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.
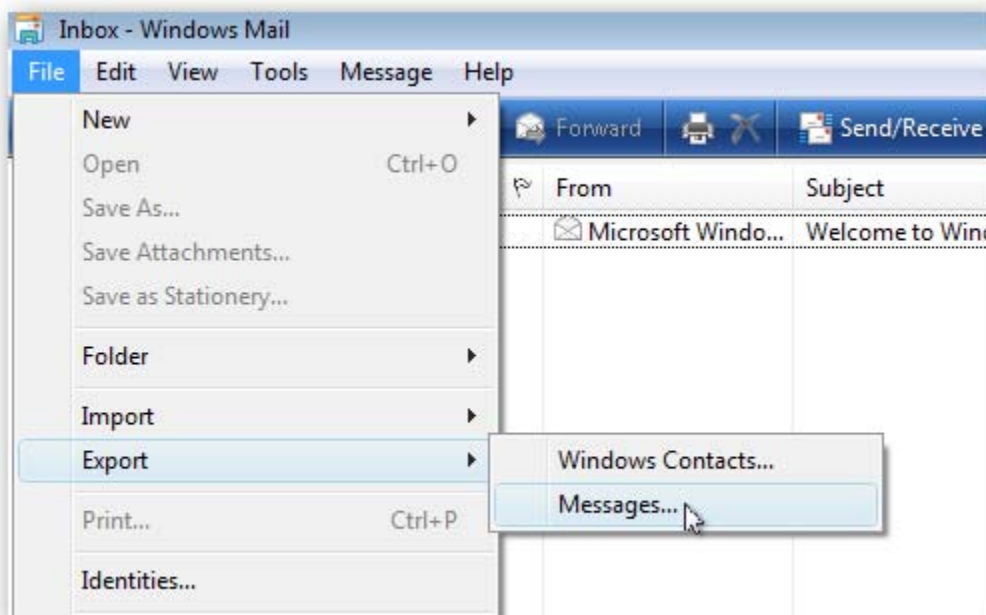
Backup Messages

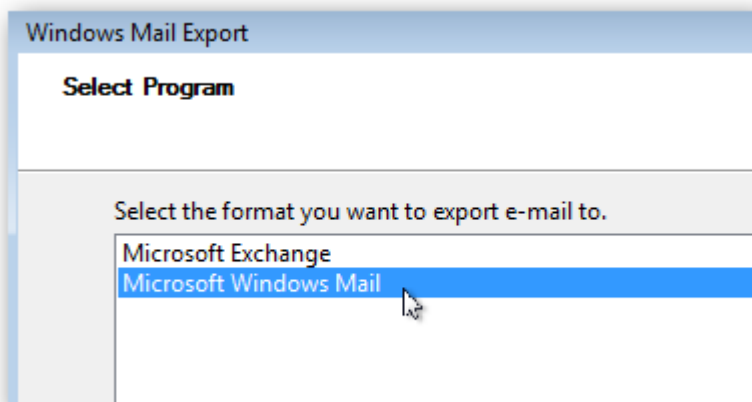**1. Create a new empty folder** at the location you want to backup your Windows Mail messages to.
NOTE: *For example, create a new empty folder named **Mail Backup** at **C:\Users\(user name)\Desktop***.

