
How to . . .

Move Outlook Express Contacts to a New Computer

Export the Address Book to a File:

1. On the **File** menu, click **Export**, and then click **Address Book**
2. Click **Text File (Comma Separated Values)**, and then click **Export**
3. Click **Browse**
4. Select a location to save the Address Book file
5. In the **File Name** box, type **Address Book Backup**, and then click **Save**
6. Click **Next**
7. Click to select the check boxes for the fields that you want to export, and then click **Finish**
8. Click **OK** and then click **Close**
9. Copy the Address Book file to a CD, DVD, USB drive etc...

Import the Address Book File:

1. Insert the CD, DVD, USB drive into the new computer
2. Insert On the **File** menu, click **Import**, and then click **Other Address Book**
3. Click **Text File (Comma Separated Values)**, and then click **Import**
4. Click **Browse** and open the drive which contains the Address Book File you copied in the above section
5. Click the Address Book Backup file, and then click **Open**
6. Click **Next**, and then click **Finish**
7. Click **OK**, and then click **Close**