



Backing Up Your Email & Personal Files from Your Northwest Notebook Computer

Backing Up Your Email Messages & Files

Network email deletion:

Prior to the beginning of every Fall trimester, email messages on your Northwest student email account that are over **120** days old will be deleted. Therefore, it is important to back up your important email messages before leaving campus.

To easily back up a large number of email messages, you should create a personal folder .pst file. One method to create a personal folder .pst file is to log onto Outlook 2003 within All Programs. You **cannot** create a personal folder .pst file with your Web Based Email. Outlook 2003 is available on most university computers connected to the campus network including notebook computers.

Logging onto Outlook 2003 from a networked university Computer:

Be sure that you log on to the PC with your Northwest PC username and password.

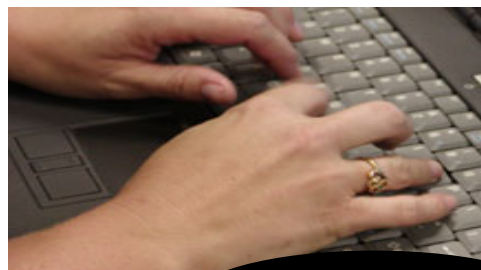
1. **Double**-click the **Microsoft Office Outlook** icon within All Programs.
 - If you have already set up Outlook 2003, you will not have to complete steps 2 through 8.
2. If Outlook gives you a message stating "The name could not be matched to a name in the address list," click **OK**.
 - You will see the Exchange Server Setup screen.
 - Make sure *Mail1.nwmissouri.edu* is listed as the Microsoft Exchange Server.
2. Enter your username in Mailbox.
3. Click the **Check Name** button.
4. By clicking the **Check Name** button, the Mailbox textbox should display your *Last Name, First Name*. If it does not, double check to see if you are actually logged in to the network.
5. If Outlook gives you a list of names to choose from. Choose the appropriate name. The Mailbox textbox should then display your Last Name, First Name.
6. Click **OK**.
7. Click **Yes** on the Location Message "Messages Delivery to has changed."
 - Outlook 2003 will now open for you. It will contain all of your Web Based Email messages.



You can also open an individual email and save it as a text file by clicking **File** and then **Save As**. You can select the appropriate storage location for this text file at this time.

Creating a .PST file to backup your Northwest email messages :

1. On the File menu, select New, and then click **Outlook Data File**.
2. Make sure that the *Office Outlook Personal Folders File (.pst)* is selected [highlighted] and click **OK**.
3. In the File name box, type a name for the file, select the location **My Documents** or your USB Pen drive and then click **OK**.
 - You have now created a .pst file to house your important email messages and email folders in a location on your computer hard-drive.
 - By **default**, the folder will be called Personal Folder. However, in the Name box, you can type a display name for the personal folder such as **John Doe's Email**.
 - The name of the folder associated with the data file appears in the Folder List.
 - The Folder List displays the folders available in your mailbox. To view subfolders, click the plus sign [+] next to the folder.
 - If the Folder List is not visible, on the **Go** menu, click **Folder List**.
7. Drag and drop any item from your current folders to the new folder. Press the [CTRL] key on your keyboard while dragging to copy items instead of moving them.
 - You have now created a copy of the email or emails within a storage location outside your mailbox.



Backing Up Your Email Messages & Files *(continued from page 1)*

Copying your personal folders .pst file to a portable storage device:

If your personal folder .pst file, which stores copies of your important emails, is stored on your notebook computer, you will need to backup that personal folder .pst file to a CD or USB PEN drive.

If you leave the personal folder .pst file on your notebook computer, you will lose the information stored there once you return your notebook computer to the Electronic Campus Support Center.

Additionally, it is a good idea to backup the data stored on your notebook computer in case you need a software reload to fix a problem, to remove a virus or you experience a hard-drive failure. When using a public computer, choose a storage location such as a USB Pen drive or your N:drive [Student Storage folder] and not the local hard-drive.



Your N:drive [Student Storage folder] is not available from off-campus.

Burning [recording] files, including your personal folder .pst file, to a CD:

To save your personal folders .pst file or other important files to a CD, please follow these simple steps:

1. Insert your CD-R or CD-RW into the compact disk tray on your computer.
 - If a window pops up asking you what action you would like to perform when a blank CD-R or CD-RW is inserted, click **Cancel**.



2. Next, click on the **My Computer** icon on your desktop.
3. Open the folder where the files you want to burn [record] to a CD such as your personal folders .pst file are located such as in **My Documents**.

4. Now “drag and drop” or copy and paste the files and folders to the CD Drive in **My Computer**.
5. When you are finished adding files to the CD, **double-click** the CD Drive.
6. Next, click **File** and then select **Write these files to CD**.
 - You will be prompted to enter a name for your CD. This is the label that will appear in **My Computer** when you insert your CD in the future.
7. After you have named the CD, click **Next** to burn [record] your files to the CD.
 - When the process has completed, the disc will eject and you will be prompted whether or not you want to create another CD using the same files.
 - If you want another copy, check the box, insert another blank CD, and click **Next**. If you are satisfied with one copy, click **Finish** and the CD Wizard will close.



You can also save your files and folders to a USB Pen drive rather than a CD by using the copy and paste method.

Backing up your Contacts folder or other Outlook folders:

To back up the Contacts folder or other Outlook folders, you will need to export the folder to a file in Personal Folders file (.pst) format from Outlook 2003, not your Web Based Mail.

1. On the **File** menu, click **Import and Export**.
2. Click **Export to a file** and then click **Next**.
3. In the **Create a file of type** list, click **Personal Folder File (.pst)**, and then click **Next**.
4. In the **Select a folder to export from** list, click **Contacts**.
 - If you have subfolders below the **Contacts** folder that you want to include, select the **Include subfolders** check box.
5. Click **Next**.
6. Click **Browse** to choose a location for the file, such as **My Documents** or a USB Pen drive, and then type a name for your backup file, such as **BackupContacts06.pst**.
7. Click **OK** and then click **Finish**.
8. In the **Name** box, type **My Backup Contacts 2006**.
9. Click **OK**.



You can also copy this backup Contacts personal folder .pst file to a CD as previously described in this document.

Need Help?

If you have questions about backing up your files and folders, contact the Client Computing—Information Systems **Help Desk** at 660-562-1634.