference to which extensions (add-on) you have loaded.	extend.dat files



RESTORE

- If you have followed the steps above to backup your Outlook data, restoring is simple. All
 you do is copy the backup PST file(s) into the folder that you located when you initially
 backed up your work.
- Keep in mind that if you overwrite your existing PST file with your backup PST file, any new
 data since the time of the backup will be deleted. If you have recent data that is not on the
 backup copy of your PST file and you don't want to loose the recent data, then you can use
 the "Import" command to add data instead of overwriting data.
 - 1. Click on File > Import and Export...
 - 2. Highlight "Import from another program or file" and click "Next>". Import and Export Wizard



3. Highlight "Personal Folder File (.pst)" and click "Next>".



4. Browse to the PST file that you desire to import, and click "Next>".



5. If needed, repeat the process for other PST files such as your archive.pst.



AUTOMATED BACKUP

BACKUP

Microsoft has provided an automated backup application for Outlook 2000/2002 users.
 Simply <u>download</u> and install the program and you will be able to perform routine backups of all your Personal Folders.

MICROSOFT OUTLOOK 2000

The following procedures are valid only for <u>Outlook with Internet Mail Only</u> option. You can
determine this by opening Outlook and clicking on Help > About Microsoft Outlook.

Microsoft® Outlook® 2000 SR-1 (9.0.0.4527) Internet Mail Only - Security Update

- The Personal Folder file (.pst / PST) is the place where Outlook stores its data (when you're using Outlook without Microsoft® Exchange Server). Each Personal Folder file contains all of your Outlook folders, including the Inbox, Calendar, and Contacts. You may have a single .pst file (usually called "Internet Folders" or "Personal Folders" in your Folder List), and you may also have an additional .pst file that you use to archive messages (named "Archive Folders"). By backing up these PST files you will be backing up all your Outlook information. The hard part is locating the files...
- You can find the location of this file by:



- 2. Once the Properties dialog box is displayed, click the "Advanced" button.

Personal Folders	Properties		? ×
General Home	Page		
CA Dare	opal Folders		_
Type: Fok	der containing Mail It	ems	
Location: Mici	osoft Outlook		
Description:			
When posting t	o this folder, use:	Post	•
Automatical	ly generate Microsol	ft Exchange viev	vs
Deliver POP	mail to this persona	I folders file	
Eolder Size		Ad	vanced
	ОК	Cancel	Apply

3. The "**Path...**", shown below by the red arrow, indicates where your Personal Folder file can be found.

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Perso	onal Folders	×
Ger	neral	
Nar	me: Personal Folder	s
Paţ		Application Data\Microsoft\Outlook\out
End	cryption: Compressible E	ncryption
d	hange Password Chang	es the password used to access the al folder file
	⊆ompact Now Reduc	es the size of your personal folder
Г	Allow upgrade to large ta	bles.
Co	mment	
	OK Can	

4. Write this path down and navigate to the designated folder (Outlook in this example)

OR

use your mouse cursor to copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer. Then, delete the "outlook.pst" at the end of the path and press the "Enter" key on your keyboard. Explorer will automatically open the folder containing your Personal Folder. Ŧ

Address 🌰 C:\WINDOWS\Application Data\Microsoft\Outlook\outlook.pst

- Within the folder you should find an outlook.pst file 🚾 outlook.pst. Copy and paste this file to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk. If you archive your email, be sure to backup the archive.pst file as well.
- The table below lists key Outlook files that you may want to back up in addition to your Personal Folder(s). You will need to completely exit Outlook prior to copying these files. Depending upon your configuration some or all of these files may be present in your Outlook directory.

Type of File	Name or Extension
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Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files
Stores a reference to which extensions (addins) you have loaded.	extend.dat files



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 you do is copy the backup PST file(s) into the folder that you located when you initially
 backed up your work.
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 data since the time of the backup will be deleted. If you have recent data that is not on the
 backup copy of your PST file and you don't want to loose the recent data, then you can use
 the "Import" command to add data instead of overwriting data.
 - 1. Click on File > Import and Export...
 - 2. Highlight "Import from another program or file" and click "Next>". Import and Export Wizard



3. Highlight "Personal Folder File (.pst)" and click "Next>".



4. Browse to the PST file that you desire to import, and click "Next>".



5. If needed, repeat the process for other PST files such as your archive.pst.



AUTOMATED BACKUP

 Microsoft has provided an automated backup application for Outlook 2000/2002 users. Simply <u>download</u> and install the program and you will be able to perform routine backups of all your Personal Folders.

MICROSOFT OUTLOOK EXPRESS

BACKUP

- The following procedures were tested on Microsoft® Outlook Express® 6.0. The author
 makes no guarantees that this procedure will work on other versions. However, the key
 element to backing up your data is locating the correct folder and files. Once this is
 accomplished, you simply copy the folder to your backup location.
 - You can find out which version of Outlook Express you are running by starting the program and then clicking on **Help** > **About Microsoft Outlook Express**.
- Microsoft Outlook Express stores your email, newsletter and contact information is a single folder. Within this folder there are individual database files (*.dbx) for each folder contained in Outlook Express. For example, there will be an Inbox.dbx, an Outbox.dbx, a Contacts.dbx and a variety of others including any new folders that you have created using Outlook Express (if you created a "Friends" folder there will be a corresponding Friends.dbx file). By backing up these database files you will be backing up all your Outlook information. The hard part is locating the files...
- You can locate the folder containing these files by:
 - 1. Opening Outlook Express and clicking on Tools > Options.

