

Outlook Express BACKUP/EXPORT MESSAGES

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If you are using Outlook Express, you should back up your messages from time-to-time. I recommend doing so weekly. Here's how to do it.

1. Open Outlook Express and, from the MenuBar, select File > Export > Messages (**Figure 1**).

2. A pop-up window will appear in which you'll click the "OK" button (**Figure 2**).

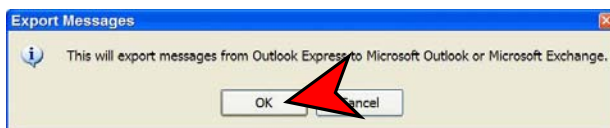


Figure 2

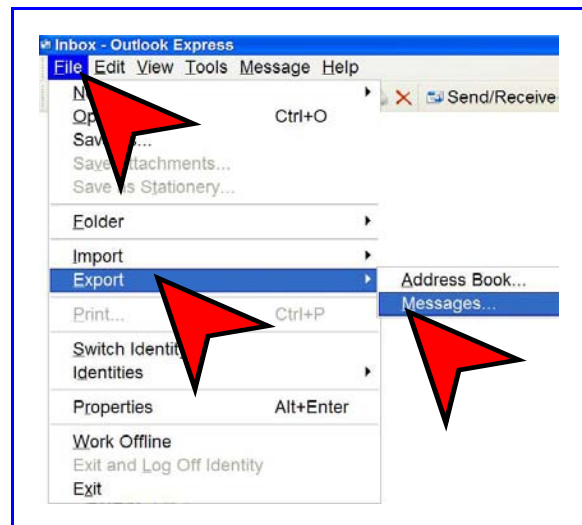


Figure 1

3. A "Choose Profile" pop-up appears. Just click "OK" button (**Figure 3**).

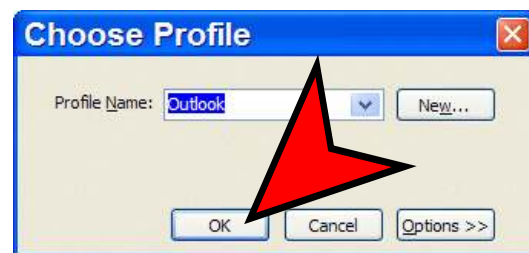


Figure 3

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4. Although you can backup selected folders, I recommend you back up ALL of your folders (**Figure 4**).

Click on the “OK” button.

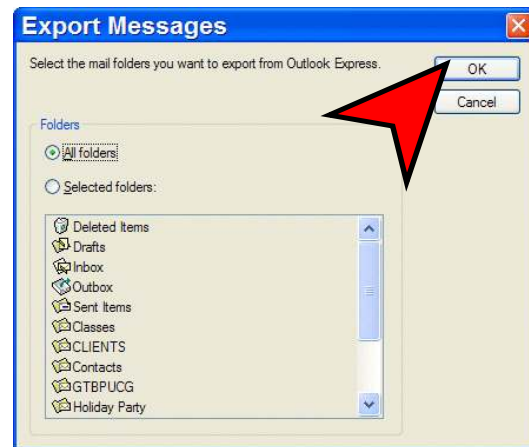


Figure 4