"Outlook Express" and "Express Archiver" to Backup and Retrieve E-Mail at UW¹

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 backedup 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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Generation Sent-mail-may-2003 (245) Generation Sense Web Sense						

¹Prepared by Patty Glynn and Meredith, University of Washington, C:\all\help\helpnew\mail_backup_2.wpd, July 21, 2003, modified May 14, 2004, 5/19/08

	🚞 Show/Hide IN	MAP Folders	? ×
To add a folder, click on IMAP Folders. To make sure that the file list is up-	A <u>c</u> count(s):	Display folders which contain:	
to-date, you should click	UW Internet Mail	All Visible	Show
the "Reset List" button.		Folder	Hide
and envelopes by the files that are visible. And, if you click on the "Visible" tab, only those	1	 Inbox sent-mail punk-mail saved-messages sent-mail-apr-2003 sent-mail-jun-2003 sent-mail-may-2003 test_for_archive 	<u>R</u> eset List
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files will appear.

🚞 Show/Hide II	MAP Folders	? ×	You see that the file
A <u>c</u> count(s):	Display folders which contain:		"test_for_archive" is not
UW Internet	All Visible	Show	how to make "test for archive" visible
Mai	Folder	Hide Reset List	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
	<u>G</u> o to	OK Cancel	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.

👹 UW Internet Mail - Outlook Express						
File Edit View Tools Message Help						
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Folders × Outlook Express - S Local Folders	Synchronization of Folde To change offline settings, fir	rs on UW Internet Mail st select a folder, then click Se	ttings			
 Inbox Outbox Sent Items Deleted Items Deleted Items Drafts Inbox sent-mail (155) Porafts sent-mail-apr-2003 (1140) sent-mail-jun-2003 (257) sent-mail-may-2003 (245) test_for_archive UW Internet News 	Synchronize Account Folder Unread Infox 0 Sent-mail 155 Drafts 0 Sent-mail-jun 257 Sent-mail-jun 245 Sent-mail-ma 245 Metest_for_archive 0	IMAP Folders Total Synchronization 2068 All messages 180 All messages 1350 All messages 296 All messages 2072 All messages 4 All messages	Settings -			

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.

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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!

🗐 Options

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.

Cleaning Up Messages						
Empty messages from the 'Deleted Items' folder on exit						
Durge deleted messages when leg ing IMAD felders						
Compart messages in the background						
Delete read message bodies in newsgroups						
☑ <u>D</u> elete news messages 5 <u>→</u> days after <u>b</u> eing downloaded						
Compact messages when there is $20 \frac{1}{100}$ percent wasted space						
Click Clean Up Now to clean up downloaded <u>Clean Up Now</u>						
Click Store Folder to change the location of yourStore <u>Folder</u>						
Troublesh Store Location						
Your personal message store is located in the following folder:						
C:\all\mail_oe						
Change OK Cancel						

💁 Express Archiver - Unregisto File View Tools Settings Arc 0 Open File Click here to open a .dbx file (Outlook Express file) File

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Browse to the folder where you have stored your

backups, and click on "Folders.dbx" and click Open.

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

c:\all\oe back\030714



Archiver

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	Ø	Main Screen	

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 - Unre	gistered version		
File View Tools Settings	Archive Support F	Register Help	
	💿 🧭	Main Screen	
File : UW Internet Mail - s	ent-mail-may-2003.c	lbx - 272 messages	
Current Profile Set : Default Profiles	④ ♡ From	Subject	Received 🛆
(Right-click a folder to set profile)	🖾 Patty J. Glynn	Re: Acrobat question	5/4/2003 12:41
Outlook Express	🖾 Patty J. Glynn	Re: SAS Question	5/4/2003 19:04
E-V Local Folders	🖾 Patty J. Glynn		5/4/2003 19:44
	🖻 Patty J. Glynn		5/5/2003 08:38
Sept Items	🖾 Patty J. Glynn	Re: SAS Question	5/5/2003 09:43
Deleted Items	🖂 Patty J. Glynn	Re: adhealth irb	5/5/2003 10:11
Drafts	🖂 Patty J. Glynn	overheads for presentation	5/5/2003 10:22
🖃 🤗 UW Internet Mail	🔛 Patty J. Glynn	Re: adhealth irb	5/5/2003 11:03
👘 🚰 sent-mail-apr-2003	🖂 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
🎓 test_for_archive	🖂 Patty J. Glynn		5/5/2003 12:04
🙀 Inbox	🖾 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
Drafts	🖾 Patty J. Glynn	Re: Acrobat question	5/5/2003 13:04
🔤 🐨 UW Internet News	🖂 Patty J. Glynn		5/5/2003 13:31
	🖾 Patty J. Glynn		5/5/2003 13:34
	Patty 1. Glynn	Re: Adobe Acrobat 5.0	5/5/2003 13:37