

## Migrating Outlook Express Email Messages to a New PC

1. **Save Messages**
2. **Save Account Settings**
3. **Save Address Book**

If you are moving your email messages from one PC to another, here's some simple instruction showing you how to save Outlook Express email messages.

- Click on the **TOOLS** Menu and select **OPTIONS**.
- Click the **MAINTENANCE** Tab and then on **Store Folder**.
- You now see the location of your Email Folder.
- Highlight the Folder Location and use **CTRL+C** to copy the location.
- Click **Cancel** twice, until you have exited all message boxes.
- Click the **Windows Start** button and then **Run**. In the open box press **CTRL+V** to paste the mail location, then click **OK**.
- You should now have a window containing your e-mail database \*.dbx files.
- From the top Menu click **EDIT** click **Select All**.
- On the top Menu again click **COPY**. Now close the window.
- Open **Windows Explorer**, click **FILE / NEW** and then **FOLDER**.
- Type a name for the folder and press **ENTER**.
- **Double click** the Folder you just created to open it. From the **EDIT** Menu select **PASTE**. Close the window.

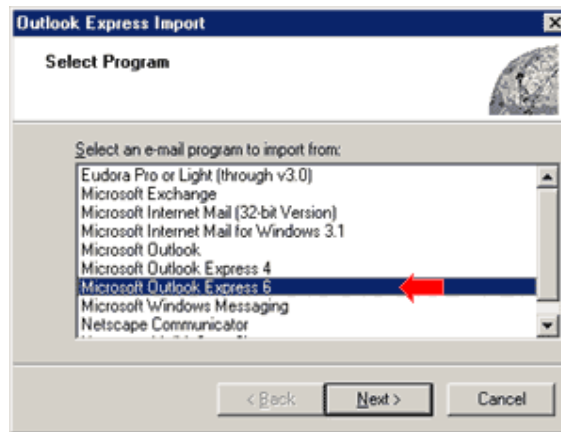
You have now backed up your email messages.

## Importing Outlook Express Messages To The New PC

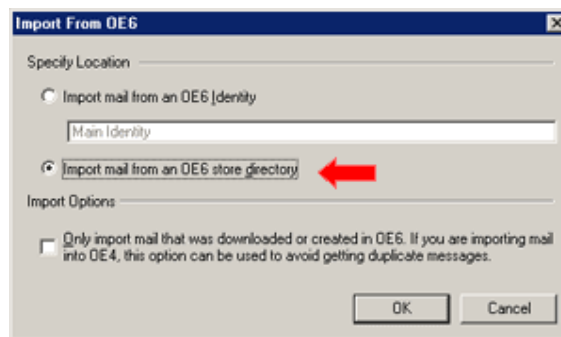
Before you start importing your email messages, make sure you have no other windows open, especially Windows Explorer.

Open Outlook Express.

Select **File - Import - Messages** . Select **Microsoft Outlook Express Version 5 or 6**. Click **Next**.



Select "import mail from a (OE5 or OE6, depends on your version) Store Directory". Click **OK**,



Browse to the folder containing the backup files you created earlier, click **next**, the rest is up to you which folders you wish to import.

Not selecting a Store Directory will result in an error something like this. "No messages can be found in this folder or another application is running that has the required files open.

There are three main reasons why you can get this message:-

1. You have not turned off 'Read Only' on the .dbx files.
2. Your folder does not contain a file called Folders.dbx or the file is corrupt."

## Migrating Outlook Express Account Settings

- Open Outlook Express.
- Go to **Tools / Accounts**.
- Select the account you wish to save and then click the 'export' button on the right hand side and pick where you wish to save it. The file will be saved as \*.iaf.

Save these files to a CD or floppy so you can move them to the new PC.

- **To import your email accounts into the new PC**, open Outlook Express.
- Go to **Tools - Accounts** and this time click the 'Import' button, browse to where you have them, click the file, the click 'Open' and all your account details have been restored.

## Migrating Outlook Express Address Book

- Open Outlook Express
- In '**File Menu**' click '**Export**' then click '**Address Book**'
- Click **Text File (Comma Separated Values)**, and then click **Export**
- Click the '**Browse**' button and select where you want to save the file
- Type in a name for your Address Book and click '**Save**'
- Click '**Next**' and check the boxes to select the fields you want to export (the default values will usually work perfectly well for most users)
- Click '**Finish**'

You have now backed up your Address Book

### Importing the address book to the new PC

This way is more reliable than just copying the address book \*.wab file.

- In '**File Menu**' click '**Import**' then click '**Other Address Book**'
- Click "**Text File (Comma Separated Values)**" and then click **Import**
- Click '**Browse**' to go to the location where you saved your book
- Click the \*.csv address book file that you exported earlier
- Click '**Open**' and then **Next**
- Use the default address fields in the "Map the fields you wish to import" box and then click '**Finish**'
- If you receive a message "Would you like to replace the existing entry with the import entry?," click **Yes To All** to replace all duplicate entries
- Close Outlook Express to finish.