"Outlook Express" and "Express Archiver" to Backup and Retrieve E-Mail at UW[1]

Express Archiver can be used to read archived e-mail that has been organized by Outlook Express (OE).  If properly set in Outlook Express before archiving, you will be able to read all of your backed-up mail using an interface that is similar to Outlook Express.  Attachments will be easily readable.

You may download Express Archiver from the following URL.  The newest version and older versions are available.
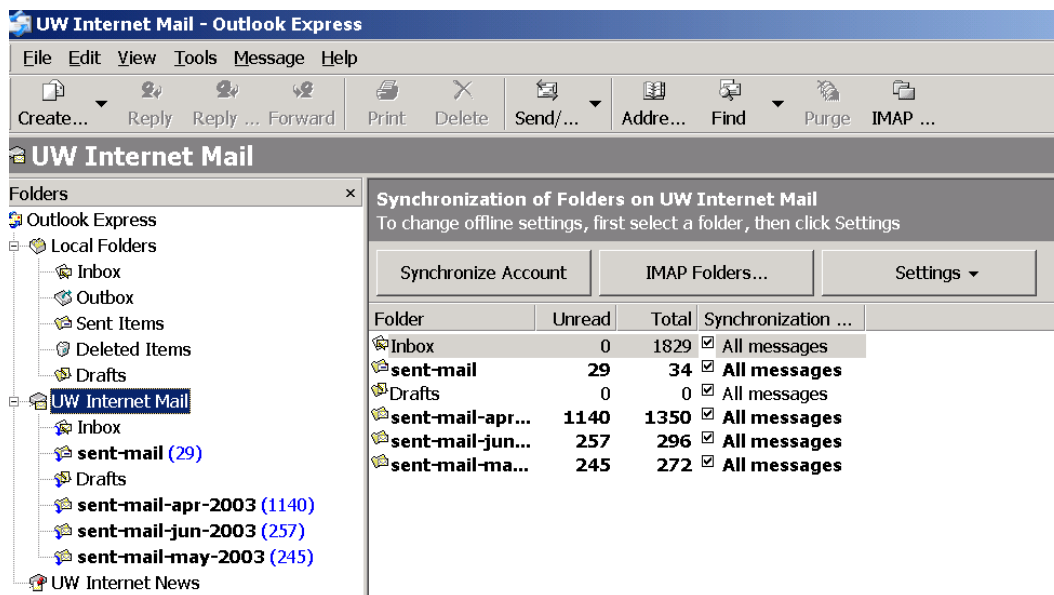
http://expressarchiver.com/download.html

There is a site license for the University of Washington for version 2.90.   If you have a UW ID, you may go to the following URL for license information.

https://staff.washington.edu/glynn/UW/express_archiver_license.pdf

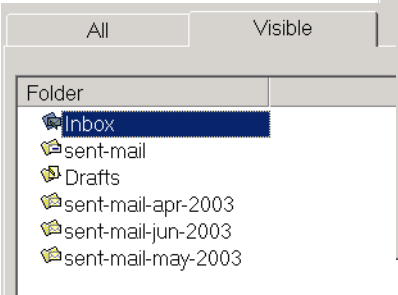The rest of this document will explain how to create and use your archive.

The first step is to configure Outlook Express so that all of the files you want to archive are "visible" and "synchronized".  Files that are not visible or synchronized in Outlook Express will be not accessible in Express Archiver.

