

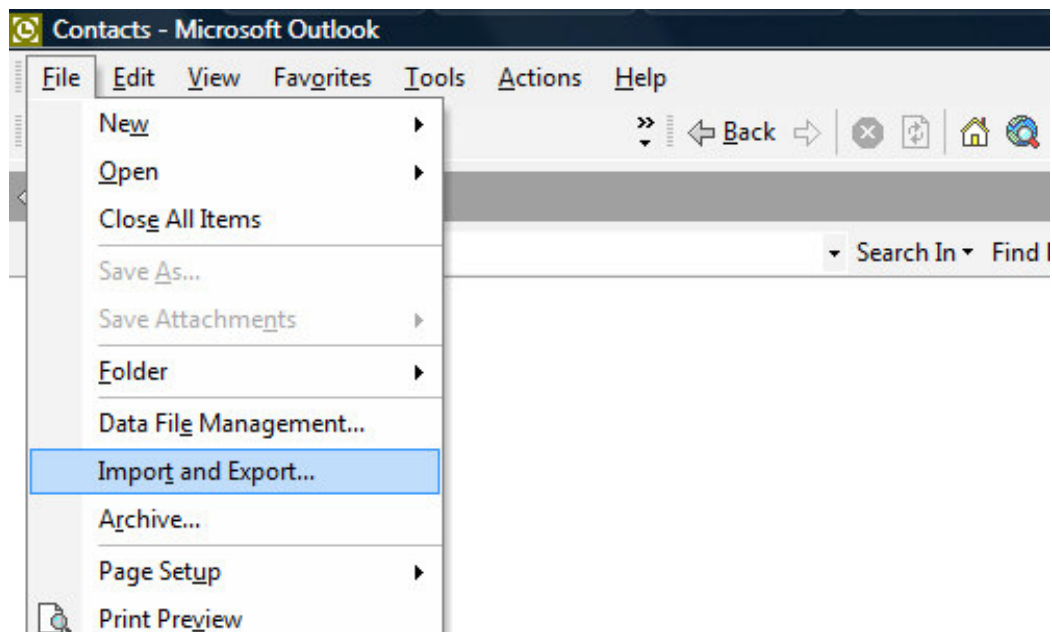
Backup Outlook Contacts

The most valuable folder in your Outlook program is the Contacts list. It will contain hundreds or even thousands of entries; names, email, notes, telephone numbers etc. If you lose it you will not even know what you have lost.

Emails are also important but 90 percent will be trivial and out of date. The other ten percent will contain information that is important. If your copy of the email is lost it is not necessarily a total disaster as other copies exist, they will be retained by the person who sent it to you or retained by the person you sent it to.

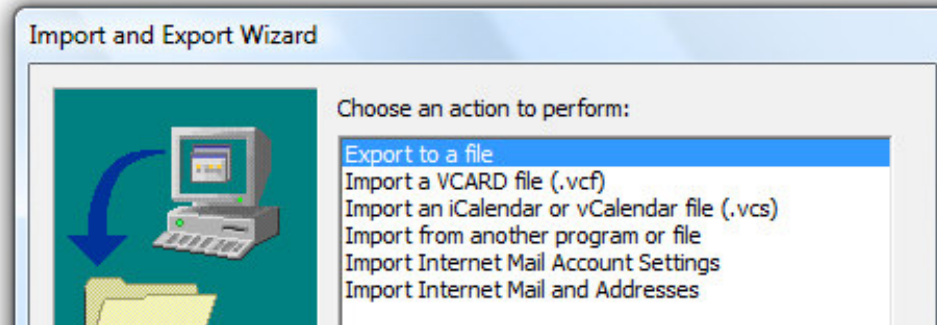
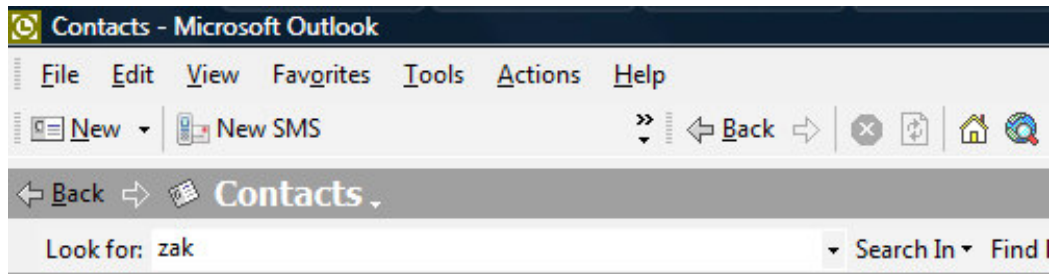
Backing up you contact list is easy and takes a couple of minutes which is nothing if you think how long it will take to re-create you contact list ... hours or days.

These are the steps, you will need to press 'Next' etc to continue to the next part of the process or Wizard as Microsoft tend to refer to these sorts of things.