2. Open Windows Mail.

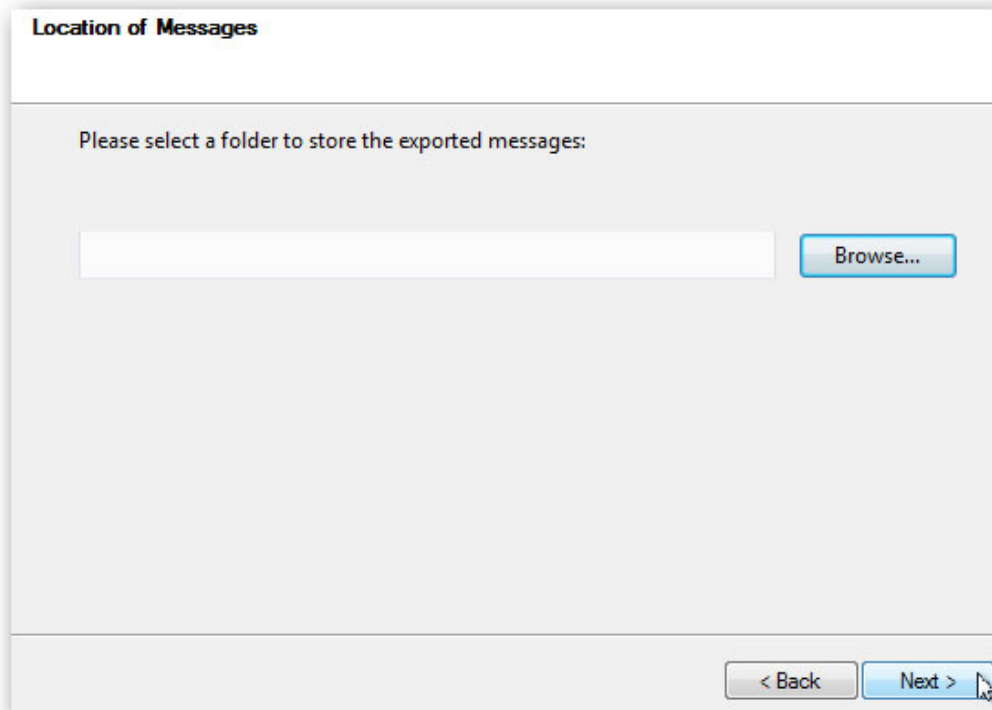**3.** Click on **File** and then **Export** and **Messages**.

4. Click on **Microsoft Windows Mail** and click **Next**.

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

Location of Messages

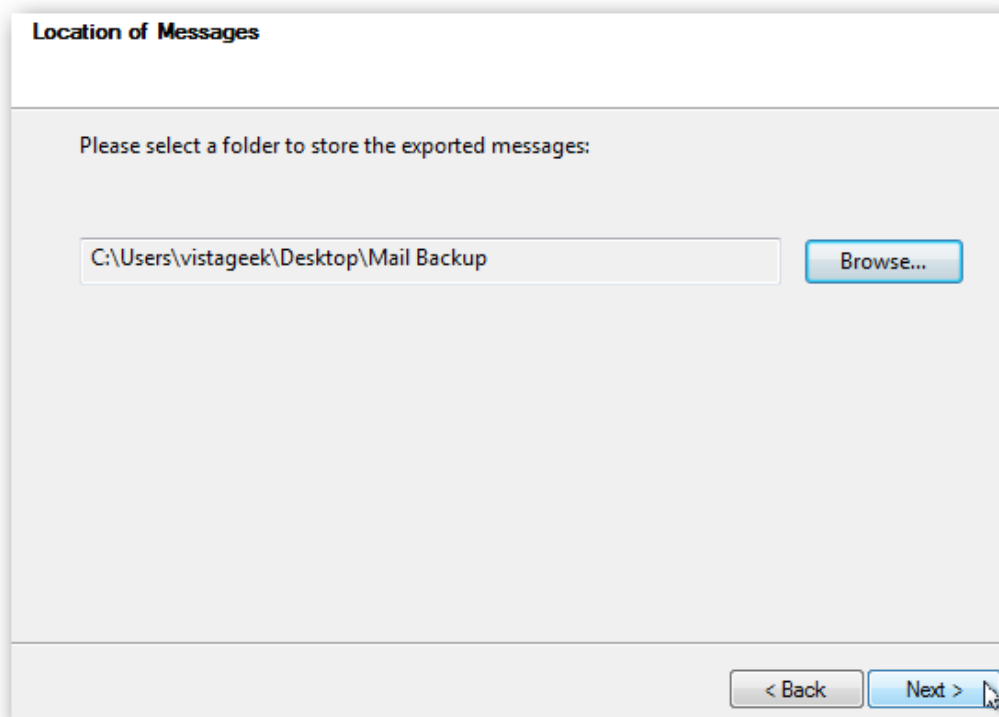Please select a folder to store the exported messages:

