

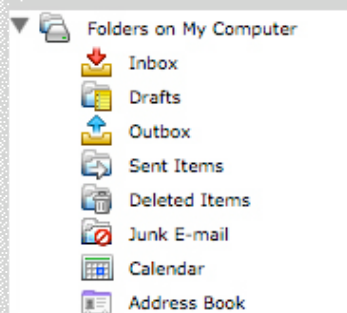
# Microsoft Entourage:mac 2004

## E-Mail Backup Procedure

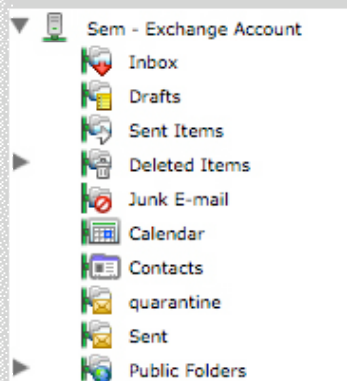
🍏 In order to save space on the e-mail server (Exchange), the IT department is asking all faculty to clean up their mailboxes as much as possible. We have noticed that the accounts of several users contain hundreds and even thousands of messages in their inbox and/or deleted items folder. Many of these messages date back to 2002 and are not needed unless the user wishes to keep them for archival purposes.

🍏 We realize that sorting through hundreds of e-mails, or more, can be a tedious and time consuming job. This is why we developed a simple e-mail backup procedure that would move all e-mail from the users account, on the server, to their local machine. From there, if the user wishes, he/she can then copy the archived e-mail to a CD, DVD, or flash drive, to keep for years to come.

🍏 To backup your current Exchange inbox to the local inbox on your machine, complete the following steps:



These folders represent what is stored locally or on your hard drive.

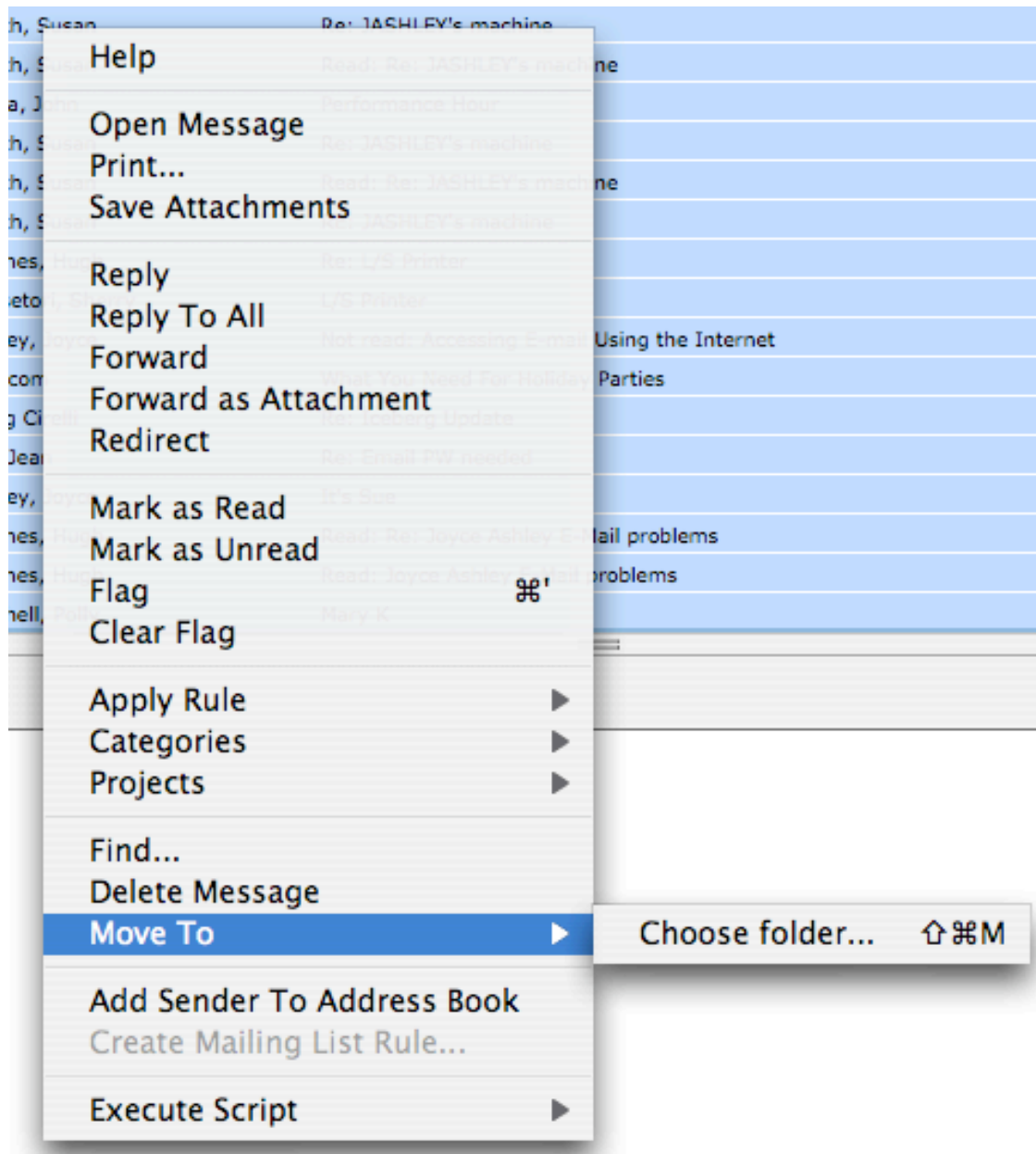


These folders represent what is stored on the Exchange Server.