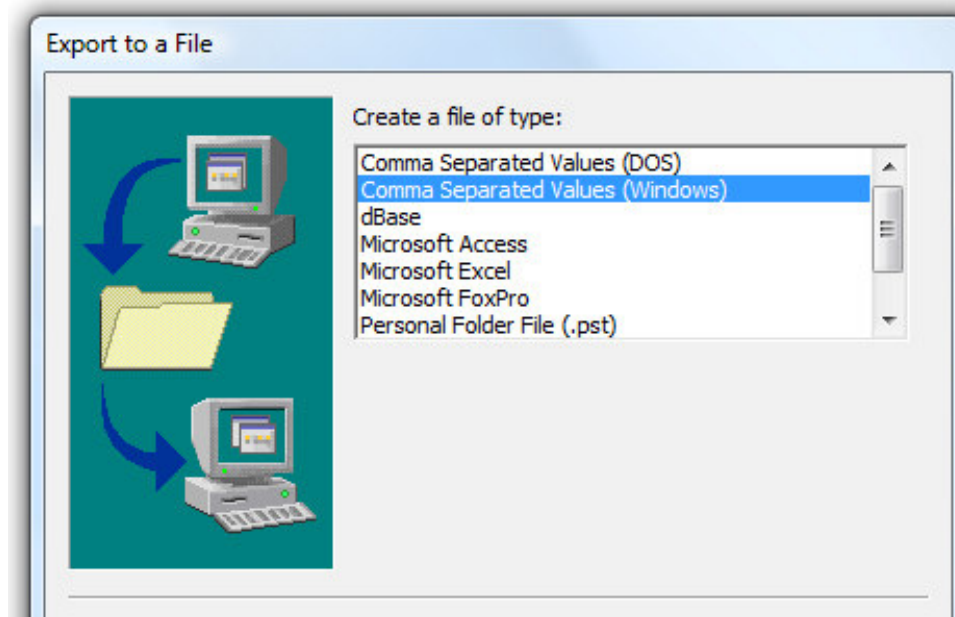
Select File then 'Import and Export'. We will be exporting, but the terminology is misleading, it is really 'exporting a copy'; the original data will remain in the contacts list.

Next select the 'export to a file' option as below.

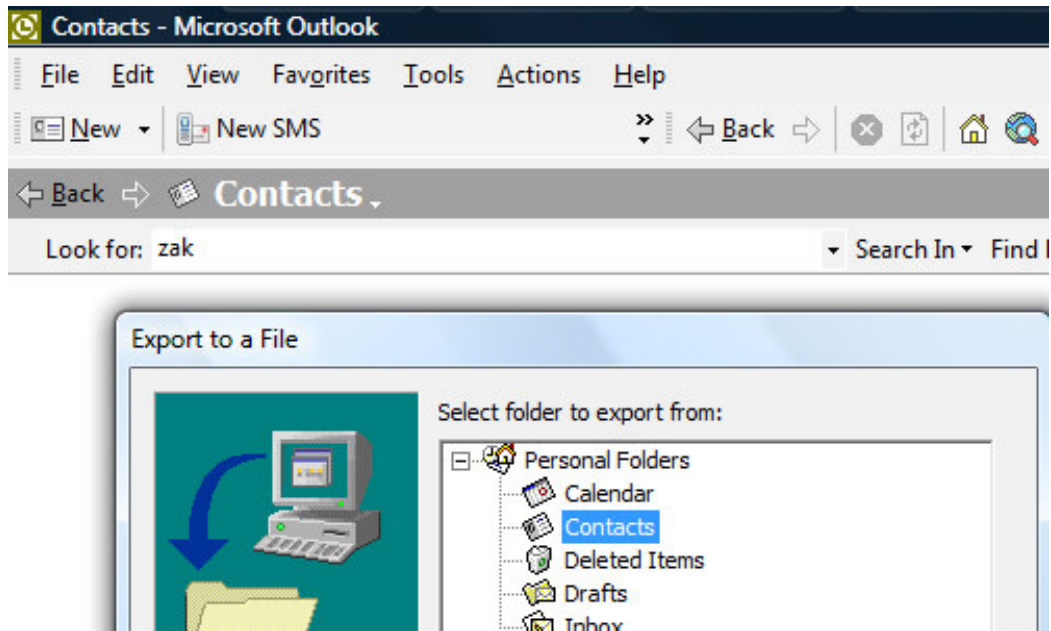


There are some different exporting options. The one we want is a csv or 'Comma Separated Values'. There are a number of reasons for choosing this option. Firstly we are using Windows but secondly a csv file can be opened with different programs, including Excel and thirdly csv is a common format for loading or re-loading data.

