

Stupid Windows Vista Backup Tricks

Backup and Restore Center

Files can be lost from your computer in a large number of different ways. Sometimes files are accidentally deleted, and if a virus gets in it may very well wipe one out. A complete hard drive failure is a sure bet that none of your files will be retrieved. When a hard drive dies an untimely death (and they rarely die a timely one) it's kind of like having your house broken into or burned down. Important personal items are usually gone forever - family photos, significant or legal documents, downloaded music, and more.

Thankfully it's a really simple process these days to back up your content to a second, separate location. By doing so, your files are protected against viruses or complete computer failure. That makes it easy to retrieve and place them on a new hard drive and get going again. If only everything were this easy!

Today, there are many options for backing up your content. You don't need any sophisticated equipment - you can use CDs, DVDs, external hard drives, flash drives, network drives, or even online services.

Windows Vista comes with a very cool feature called Backup and Restore Center. Click the **START** button, and you should see **BACKUP AND RESTORE CENTER** in the menu. If you don't, just type the phrase into the Search box and click the resulting item to open it.

Back up e-mail in Microsoft Office Outlook 2007

Most people assume that when they do a backup of their hard drive, their email is included. Overall, this is not necessarily the case. This is directly related to where e-mail files are stored. Outlook 2007 saves your e-mails in a Personal Folder File with a .pst extension that doesn't automatically get caught in normal backups. Unless you're using a Microsoft Exchange Server e-mail account or a third-party HTTP account (like Hotmail), you'll need to perform a few extra steps to make sure Outlook 2007 e-mails aren't lost forever if your computer opts to check-out permanently.

.PST files can be quite large, so it's a good idea to make sure your backup location has plenty of room - and this is going to take awhile, so allow plenty of time for the e-mails to backup. Once you're ready to go, follow these steps and backup your Outlook 2007 content.

1. Open Outlook 2007.
2. Click FILE | IMPORT AND EXPORT | EXPORT TO FILE
3. Click Next.
4. Select PERSONAL FOLDER FILE (.pst). Outlook 2007 saves its content as a .pst file.
5. Click Next.
6. Browse to and select the location where you want to backup or save your files. And here's a reminder – don't place them on your computer's hard drive!
7. Choose the default setting REPLACE DUPLICATES WITH ITEMS EXPORTED.
8. Click Finish... You're done! Now your emails are in a safe place if anything goes wrong with your hard drive. Do this on a regular basis as you would with any backup system.