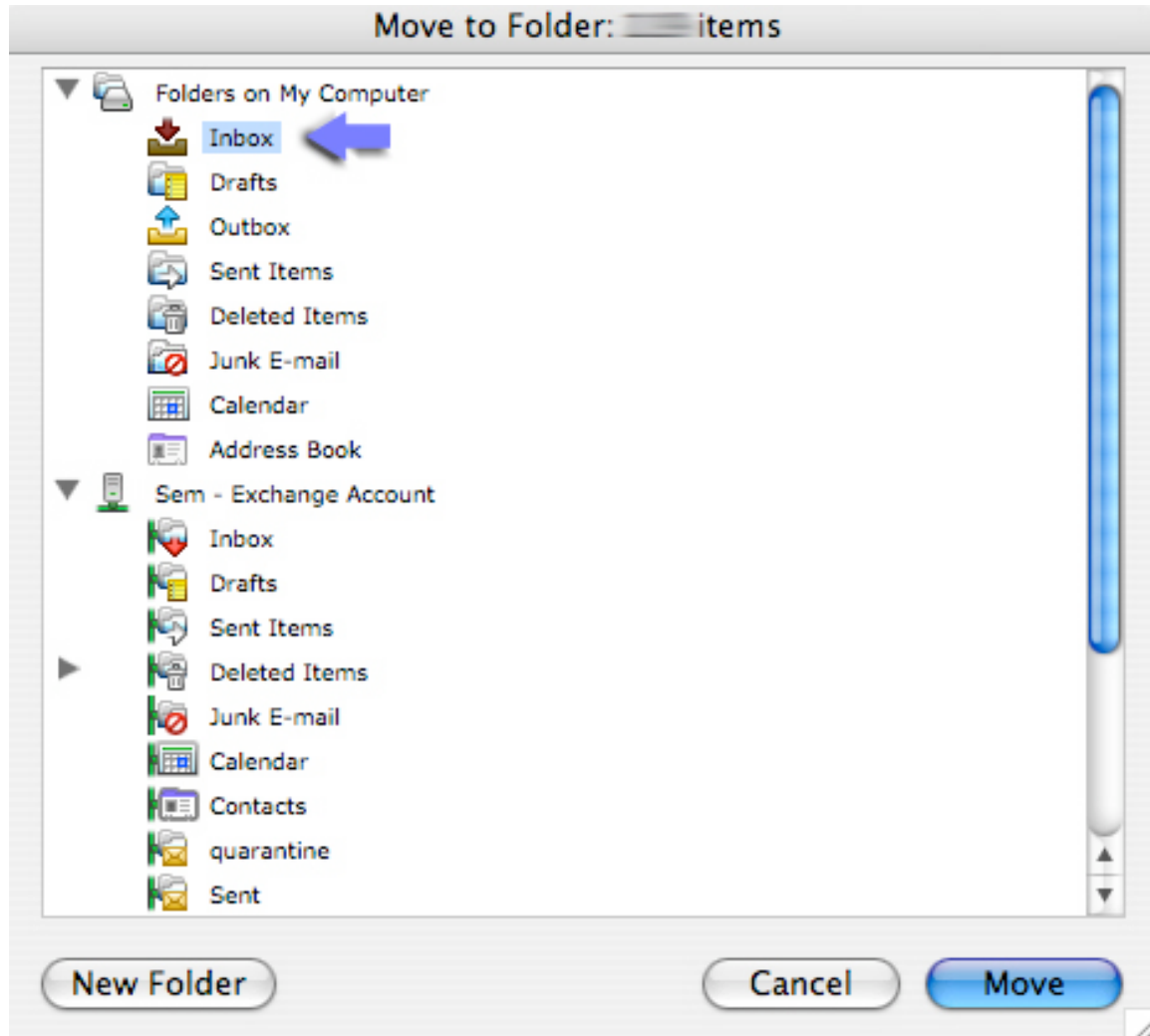
🍏 To free up space on the Exchange server while creating a personal backup of all e-mail, we need to **move** the e-mail in **Inbox** of the **Exchange** account (and any subsequent folders located in **Inbox** of the **Exchange** account) to **Inbox** of **Folders on My Computer**.

🍏 Open your Exchange Inbox. Select an e-mail then press **⌘ + A**. This combination of keys will select all e-mail in your Exchange Inbox (They will all turn blue).

🍏 Next, right-click on any e-mail. A window will pop-up. Navigate down the list until you reach the selection **Move To**. Click on the **Choose folder...** option as layed out in the following diagram:



🍏 After selecting, **Choose folder...**, the following window will arise:



🍏 Select **Inbox** under **Folders on My Computer** and then click the **Move** button.

*!!! Important: All of the contents of Inbox on the Exchange server will now be **MOVED** to your local machine. It is now your responsibility to save these e-mails to a CD, DVD, flash drive, or similar medium for backup purposes. The e-mail will no longer be able available on the Exchange server. So once it is gone from your machine, it will be gone forever !!!*

(Save-to-Disc procedure on next page...)



# Saving Entourage Data to Disc

This section walks you through the process of backing up Entourage data such as the address book, settings and preferences, **local mail**, and rules among other local data. You may want to perform these steps if you are reinstalling your computer, moving to another computer or if you simply want to back up your Entourage data.

To backup your settings:

Copy one of the following folders as dictated by your operating system:

🍏 If you are using Microsoft Entourage and you only want to backup your e-mail data, navigate to your **Documents | Microsoft User Data** directory and copy the Office X/2004 Identities folder.

🍏 To burn this folder to a CD or DVD, insert the disc, drag the folder to the disc's folder, and then click **BURN**.

To restore your backed-up settings:

🍏 To restore settings, copy the backup folder into the appropriate directory listed above.

Note: If the folder you are attempting to copy to does not exist, create them in the same hierarchy provided above.