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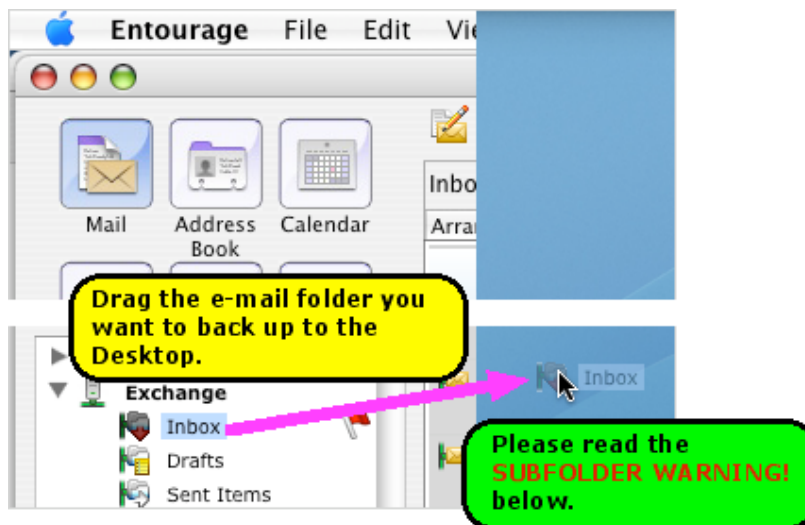
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NOTE: In this document, *backing up* and *archiving* mean the same thing.

Backing Up Your E-Mail

Entourage offers a simple way to back up (archive) your e-mail folders. However, you must do this **manually**; there is no automatic back-up capability.

1. In the Folders list, select an e-mail folder — such as your Inbox — and drag it to the Desktop.



2. On your Desktop, Entourage creates a new file with the same name that ends with the extension **.mbox**.



SUBFOLDER WARNING! If the e-mail folder you are backing up has subfolders, you must individually **drag each subfolder** to the Desktop rather than the main e-mail folder. You will end up with as many **.mbox** files on your Desktop as you have subfolders.

3. From the Desktop, you can then copy the **.mbox** folder to another location including other storage media or another computer.

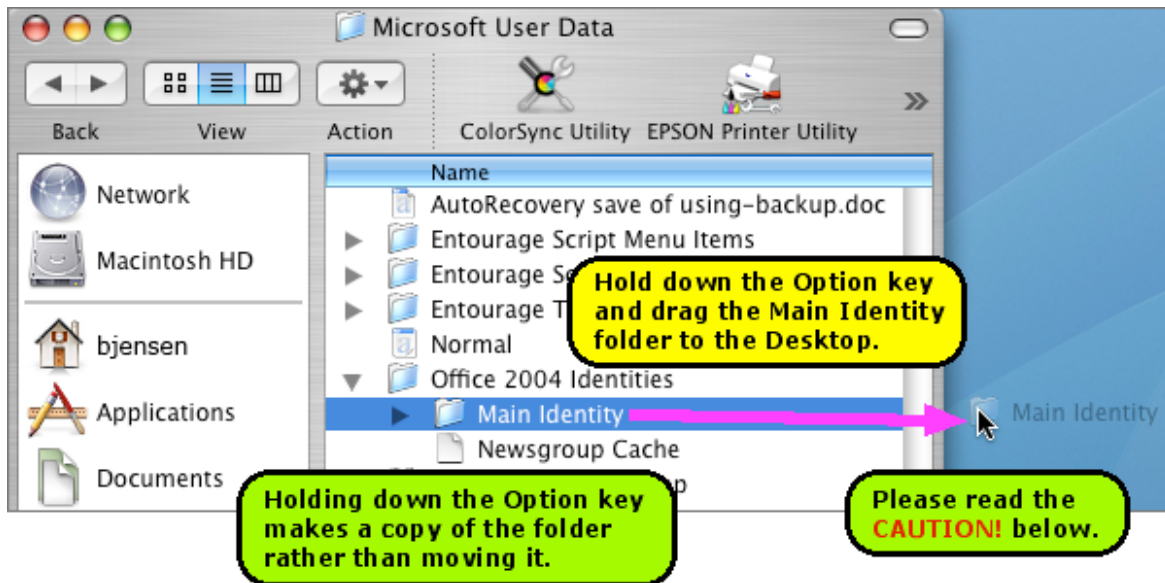
IFS HOME DIRECTORY WARNING! Do not store your **.mbox** folders in your IFS Home Directory. You cannot restore the folder contents.

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Backing Up Your Entire Account

NOTE: Microsoft refers to an Exchange account as an identity.

1. Open your **Documents** folder.
2. Open the **Microsoft User Data** folder.
3. Open the **Office 2004 Identities** folder.
- 4.



CAUTION! The size of the Main Identity folder can be huge! Before making a backup or copying the backup to another storage device or computer, it's a good idea to check the size of the folder. Click the Main Identity folder to highlight it. Under the **File** menu, select **Get Info**.

5. From the Desktop, you can then copy the Main Identity folder to another location including other storage media, another computer, or your IFS Home Directory.

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Restoring Your Backed-Up Data

E-Mail

1. In Entourage, click the Mail icon to show the Folders list.
2. Double-click the .mbox file.
3. In the dialog box asking if you wish to import the file, click **Import**.
4. A new folder with the name of the .mbox file will appear within the Folders on My Computer list.
HINT: If a folder with the same name already exists, the imported folder will have a number appended to its name; for example, "Inbox 1."

Your Entire Account

1. Open your **Documents** folder.
2. Open the **Microsoft User Data** folder.
3. Open the **Office 2004 Identities** folder.
4. Drag your **Main Identity** folder to the **Trash** (or — as a safety measure — to another folder on your hard drive).
5. Drag or copy your **back-up Main Identity** folder into the **Office 2004 Identity** folder.

6. You may need to restart Entourage.

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