Click on UW Internet Mail.  The files that are visible and synchronized will show below on the right, and there will be checks in the boxes under Synchronization and "All Messages" will be to the right of the check mark.
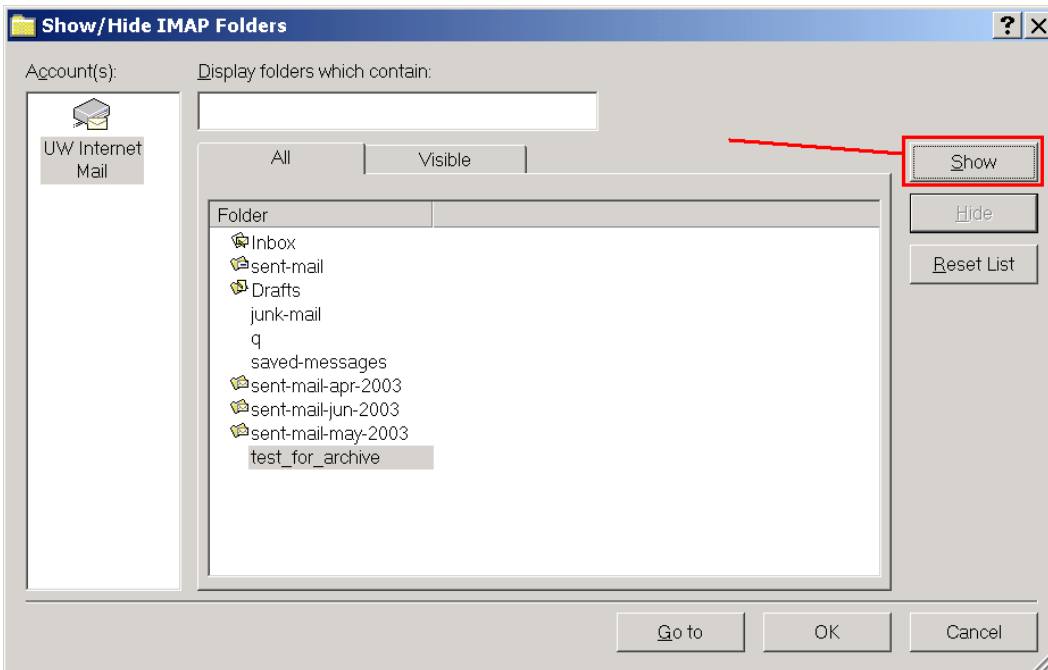


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To add a folder, click on IMAP Folders. To make sure that the file list is up-to-date, you should click the "Reset List" button. You will see little folders and envelopes by the files that are visible.  And, if you click on the "Visible" tab, only those

**Show/Hide IMAP Folders**   ? ×

Account(s):   Display folders which contain:

UW Internet Mail

| All | Visible |
|-----|---------|

Show

Hide

Reset List

Folder
- Inbox
- sent-mail
- Drafts
- junk-mail
- q
- saved-messages
- sent-mail-apr-2003
- sent-mail-jun-2003
- sent-mail-may-2003
- test_for_archive

Go to    OK    Cancel

| All | Visible |
|-----|---------|

Folder
- Inbox
- sent-mail
- Drafts
- sent-mail-apr-2003
- sent-mail-jun-2003
- sent-mail-may-2003

files will appear.

**Show/Hide IMAP Folders**   ? ×

Account(s):   Display folders which contain:

UW Internet Mail

| All | Visible |
|-----|---------|

Show

Hide

Reset List

Folder
- Inbox
- sent-mail
- Drafts
- junk-mail
- q
- saved-messages
- sent-mail-apr-2003
- sent-mail-jun-2003
- sent-mail-may-2003
- test_for_archive

Go to    OK    Cancel

You see that the file "test_for_archive" is not marked.  I will show you how to make "test_for_archive" visible.

With the "All" tab clicked, I click on the file I want to make visible ("test_for_archive"), and then click "Show".

The little icon will appear to the right of the file, and the file will then be visible when the "Visible" tab is highlighted.

