# How to Export (Backup) Windows Mail Messages in Vista

To be safe you might want to backup your messages in Windows Mail before copying them to an external flash/hard drive. So if you want to back up messages to an external drive, you first have to backup to a temporary folder on your computer, and then copy this folder to an external drive. There is a known bug in Vista that does not allow to backup directly to an empty folder on an external drive.

### **Backup Messages**

**1. Create a new empty folder** at the location you want to backup your Windows Mail messages to. **NOTE:** *For example, create a new empty folder named* **Mail Backup** *at* **C:\Users\(user name)\Desktop**.

- 2. Open Windows Mail.
- 3. Click on File and then Export and Messages.

File	Edit View Tools	Message He	lp			
	New	÷.		Forward	ėχ	📑 Send/Receive
	Open	Ctrl+0	10	From	1	Subject
	Save As		1-	Cher		Subject
	Save Attachments			Micros	oft Windo	Welcome to Win
	Save as Stationery	ave as Stationery				
	Folder	۲				
	Import	×.				
	Export	×		Windows	Contacts	
	Print	Ctrl+P	_	Messages	🔈	
	Identities					

4. Click on Microsoft Windows Mail and click Next.

Windo	ws Mail Export				
Se	lect Program				
	Select the format you want to export e-mail to.				
	Microsoft Exchange				
	Microsoft Windows Mail				
	Lag				

#### 5. Click on Browse.

**WARNING:** You will only be able to Export into a selected **empty folder**.

Location of Messages	
Please select a folder to store the exported messages:	
	Browse
	< Back Next >

**6.** Navigate to the location of your empty new folder (step 1) and highlight the folder, then click on **Select Folder**.

**7.** Make sure the **Export To location** is correct and click on **Next**.

Location of Messages	
Please select a folder to store the exported messages:	
C:\Users\vistageek\Desktop\Mail Backup	Browse
	< Back Next >

**8.** You can choose to backup all folders (select **All folders**), or select **Selected folders**, hold the Ctrl key and click each folder you want to backup. After you are done, click on **Next**.

elect Folders	
Select the message folders that you would like to export to perform the export.	Windows Mail. Click 'Next' to
All folders	
Selected folders:	
Local Folders  Deleted Items  Drafts  Outbox Sent Item Junk E-mail	
	< Back Next >

#### 9. Click on Finish.

**NOTE:** Your messages have been exported to the selected location from step 1 and 6 above. You can save this exported folder to a CD or external drive to backup or use to transfer to another computer. If you cannot copy the exported folder for some reason, then place the exported folder in a ZIP file first and try again.

Export Complete	
Your messages were exported in Windows Mail format.	
	< Back Finish

## **Restore Messages**

If you need to restore the Messages, it is a simple import process.

File	Edit View Tools	Message H	Help				
	New	I	e ii	🙀 Forward	₩×	📑 Send/Receive	
	Open	Ctrl+0	Te			Subject	
	Save As			P.	10		Subject
	Save Attachments						
	Save as Stationery						
	Folder	l	•				
	Import	I		Windows C	ontacts		
	Export		Messages				
	Print	Ctrl+P		Mail Account Settin	int Settings. unt Setting	gs	
	Identities		T				
	Properties	Alt+Enter					
	Work Offline						

Just follow the import wizard and point it to the backed up message files.