

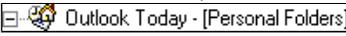
→MICROSOFT OUTLOOK 2003←

BACKUP

- The following procedures are **valid only** for **Outlook with Internet Mail Only** option. You can determine this by opening Outlook and clicking on Help > About Microsoft Outlook.

Microsoft® Outlook® 2000 SR-1 (9.0.0.4527)
Internet Mail Only - Security Update

- The Personal Folder file (.pst / PST) is the place where Outlook stores its data (when you're using Outlook without Microsoft® Exchange Server). Each Personal Folder file contains all of your Outlook folders, including the Inbox, Calendar, and Contacts. You may have a single .pst file (usually called "Internet Folders" or "Personal Folders" in your Folder List), and you may also have an additional .pst file that you use to archive messages (named "Archive Folders"). By backing up these PST files you will be backing up all your Outlook information . The hard part is locating the files...
- You can find the location of this file by:

- Right-clicking on the Outlook Today icon  found in your Outlook shortcuts, or the Outlook Today icon  found in your folder list and then left-click "Properties".
- Once the Properties dialog box is displayed, click the "Advanced" button.



- The "Path...", shown below by the red arrow, indicates where your Personal Folder file can be found.

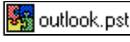


- Write this path down and navigate to the designated folder (Outlook in this example)

OR

use your mouse cursor to copy (CTRL + C) and paste (CTRL + V) the path into Windows Explorer. Then, delete the "outlook.pst" at the end of the path and press the "Enter" key on your keyboard. Explorer will automatically open the folder containing your Personal Folder.



- Within the folder you should find an outlook.pst file . Copy and paste this file to a Zip disk or other backup source. It will probably be too large to copy to a floppy disk. If you archive your email, be sure to backup the archive.pst file as well.
- The table below lists key Outlook files that you may want to backup in addition to your Personal Folder(s). You will need to completely exit Outlook prior to copying these files. Depending upon your configuration some or all of these files may be present in your Outlook directory.

Type of File	Name or Extension
Personal Folders	.pst files
Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files

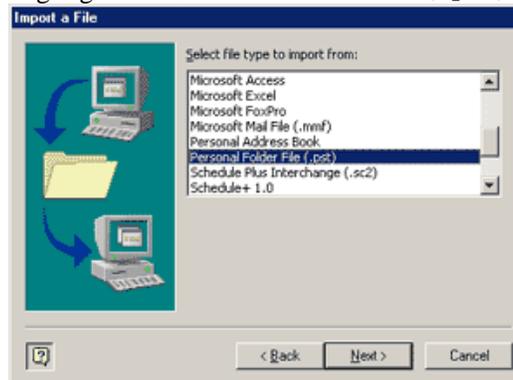
Stores a reference to which extensions (addins) you have loaded. extend.dat files

RESTORE

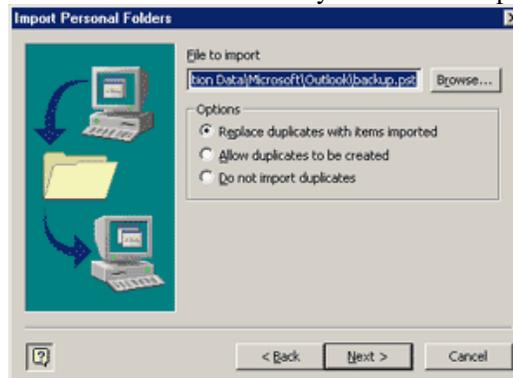
- If you have followed the steps above to backup your Outlook data, restoring is simple. All you do is copy the backup PST file(s) into the folder that you located when you initially backed up your work.
- Keep in mind that if you overwrite your existing PST file with your backup PST file, any new data since the time of the backup will be deleted. If you have recent data that is not on the backup copy of your PST file and you don't want to lose the recent data, then you can use the "Import" command to add data instead of overwriting data.
 1. Click on File > Import and Export...
 2. Highlight "Import from another program or file" and click "Next>".



3. Highlight "Personal Folder File (.pst)" and click "Next>".



4. Browse to the PST file that you desire to import, and click "Next>".



5. If needed, repeat the process for other PST files such as your archive.pst.