

## **MOVING OUTLOOK EXPRESS EMAILS FROM ONE PC TO ANOTHER**

This process is fairly straight-forward but you need to take care and watch what you are doing.

In this explanation, the old PC is referred to as PC 1 and the new PC as PC 2.

1. On PC 2, you need to find out where your email is stored. Go to **TOOLS>OPTIONS>MAINTENANCE** and then click on **STORE FOLDER**.
2. Copy and paste this location to a notepad file – you will need it later.
3. On PC 1, find your emails in the same way, and using Windows Explorer, navigate to that location. Copy the entire folder onto an external hard drive, and then paste it into a location on PC 2. **DON'T DELETE COMPLETELY FROM PC 1 AT THIS POINT.**
4. I recommend that this location is on a second partition or second hard drive if you have it. This will prevent data being lost if you have to reformat your system drive. If you don't have that, paste it to a location you can find easily. I named the folder "email store".
5. On PC 2, go back to OE and **TOOLS>OPTIONS>MAINTENANCE** and then click on **STORE FOLDER** and then change the store folder to the folder where you have just pasted all your email from PC 1. When it asks if you want to move your existing email, select **NO**.
6. You will then need to close and reopen OE, and when you do, you should see the email from PC 1 with all the folders from PC1.
7. Now you need to import any email that is on PC 2 in the old store location. In OE, create a new folder called something like "imported mail" and select that folder. Then go to **FILE>IMPORT>MESSAGES**, select outlook express 6 and browse to the old store location. Select what you want to import and follow the process through and the mail will be imported.
8. You also need to copy your address book over. On PC 1 Open your address book, and then click on **HELP** and **ABOUT**. You will see the location of your address book. It is this file you need to copy to PC 2.
9. On PC 2, open your address book and then **FILE>IMPORT>ADDRESS BOOK** and find the file you have just copied from PC 1. Click to finish and you will see your old address book entries being imported.
10. This process will not import all your blocked senders and rules or any account information from PC 1. There is however software to use both to backup this information and to transfer it to PC2. I use ABF Outlook Express Backup available from <http://www.abf-soft.com/outlook-express-backup.shtml> for \$30.
11. I recommend you use a program like this to backup your settings and accounts regularly. You can also use it to back up your address book and

messages automatically. Any program that copies the folder where your email is stored though is sufficient to back up your mail (but not your accounts and settings).

12. There are various things you need to do to keep Outlook Express running smoothly, the main ones being to not store everything in the "inbox" as this can get corrupted, and to make sure to regularly compact all folders. You will get prompted to do this automatically every 100 occurrences of closing Outlook Express.

*The author accepts no liability for things going wrong as a result of following these instructions.*