[   ]   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**.
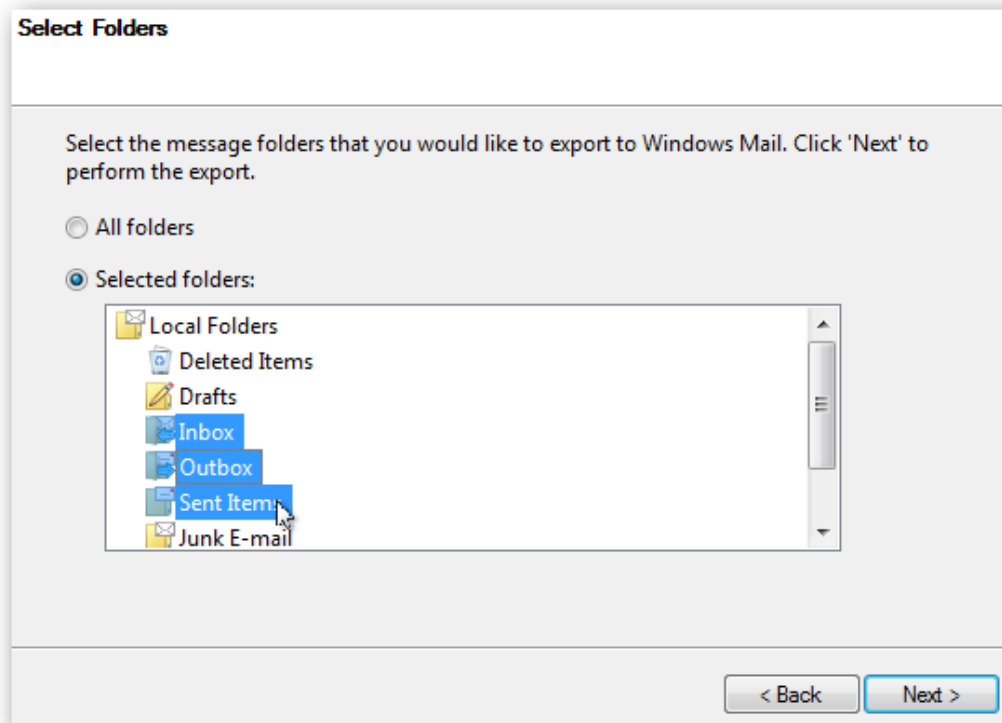
Location of Messages

Please select a folder to store the exported messages:

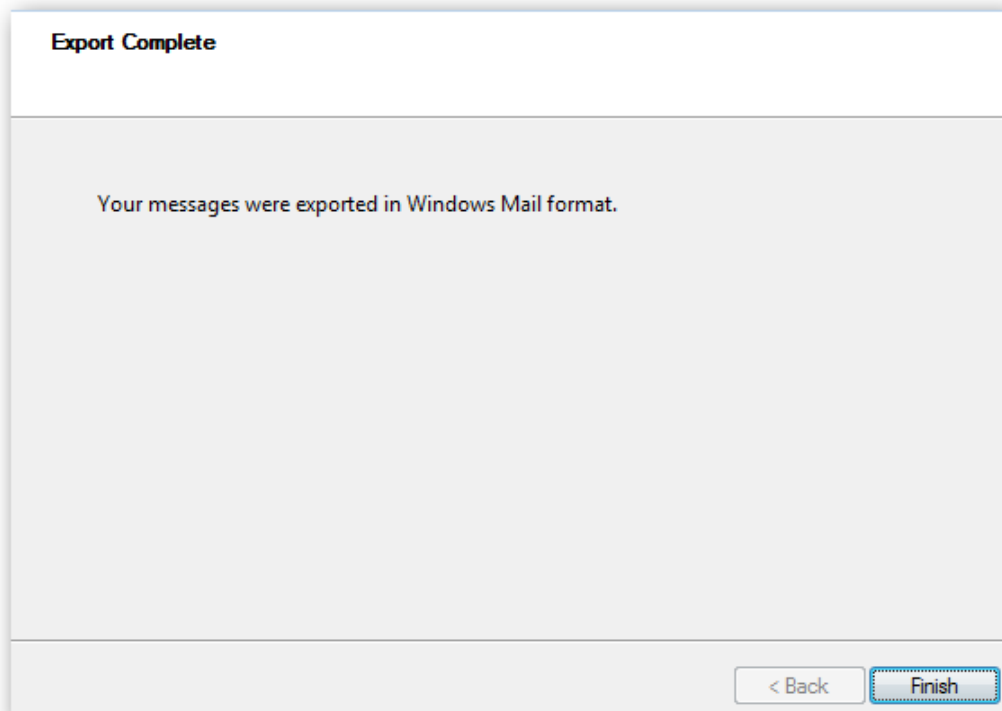C:\Users\vistageek\Desktop\Mail Backup   Browse...

< 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.**
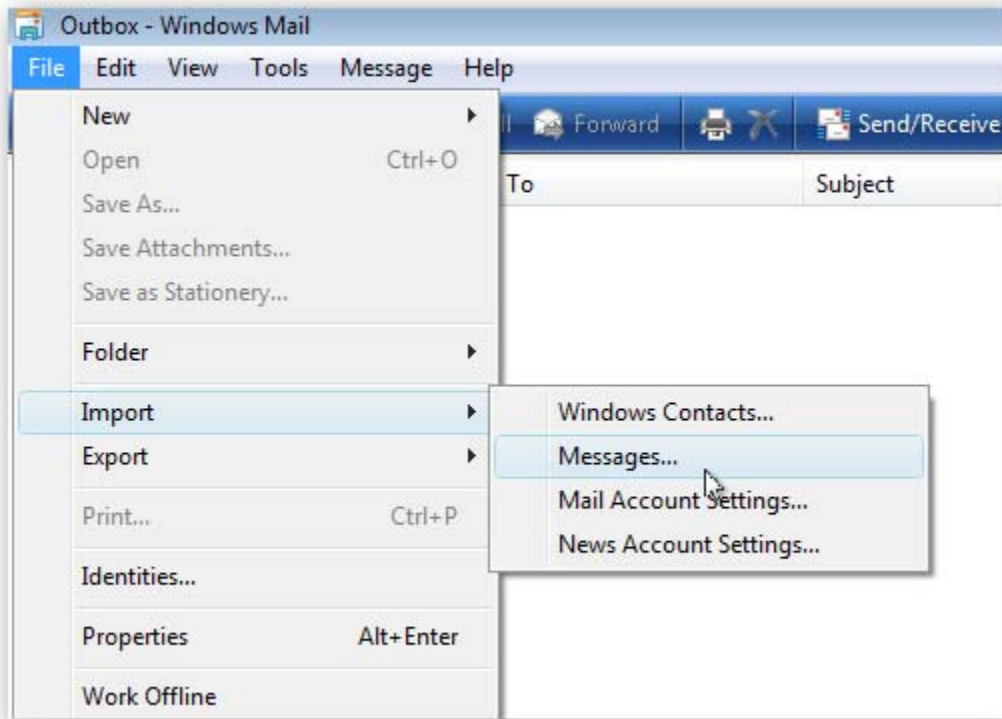
Select Folders

Select the message folders that you would like to export to Windows Mail. Click 'Next' to perform the export.

○ All folders

◉ Selected folders:

- Local Folders
  - Deleted Items
  - Drafts
  - Inbox
  - Outbox
  - Sent Items
  - 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.

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