The folder is now visible, but it is not synchronized.  To fix this, click on UW Internet Mail again, and check the box for Synchronize all messages by each folder that you want to back up.  This asks Outlook Express to download the messages in this folder, and keep it up-to-date.  The messages will also stay on your UNIX account.
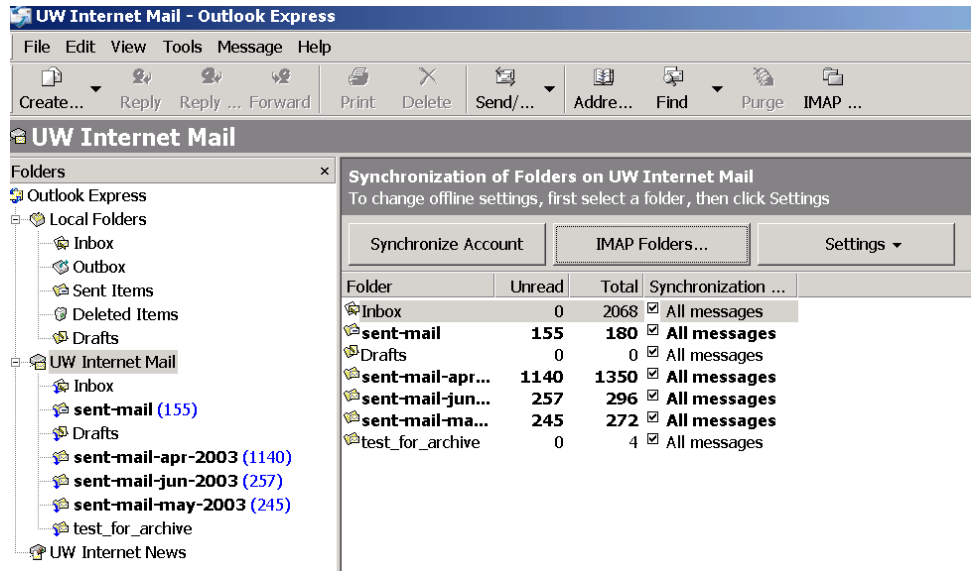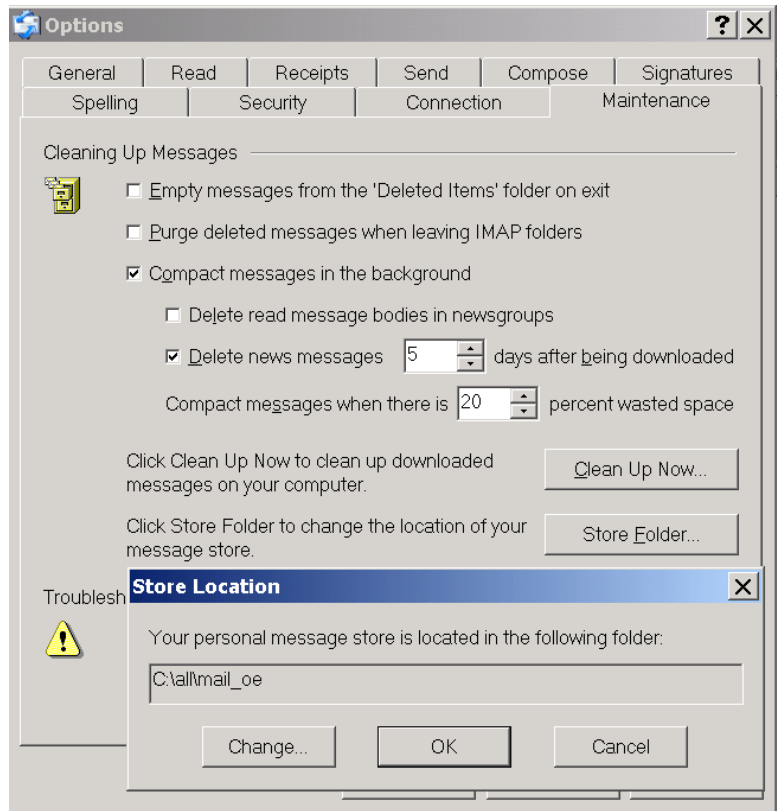


After you have made sure that all of the files that you want to archive are properly set, you can click on Tools and Synchronize All to make sure that all of the files on your UW mailer are also stored locally.

