

# Backing up your Address Book in Vista and XP.

Prepared by Peggy.

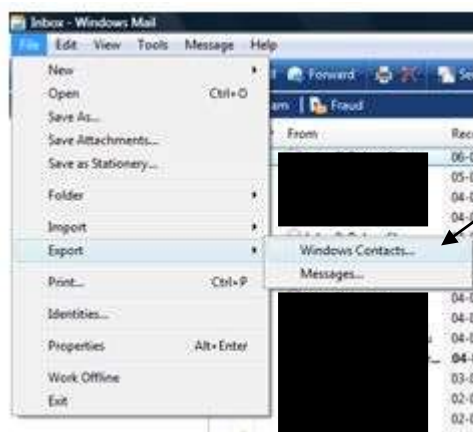
Ever wondered what would happen if your computer crashed and you lost your Address Book? Well to avoid that lets back-it-up to a USB, or a CD. Or some other outside device.

Using Vista. (XP is below just scroll down)

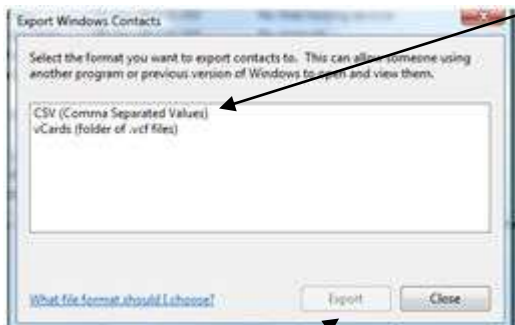
Insert a USB Flash drive or some other device to your computer.

Open Windows Mail.

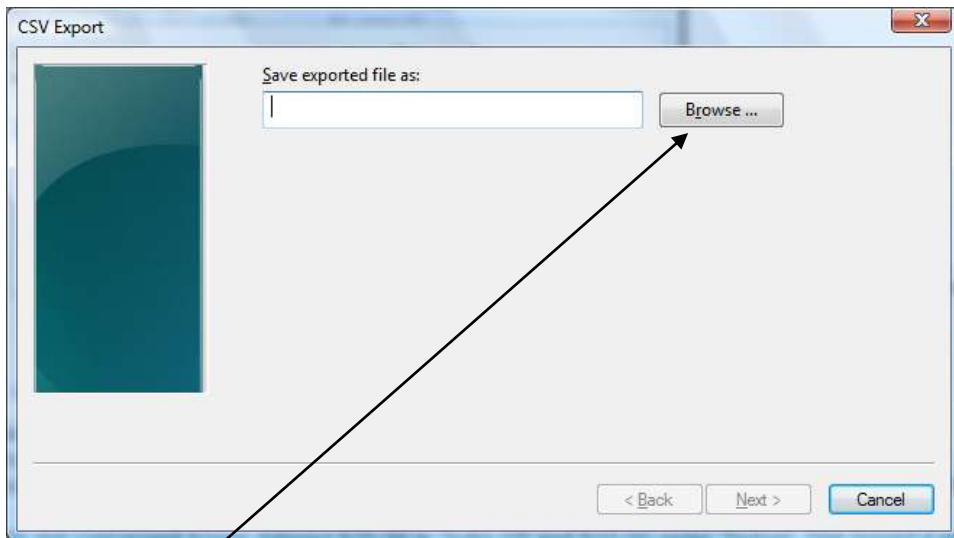
Click File in the tool bar, come down to Export and click Windows Contacts



You will see the Window below. Click on the CSV (Comma Separated Values)



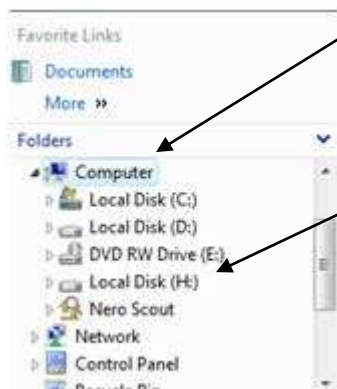
Click Export



Click browse. A new screen will appear.

