

Transferring Email Addresses

How to move your Email Addresses from your old computer to your new computer

I was asked recently (thank you, Greg) how to move email contacts and messages from an “old” computer to a “new” computer that a customer purchased. The following instructions are for Outlook Express. Depending on the version of Outlook Express, the instructions may be slightly different but try to follow along as best you can.

To export your addresses from the “old” computer:

Open Outlook Express.

Click on FILE | EXPORT | ADDRESS BOOK.

Choose COMMA SEPARATED VALUES, choose EXPORT.

Insert a blank, formatted floppy disk in your floppy drive. Choose BROWSE, and navigate your path to the A: drive (the floppy drive.) Type a filename such as MYADDRESSES in the filename field, choose OK. The next dialog box confirms that you want to save exported file as: A:\MYADDRESSES.CSV

Choose NEXT, leave the default selected fields as chosen and click on FINISH. You have now successfully exported your address book to a diskette.

Now to import the same addresses on the “new” computer:

Open Outlook Express.

Click on FILE | IMPORT | OTHER ADDRESS BOOK.

Choose Text File (Comma Separated Values,) Click IMPORT.

Insert a blank, formatted floppy disk in your floppy drive.

Choose BROWSE, and navigate your path to the A: drive (the floppy drive).

Click the file called MYADDRESSES.CSV, click OPEN.

Choose NEXT, leave the default selected fields as chosen and click on FINISH. ALL DONE!

Follow the same example for EXPORTING and IMPORTING your **messages**. In my experience, using a Comma Separated Values (CSV) file is the most compatible. If necessary you could try to use a PST or a WAB file instead.

“Good Luck With That...”

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