

Introduction to Windows 7

Appendix G: Migrating Outlook Express to Windows Live Mail

This page intentionally left blank.

Migrating Outlook Express to Windows Live Mail in Windows 7

By Ed Schwartz

Follow these steps to prepare your Outlook Express e-mail for migration:

Organize your messages. Open Outlook Express and cleanup your folders by deleting any messages that you no longer need. No sense in bringing those into Windows 7. To permanently remove all of the junk in Outlook Express click File, Folder, Compact all folders.

1. Close Outlook Express.
2. To move your e-mail archive in Outlook to a new PC or a second PC, you need to know where the archive is stored. For Outlook Express, the default e-mail folders are located at:

C:\Documents and Settings\\Local Settings\Application Data\Identities.

You can also find out where your messages are stored by opening Outlook Express and clicking Tools and then Options. Select the Maintenance tab and then click the Store Folder button. You won't be able to see the entire location unless you click in the box and use the right-arrow key on your keyboard to reveal the entire path or location. Vista users will find their Windows Mail files located here:

C:\Users\\AppData\Local\Microsoft\Windows Mail\Local Folders

Before you do any of the tasks outlined here you will have to instruct Windows to show hidden files and folders as described in Lesson Three "File Manager Options and Settings" by opening My Computer, selecting Tools, Folder Options and selecting the View tab. Place a checkmark next to Display Hidden Files and Folders and click OK.

When you install Windows 7 on a PC that is running XP, in theory, a folder named Windows.old is created and should have your Identities folder stored as a hidden folder. It's safer, however, to back it up first before installing Windows 7.

3. Copy this entire folder to an external hard drive or flash drive.
4. Save your contacts. Click Start, Run and enter WAB and click OK or open your Address Book from Outlook Express.
5. Click File, Export, Address Book (WAB) and save the file to an external drive.
6. Make sure everything is safely on your external drive before upgrading to Windows 7.

Importing Outlook Express messages to Windows Live Mail.

1. Set up your e-mail account using the settings you used for Outlook Express.
2. Plug the drive (from the previous step) with the saved Identities folder into the PC with Windows 7.
3. Start Windows Live Mail.
4. Select File, Import Messages.
5. Select Microsoft Outlook
6. press 6, and click Next.
7. Browse to the Identities folders on the external drive and keep opening sub-folders until you see the Outlook folder. Here you can choose the folder to import and you can select all folders also. For a clean start, just import your Inbox. Click OK. If there are several identities, you can choose any or all.
8. The messages from Outlook Express will now be in Windows Live Mail in folders labeled Storage folders. The files in these folders can be dragged into the similarly named folders or renamed folders.

To import your Address Book into Windows Live Mail:

1. On the PC with Windows 7, start Windows Live mail
2. Plug the drive with the saved Address Book into the PC with Windows 7.
3. Click the Contacts icon at the bottom to open the Contacts window
4. Click File, Import, Windows Address Book (WAB)
5. Navigate to the external drive where you saved your Address Book
6. Select the file and click Open
7. Click Next and Finish

The transfer: Vista to Windows 7 mail

Step 1: Saving your existing messages

1. Start your Vista PC. Plug in an external hard drive or flash storage drive.
2. Create a folder on the external hard drive to store the exported e-mail messages. You could call it "Old Mail."
3. Open Windows Mail and click File, Export, Messages.
4. Select Microsoft Windows Mail and click Next.
5. Click the Browse button and locate the "Old Mail" folder you created in Step 2 and click Next. If you encounter problems with this step, export the messages to any folder on your hard drive, and then copy them to an external drive from there.
6. Select "All folders" in the next screen and click Next.
7. Click Finish.

Step 2: Save your contacts

1. Open Windows Mail and click File, Export, Contacts.
2. Select CSV (Comma Separated Values) and click Export.

3. Click the Browse button and locate the “Old Mail” folder you created on your external hard drive.
4. Enter a file name such as “Vista contacts” and click Save.
5. Click Next.
6. Place a check in the First Name and Last Name boxes and click Finish.
7. Click OK and Close.

Make sure everything is safely on your external drive before upgrading to Windows 7.

Step 3: Import mail to Windows Live Mail

1. Plug the drive with the saved Identities folder into the PC with Windows 7.
2. Start Windows Live Mail.
3. Select File, Import Messages.
4. Select Windows Mail.
5. Click the Browse button and locate the “Old Mail” folder on the External drive where you exported your Vista messages.
6. Expand the folder until you see Local Folders and click Next.
7. In the next Window select All folders or Selected folders. If you choose Selected folders, you can use your Control key to select multiple folders.
8. The messages from Windows Mail will now be in Windows Live Mail in folders labeled Storage folders. These folders can be dragged around or renamed as appropriate.

Step 4: Import contacts to Windows Live Mail

1. On the PC with Windows 7, start Windows Live mail.
2. Plug the drive with the saved Vista contacts into the PC with Windows 7.
3. Click the Contacts icon at the bottom to open the Contacts window.
4. Click File, Import, Comma Separated Values (CSV).
5. Navigate to the external drive where you saved your Address Book.
6. Select the file and click Open.
7. Click Next and Finish.

This page intentionally left blank.