

## **LESSON 85**

### **BACKING UP AND RESTORING OUTLOOK EXPRESS DATA**

Microsoft Outlook Express has become the defacto standard for e-mail programs. Here is everything you need to know about backing up all of your e-mail and then, if necessary, restoring it back on to your hard disk drive.

#### **BACKING UP OUTLOOK EXPRESS DATA:**

Click Start, click Find and then on Files or Folders. Now type "\*.mbx" (without the quotes) on the Named line. Now click Find.

In the resulting list, hold down the CTL key and click each folder you want to back up. You can also press and hold the CTL key and then press the A key to highlight them all. Right click anywhere on the highlighted area and choose Send To + 3 1/2 Floppy (A). Note, you can save these files to a Zip disk or even to a folder on your hard drive.

#### **RESTORE OUTLOOK EXPRESS DATA:**

Right-click on My Computer. Left click on Explore. Navigate to the folder that contains your Outlook Express \*.mbx files. You can always use Find to locate these files. Use a right-click to rename the files that you are about to overwrite when you restore from backup versions of the same file. For example, if you want to restore the Inbox folder, rename Inbox.idx to Inbox.idx.bak and the Inbox.mbx to Inbox.mbx.bak.

Now copy the backed-up \*.mbx files to the Mail folder. Delete the file Folders.nch. You have now restored your Outlook Express data. You can delete the renamed \*.mbx and \*.idx files once you are satisfied that your messages have been restored.

