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## ***How to Backup Outlook Express E-mails to a Flash Drive***

### **General Information:**

This guide will show you how to backup the Outlook Express data files that make up your e-mails to a Flash Drive or other form of Storage (for example another Hard Drive or Server.) The guide is not 100% fool-proof as there are many variables that can make the process slightly different.

This guide was written using Microsoft® Outlook Express® 6, but the process should be the same for most versions of Outlook Express.

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.

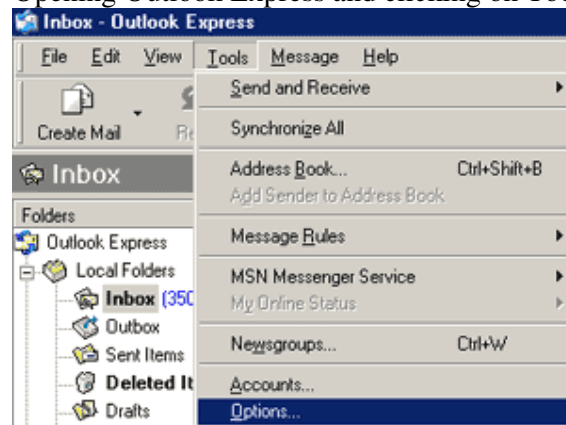
Microsoft Outlook Express stores your email in a single folder. Within this folder there are individual database files (\*.dbx) for each folder contained in Outlook Express. For example, there will be an Inbox.dbx, an Outbox.dbx, a Sent Items and a variety of others including any new folders that you have created (if you created a "Friends" folder there will be a corresponding Friends.dbx file).

The hard part is locating the files

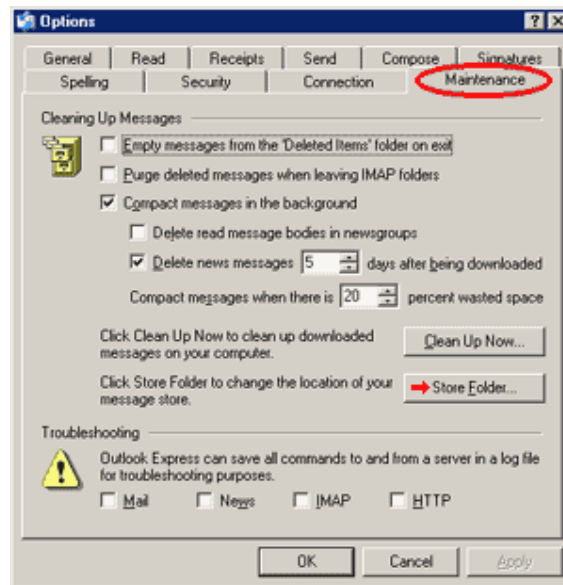
### **Process:**

You can locate the folder containing these files by:

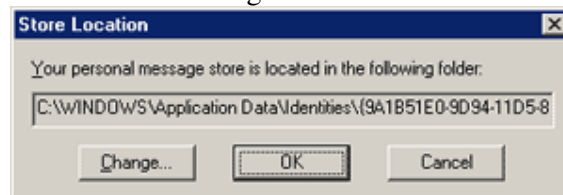
1. Opening Outlook Express and clicking on Tools > Options.



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



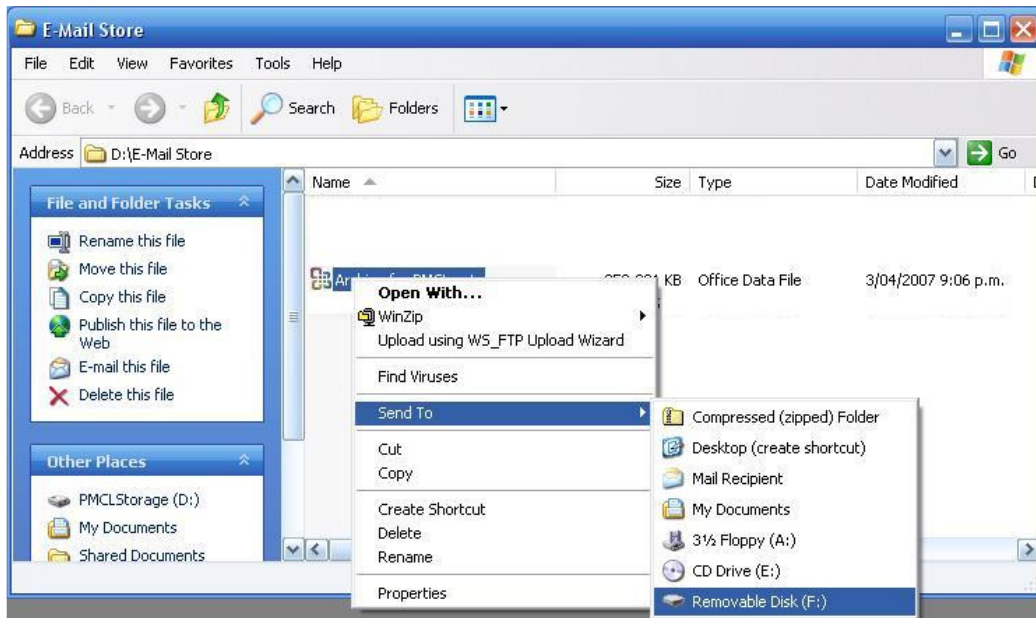
- You will be presented with a "Store Location" window displaying the path to the folder containing the database files.



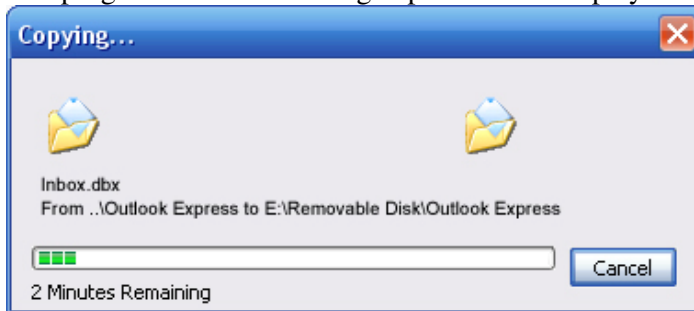
- Using your mouse cursor, select the entire path, then copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer (Explorer can be found here: Start > Programs > Accessories > Windows Explorer). Erase the "Outlook Express" from the end of the path and press the "Enter" key on your keyboard.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



5. Right click the data file and select SEND TO and then select “Removable Disk” (or choose some other suitable location.)



The progress of the data being copied will be displayed until the process is complete.



Once completed, you'll have a full backup on your Flash Drive.