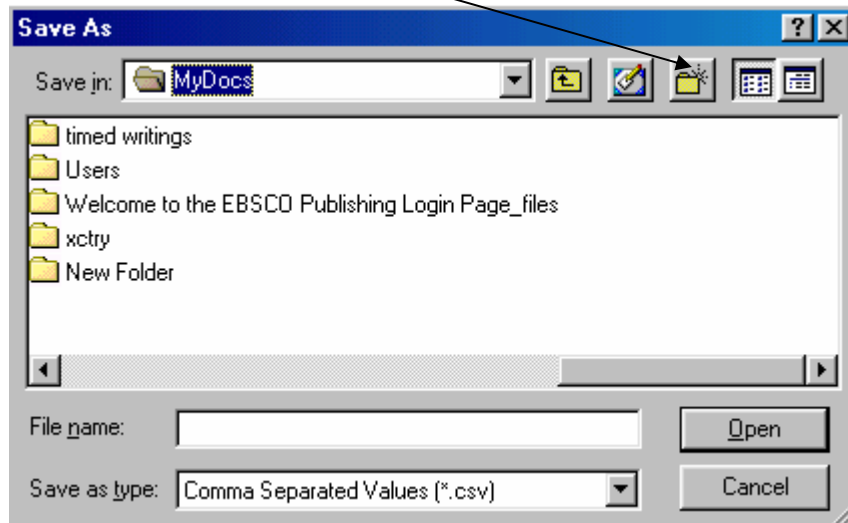
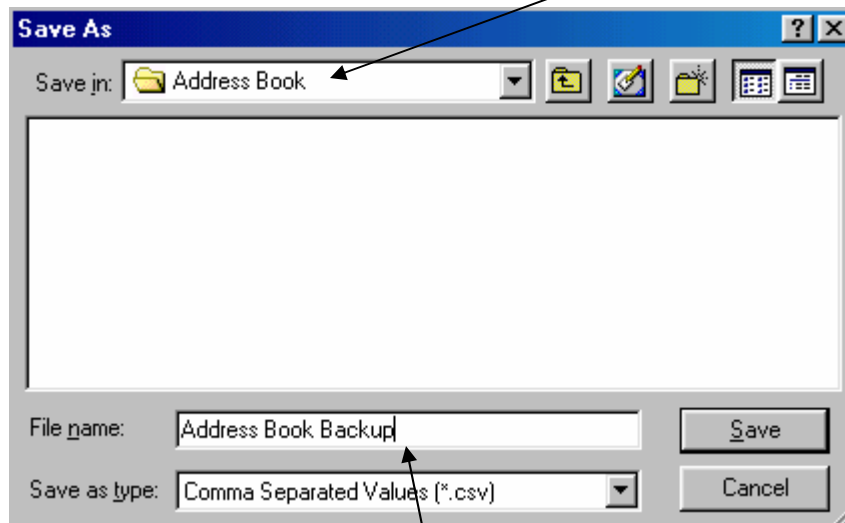


## Exporting Address Book using Microsoft Outlook Express

1. Start **Outlook Express**
2. Go to the **File** Menu and drag down to **Export** and select **Address Book**
3. Select the **Text File (Comma Separated Values Export)**
4. Click the **Export** button.
5. Click the **Browse** button.
6. To make it easier to locate if we have to import, create a new folder by clicking on the **New Folder Icon**.



7. Rename the Folder to **Address Book**.
8. Double Click the **Address Book** Folder---The **Address Book** Folder should now be in the Save In box.



9. Name the file **address book backup**.
10. Click **Save**.
11. Click **Next**.
12. Place a **Checkmark** in **all** the **fields**.
13. Click **Finish**.
14. When the export is completed, click **OK**.