

1.Copy E-Mail For Office 2007

You can back up data from MS Outlook 2007 at this path C:/Users/ชื่อเครื่อง/AppData/Local/Microsoft/Outlook/Outlook.pst

2.Copy Address For Office 2007

How to Copy Outlook Address Book to Another Computer

Copying the File

Step1 Open your Outlook program and select "File" and "Export" from the menu. Click on "Address Book." If the program asks you which

action to perform, select "Export to a file."

Step2 Select "Text File" or "Comma Separated Values (Windows)," depending on which version of Outlook you are using.

Step3 Choose "Yes" if a dialog box appears asking you to install the required translator.

Step4 Click on "Contacts" when the "Export to a File" dialog box appears. Click "Next" or "Export," depending on which version of Outlook you are using.

Step5 Type a name for your exported file, and select "Next." Click "Finish" and wait as the program exports your file.

Step6 Find the file, which will be under the file name you entered in Step 5 and with a .csv file extension. Copy it onto a floppy disk, USB jump drive or a similar external storage device.

Restoring the File on Another Computer

Step1 Insert the storage device into the new computer. Open Outlook and select "Import" from the "File" menu.

Step2 Choose "Other Address Book" or "Import from another program or file," depending on which version of Outlook you are using. Click "Next."

Step3 Make sure "Comma Separated Values (Windows)" is highlighted. Click "Next."

Step4 Click "Browse" to navigate to the storage device and the file you copied from the other computer. Highlight it and click "OK." Choose your preference regarding duplicates, and click "Next."

Step5 Highlight "Contacts." Click "Next," and then click "Finished."