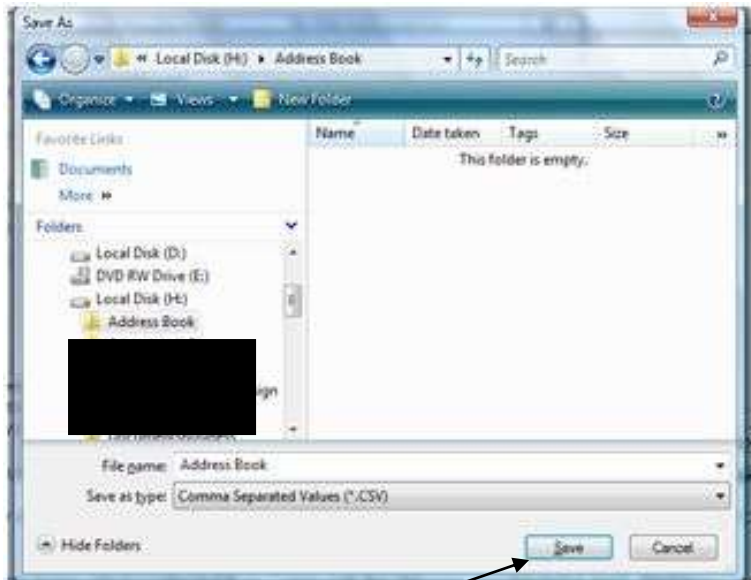
On the left hand side of your screen locate Computer.

Click Computer to open and see the Drives. Locate the Flash Drive. (Mine is (H:))



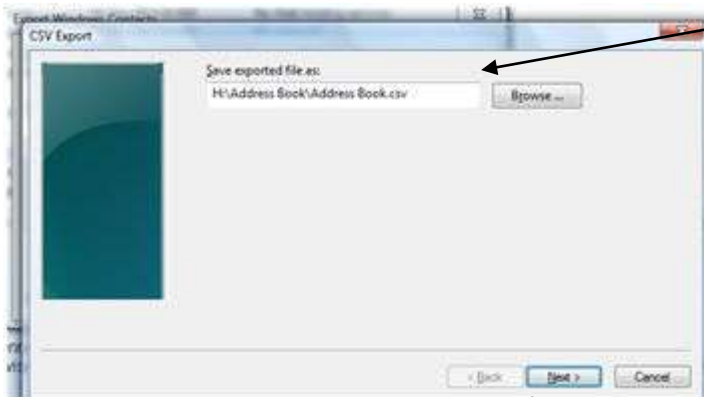
Click the Drive and click the Folder to save your Address Book in. (You may need to make a new folder).

You should now have a Window which looks like the one below.



Click Save.

You will be returned to a previous Window showing where the Address Book is being saved.



Click Next

In the next Window you can select all the details you wish to transfer by clicking in the boxes.

Click Finish.

Now we will open the Flash Drive and find our files.

Click Start/Computer.

Double click the Flash Drive.

Your address book folder should be showing. Double click the folder and double click the file.

You should open a Microsoft Excel Spreadsheet containing all the names and email addresses in your address book.

For those of you who do not have Microsoft Excel, the file will open in Open Office if you have this on your computer.

Once you have located the file: follow the instructions below to open in Open Office.

Right click on the file/ choose Open With / Click scalc. (This is the spreadsheet program in Open Office). It will take a few moments to open.