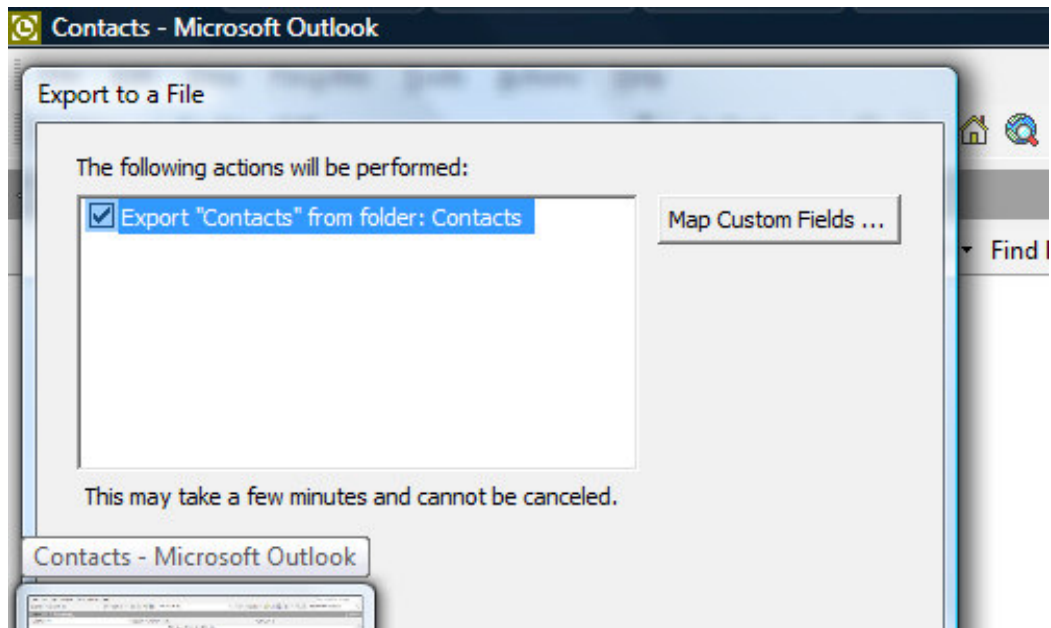
Select 'Comma Separated Values (Windows)' as below.



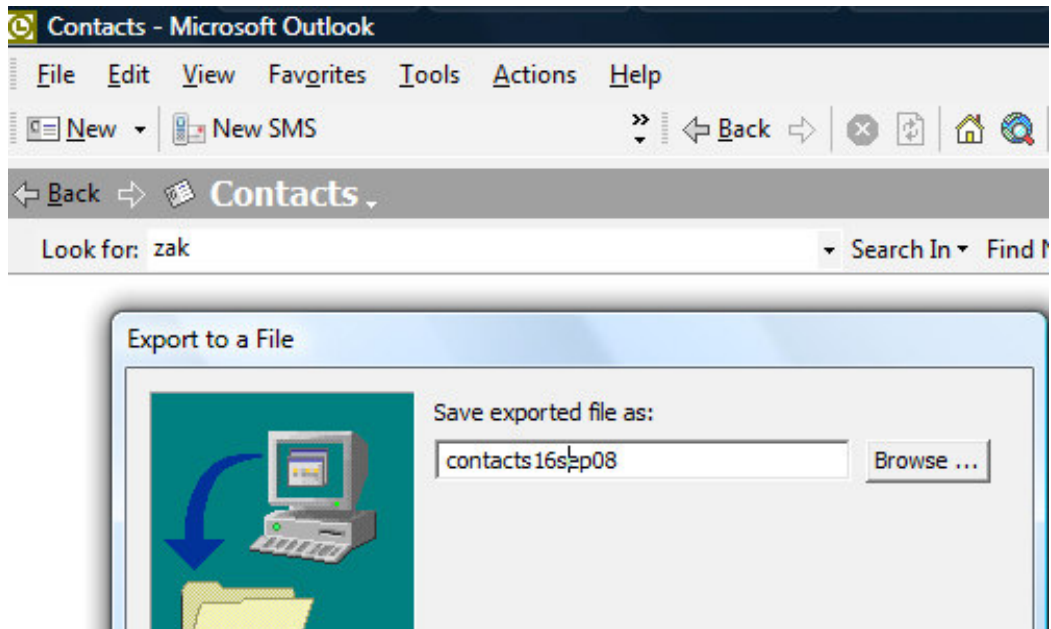
Now select the folder or folder to export. We will just export Contacts. You may want to backup other files and use this process to export Tasks, Notes etc. Select Contacts as below.



The following screen confirms what you are about to do. Do NOT 'Map Custom Fields' unless you know what you are doing.



The export file needs a name. You can use the 'Browse' to find the desktop and enter a file name such as 'contacts16sep08' as below.



When you start the process do not interrupt it. It only takes a couple of minutes and you will then have a file, in this case contacts16sep08.csv that contains all of the contacts information.

You can have a look at it using excel if you wish.

Now save the file to some other media; for example a memory stick so that the file can be stored off site and away from your PC.

You may wish to apply a Password to the file to prevent unauthorised access but that will be part of a different topic.