And, you can compact your folders so that they will take slightly less room by clicking on File, then Folder, and then Compact All Folders.
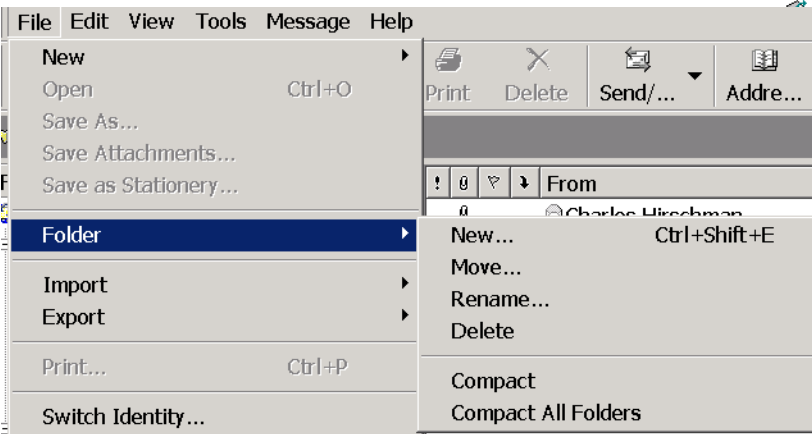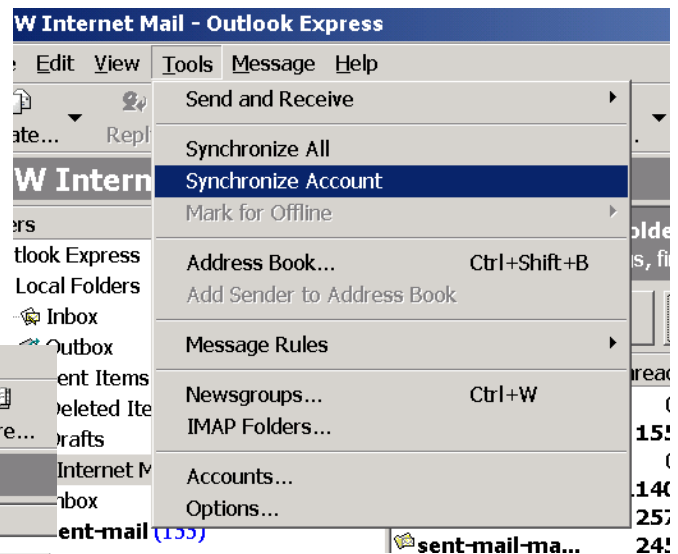
Now it is time to copy your files. First you must find out where Outlook Express stores your files. To do this, click on Tools, then Options. The Options dialogue box will appear. Click on the Maintenance Tab, and then the Store Folder button. Outlook Express will then show you where your files are stored. By default, OE stores files in a file that is hard to access. You may want to change where your mail files are stored. To do this, click on Change, and enter the new directory where you would like to store your mail files. Make a note of it, and then click OK. You will need to exit from OE and enter again before this change to takes place.

Now use Windows Explorer to create a folder where you want to store your old mail, and copy all of the files from the place where OE stores your files to this new directory.

Now it is finally time to use Express Archiver. Be sure to make sure that you can access all of the files that you need before you delete old mail!
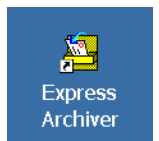
After you have installed Express Archiver, double click on the desk-top icon to bring it up. Click on the icon that says Open File.
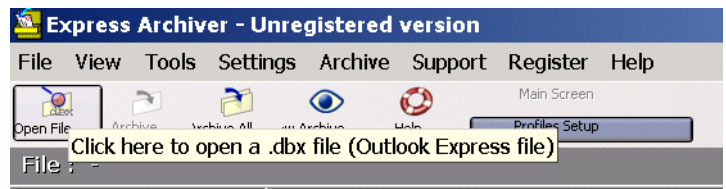
Browse to the folder where you have stored your backups, and click on "Folders.dbx" and click on Open.

You may want to use the strategy of storing all of your mail in one directory, with subdirectories created for each time you back up your mail. For example, in the following, 030714 indicates the year, month and day that the backup was created.

