



Coffee Break

Question on Software or Operating system.

BACKUP YOUR EMAIL ADDRESS BOOK.

Whether you want to backup your addresses for safe keeping or upgrade your entire system. How to import and export address books in Outlook Express are covered below.

1 Open 'Outlook Express'

2 Select [File]

3 Choose [Export]

4 Click [Address Book]

5 Select Text File (Comma Separated Values) as the export format.

6 Click [Export]

7 Give your backup copy a meaningful name.

8 Choose Folder For Save.

9 Click [Next]

10 Select the fields you want to include in your backup.

11 Finally, select Finish.

How to Import an address book.

File: Import:
Other Address Book.

Select, Text File (Comma Separated Values)

Use the Browse... button. To find your address book

Click the file then click [Open]

Open your address book and go to "File", "Import" and click "Other Address Book..."

Select your appropriate file type and select "Import"

Select "Browse ..." and find the exported Address Book.

Select "Open" to open your address book.

Select "Next"

Check off the fields you wish to import. When you are ready, click "Finish"