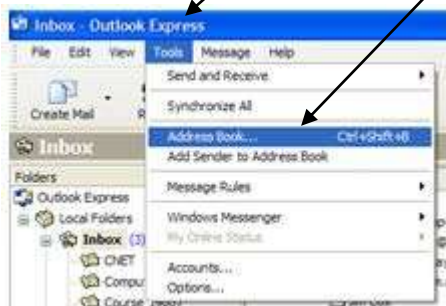
Good Luck, Prepared by Peggy

## Now for XP.

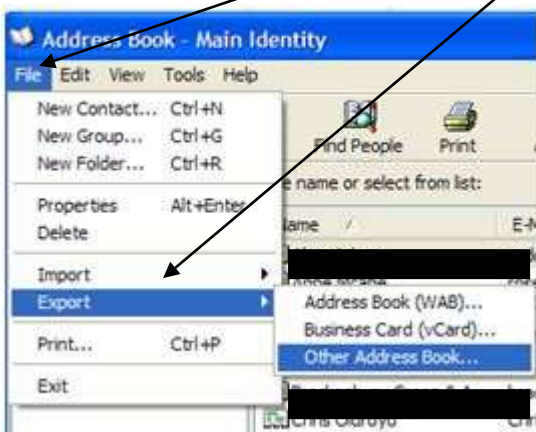
Saving the Address Book in XP.

Open Outlook Express

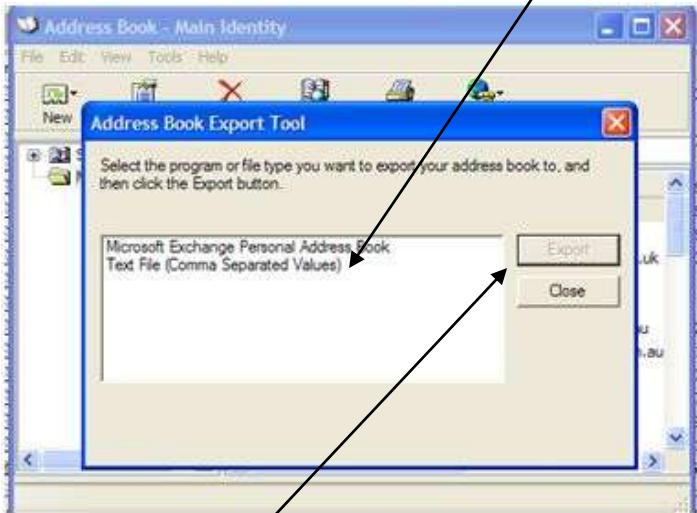
On the Toolbar Select Tools / Address Book



In the Address Book window Choose File/ Export/Other Address Book



In the Window which appears Choose Text File (Comma Separated Values) as the export format

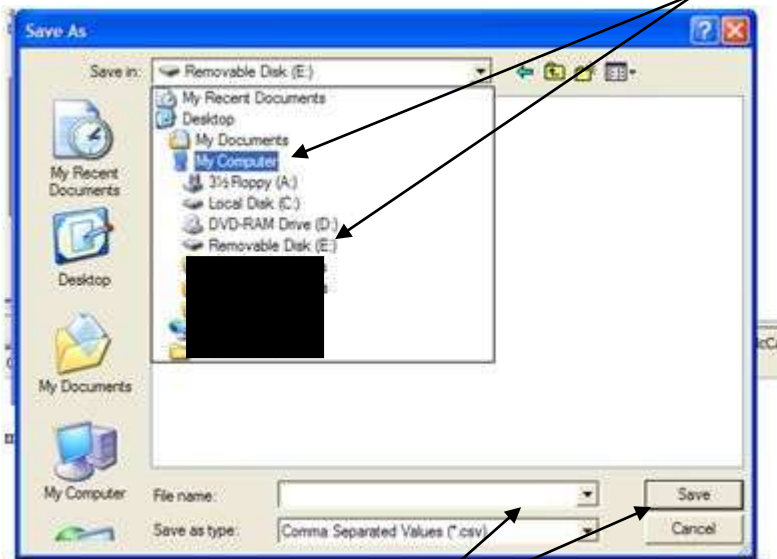


Click Export

Click the Browse button to locate the folder where you wish to send a copy of your Address Book.

If you wish to save to a Flash Drive or other outside device, then find My Computer and click the drive where the folder is to go.