c:\all\oe_back\030714
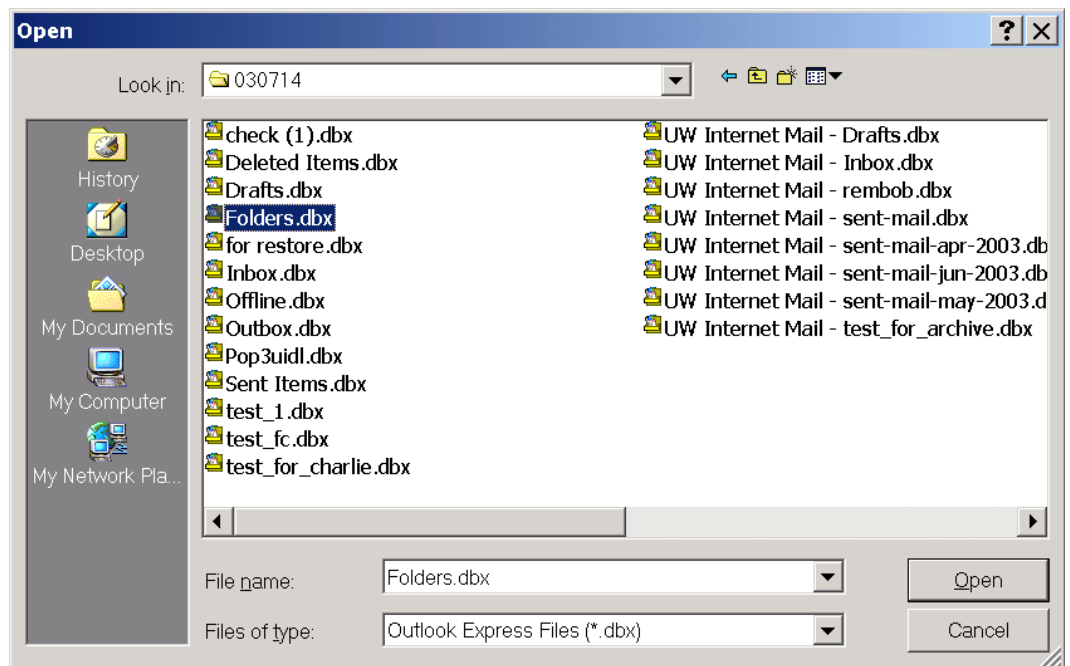
The archived files will then appear on the left.  If you want to view messages from a particular file, click on it.  You will be able to sort messages by "From, Subject" and "Received". Attachments will be readable.

You can copy this file to CD and access your stored mail from it.

Make sure that all of your mail has been backed up, and is accessible before you delete it from your UW account.



**Express Archiver - Unregistered version**

File   View   Tools   Settings   Archive   Support   Register   Help

| Open File | Archive | rchive All | :w Archive | Help | Main Screen |
|-----------|---------|-----------|-----------|------|-------------|
| | | | | | Profiles Setup |

File :  UW Internet Mail - sent-mail-may-2003.dbx - 272 messages

Current Profile Set : Default Profiles
(Right-click a folder to set profile)

- Outlook Express
- Local Folders
  - Inbox
  - Outbox
  - Sent Items
  - Deleted Items
  - Drafts
- **UW Internet Mail**
  - sent-mail-apr-2003
  - sent-mail-jun-2003
  - sent-mail-may-2003
  - test_for_archive
  - Inbox
  - sent-mail
  - Drafts
- **UW Internet News**

| ! | 0 | ᐱ | From | Subject | Received △ |
|---|---|---|------|---------|-----------|
| | | | Patty J. Glynn | Re: Acrobat question | 5/4/2003 12:41 |
| | | | Patty J. Glynn | Re: SAS Question | 5/4/2003 19:04 |
| | | | Patty J. Glynn | | 5/4/2003 19:44 |
| | | | Patty J. Glynn | | 5/5/2003 08:38 |
| | | | Patty J. Glynn | Re: SAS Question | 5/5/2003 09:43 |
| | | | Patty J. Glynn | Re: adhealth irb | 5/5/2003 10:11 |
| | | | Patty J. Glynn | overheads for presentation | 5/5/2003 10:22 |
| | | | Patty J. Glynn | Re: adhealth irb | 5/5/2003 11:03 |
| | | | Patty J. Glynn | | 5/5/2003 11:26 |
| | | | Patty J. Glynn | | 5/5/2003 11:42 |
| | | | Patty J. Glynn | Adobe Acrobat 5.0 | 5/5/2003 12:02 |
| | | | Patty J. Glynn | | 5/5/2003 12:04 |
| | | | Patty J. Glynn | Re: Adobe Acrobat 5.0 | 5/5/2003 12:39 |
| | | | Patty J. Glynn | RE: Adobe Acrobat 5.0 | 5/5/2003 12:41 |
| | | | Patty J. Glynn | Re: Acrobat question | 5/5/2003 13:04 |
| | | | Patty J. Glynn | | 5/5/2003 13:31 |
| | | | Patty J. Glynn | | 5/5/2003 13:34 |
| | | | Patty J. Glynn | Re: Adobe Acrobat 5.0 | 5/5/2003 13:37 |