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CTRL+C to copy the location. Click Cancel, and then click Cancel again to close the dialog box. Click Start, and then click Run. In the Open box, press CTRL+V, and then click OK. On the Edit menu, click Select All. On the Edit menu, click Copy, and then close the window. Right-click any empty space on your desktop, click New, and then click Folder. Type mail backup for the folder name, and then press ENTER. Double-click the Mail Backup folder to open it. On the Edit menu, click Paste. Close the Mail Backup window.

**Export the Address Book to a File:**
NOTE: This step is very important when multiple Identities are in use. A .WAB (Windows Address Book) file is used by Outlook Express 5.x and 6.0 versions, even if multiple Identities are used. The individual data for each Identity is stored in a folder, by user name, within the .WAB file in use.

Exporting this data, while logged in to a specific Identity, is the only means of segregating the Address Book data. If the .WAB file becomes dissociated from the user Identities, the data can only be exported in total - not folder by folder.

Another reason to export the .WAB file to a .csv file is that if the .WAB file is shared with Microsoft Outlook, the addresses are stored in the *.pst file in Outlook. When you export the file from the Outlook Express File menu to a *.csv file it exports the correct contacts. If the Address Book is shared with Microsoft Outlook, you are not able to export from within the Address Book on the File menu. This option is dimmed or not available.

To export your Outlook Express address book: On the File menu, click Export, and then click Address Book. Click Text File (Comma Separated Values), and then click Export.

Click Browse. Locate the Mail Backup folder that you created. In the File Name box, type address book backup, and then click Save. Click Next. Click to select the check boxes for the fields that you want to export, and then click Finish. Click OK and then click Close.

**Export the Mail Account to a File:**
To make a backup copy of your Outlook Express mail account: On the Tools menu, click Accounts. On the Mail tab, click the mail account that you want to export, and then click Export. In the Save In box, locate the Mail Backup folder on your desktop, and then click Save. Repeat these steps for each mail account that you want to export.
Click Close.

That should help. Now everything should be backed up for your email program, if you use Outlook Express. You can do the same for Eudora or Netscape, however you will have to look online for these instructions as I am running out of room. So until next month, happy computing!

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