

# BACK UP YOUR ADDRESS BOOK TO AN EXTERNAL MEDIUM FOR SAFE KEEPING

Beginners Kaffee Klatch  
Presented by: Bill Wilkinson  
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Over the course of several months, most E-mail users tend to amass a fairly impressive collection of E-mail addresses in their electronic **Address Book**, organized, perhaps, in tidy folders for quick and easy reference. If you lost these, it wouldn't be the end of the world, but it sure would take a while to re-create that whole list just the way you like it. So take 30 seconds from time to time (perhaps immediately after you make a new entry to your address book) and back up your **Address Book**.

Follow these easy steps if you use **Outlook Express**:

1. Insert a thumb drive, aka flash drive, in one of your USB ports. (The prices for these little critters have fallen dramatically during the last couple years and every computer user should invest in one or two!)
2. Open your Outlook Express program.
3. Go to the Tool Bar and click on **Addresses**.
4. After the Address Book dialogue box opens, click on **File**.
5. Go to **Export** and then over to **Address Book (wab)**.
6. The **Save In** dialogue box will appear.
7. Click on the down arrow to the right of the **Save in:** box and then left click on your thumb drive.
8. In the File name box near the bottom of the window, type **Address Book**.
9. Now click **Save** and a copy of your current address book will be saved to your thumb drive.
10. Close your Address Book and Outlook Express.
11. Then remove the thumb drive from your USB port and store it in a location away from your computer. Note that the name of the file is: **address book.wab**.
12. If your hard drive fails, you will be able to **IMPORT** your address book file back to your Outlook Express program on the new drive.

Notes:

- ◆ If you don't have a thumb drive, you can export your Address Book to a CD-R (recordable) or CD-RW (rewritable) by using the procedures listed

above. Windows XP has a user-friendly “plain vanilla” CD burner application that comes with the operating system. This application will be demonstrated during the BKK presentation.

- ◆ If your computer has a second hard drive (internal or external), you may wish to consider one of them as an additional option for storing your Address Book and other types of important personal data.