🗐 Inbox - Outlook E	Inbox - Outlook Express				
<u>F</u> ile <u>E</u> dit ⊻iew	Tools	<u>M</u> essage	<u>H</u> elp		
	Sen	nd and Receiv	re		۲
Create Mail Be	Syn	ichroni <u>z</u> e All			
🗇 Inbox	Add Add	tress <u>B</u>ook I Sender to Ax	idress Book	Ctrl+Shift+B	
Folders		D 1			_
💱 Outlook Express	Mes	ssage <u>H</u> ules			
😑 🧐 Local Folders	MSI	N Messenger	Service		×
🏠 Inbox (350	Mg	Online Status			Þ.
- 🍼 Outbox	Max			CHAN	
Sent Items	Neg	vsgroups		C0I+W	
🛞 Deleted It	Acc	ounts			
- 🖘 Drafts	<u>O</u> pt	ions			

2. Click on the Maintenance Tab and then on the "Store Folder" button.

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🦛 Options	? 🗙
General Read F	leceipts Send Compose Signatures
spelling Secur	ty Connection
Cleaning Up Messages	
Empty message	is from the 'Deleted Items' folder on exit

7
Euge deleted messages when leaving IMAP folders
Compact messages in the background
Dejete read message bodies in newsgroups
V Delete news messages 5 🚔 days after being downloaded
Compact messages when there is 20 👘 percent wasted space
Click Clean Up Now to clean up downloadedQlean Up Now
Click Store Folder to change the location of your Store Folder Store Folder
Troubleshooting
Outlook Express can save all commands to and from a server in a log file for troubleshooting purposes.
OK Cancel Apply

3. You will be presented with a "Store Location" window displaying the path to the folder containing the database files.

Store	Location		2
Your	personal message	store is located in the f	following folder:
C:\\w	/INDOWS\Applica	ation Data\Identities\{9	A1B51E0-9D94-11D5-8
	Change	0K	Cancel

4. Using your mouse cursor, select the entire path, then copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer (Explorer can be found here: Start > Programs > Accessories > Windows Explorer). Erase the "Outlook Express" from the end of the path and press the "Enter" key on your keyboard. Explorer will automatically open the folder containing your Outlook Express folder that you need to back up. .

Address C:\wINDO\wS\Application Data\Identities\{9A1B51E0-9D94-11D5-8910-F111C6BC773E}\Microsoft\Outlook Express

5. Copy and paste this folder to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk.



RESTORE

- If you have followed the steps above to backup your Outlook Express data, restoring is simple. All you do is copy the backup Outlook Express folder into the folder that you located when you initially backed up your work.
 - Keep in mind that if you overwrite your existing Outlook Express folder with your backup folder, any new data since the time of the backup will be deleted. If you have recent data that is not on the backup copy and you don't want to loose the recent data, then you can use the "Import" command to add data instead of overwriting data.
 - 1. Click on File > Import and select the type of database you will be importing. For example, if you desire to import your email messages, click "**Messages...**"



 Select the program your backup files were created from. In our example, we are simply restoring backup files from the same program and would choose "Microsoft Outlook Express 6".



3. Select the "Import mail from an OE6 store directory" option.

nport From UE6	
Specify Location	
C Import mail from an OE6 [dentity	
Main Identity	
Import mail from an OE6 store gire	sctory
Import Options	
Only import mail that was download into OE4, this option can be used	aded or created in OE6. If you are importing mail I to avoid getting duplicate messages.
	OK Cancel
lick " Browse " when a	OK Cancel Isked for a location.
lick " Browse " when a	OK Cancel
lick " Browse " when a utlook Express Import Location of Messages	OK Cancel sked for a location.
Location of Messages It was determined that your messages the conect location or you would like to new folder.	OK Cancel Isked for a location.
Click "Browse" when a utlook Express Import Location of Messages	OK Cancel asked for a location.

5. Browse to the location of your backup folder.

4.

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	Browse for Folder	? ×	
	Select the location of the e import.	e-mail messages that you want to	
	Desktop My Document My Computer My Computer Sis Floppy Docal Disk D	ts y (A:) k (C:) k (D:) ocuments ACKUP Dutlook Express	
		OK Cancel	
6.	Select "All folders" ar	nd click " Next > ".	
	Outlook Express Import Select Folders	×	
	Select the message folders that you Next' to perform the import. C <u>Selected folders</u> Deleted folders: Deleted livens Dubox Dubox Sent livens	would like to import into Outlook Express. Click	
		< Back Next > Cancel	

- When the Import Wizard completes importing your messages, click "Finish".
 For more information directly from Microsoft, click <u>here</u>.