

Outlook Express ADDRESS BOOK BACKUP

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Click on the blue, underlined text to go to its linked reference.



It is vital that you backup your Address Book periodically. Nothing is more costly than losing all your addresses, particularly if you've been accumulating them over a long period of time.

1. In the Outlook Express inbox, left-click on the Address Book (**Figure 1**).

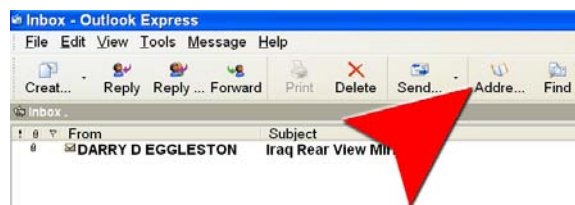


Figure 1

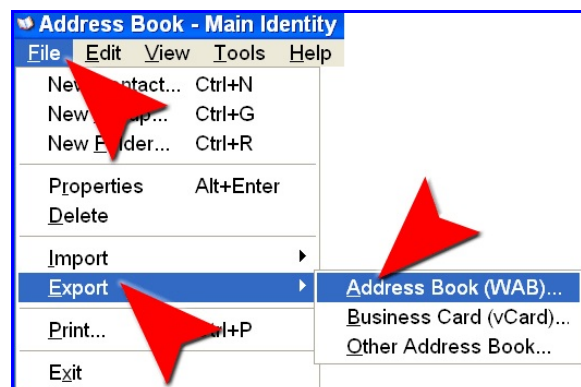


Figure 2

2. From the MenuBar, select File > Export > Address Book (WAB) (**Figure 2**).

3. Create the name (**Figure 3**):

- ❶ Ensure that you are in the "My Documents" folder.
- ❷ Type the name for the file. I have named mine "OE Address Book 051230." The 051230 = Year + Month + Day, each represented by 2-digits. My Mom would have typed the date 05-12-30.
- ❸ Left-click on "Save" button.

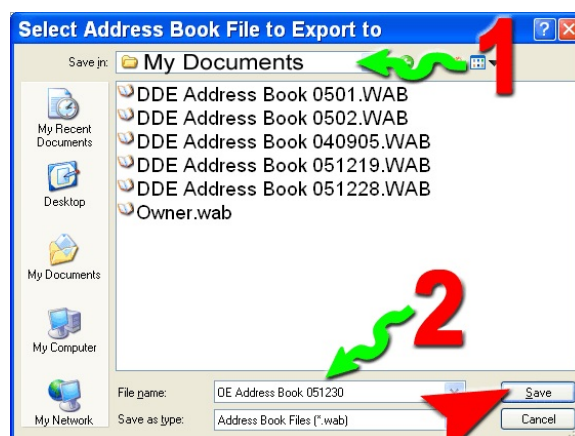


Figure 3

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4. Left-click on “OK” to confirm that your address has been saved. Note that the pop-up window shows the location of the file, “OE Address Book 051230.WAB” (Figure 4).

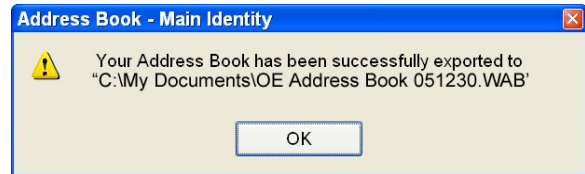


Figure 4

Make a note of the name and location of the file to ensure you remember.