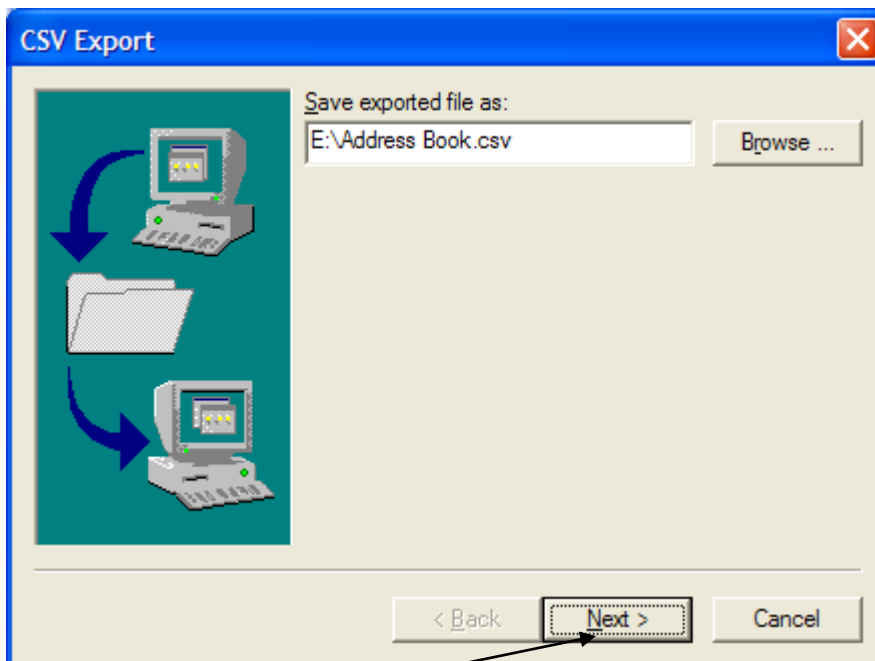
I have chosen to save mine to a flash drive which is Drive E



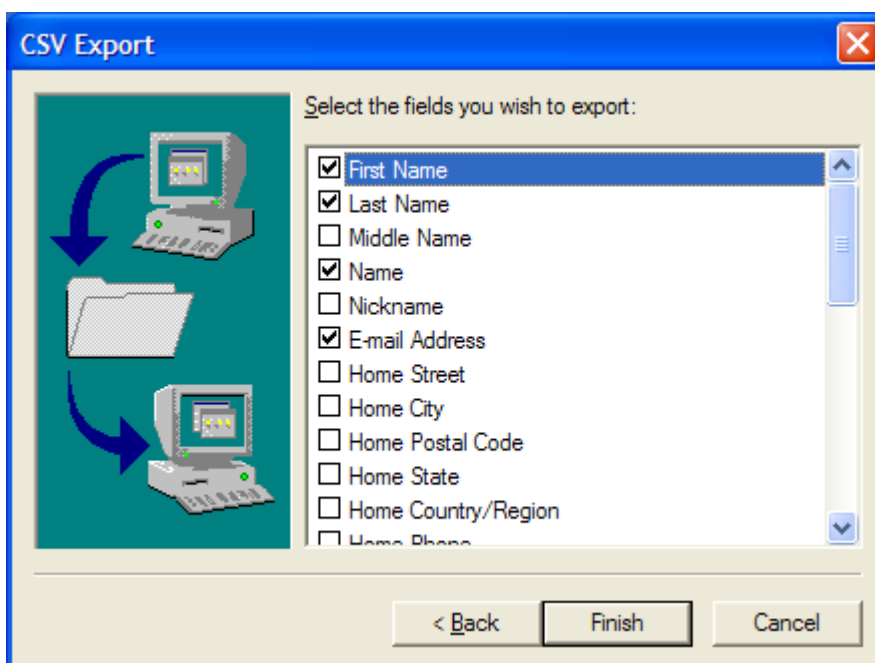
Give your folder a name.

Click Save.

You will be returned to the Export Window, showing the Drive where the Address book will be placed.



Click Next



Here you can select what information you wish to export.

Click Finish Click O.K.

Close everything down.

Now Open the Drive where you placed your folder. Locate the folder and hopefully the copy of the Address Book.

It will come up in Microsoft Excel.

For those of you who do not have Microsoft Excel but have Open Office, Right Click the Address Book Icon.

Click Open With and choose scalc. This is the spreadsheet program in Open Office. It will take a few moments to convert and open.

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