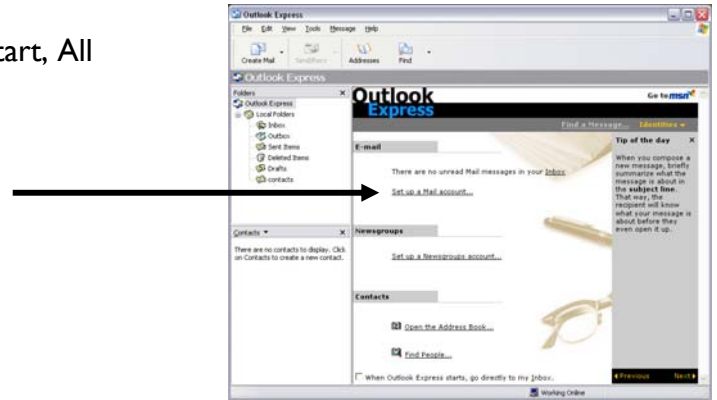


Archiving GrizMail using Outlook Express

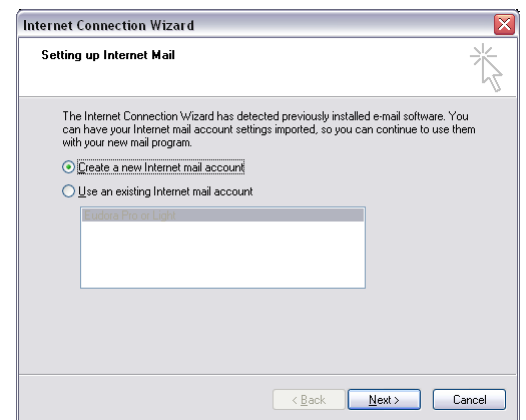
This section describes how to archive your GrizMail e-mail using Outlook Express. This process can be used to transfer a mail folder from one computer to another, although you must ensure that the transferred folder name is unique and will not overwrite an existing folder.

First we need to set up Outlook Express to look at your GrizMail account.

- 1) Open Outlook Express (usually found under Start, All Programs, Outlook Express)
- 2) Click on Set up a Mail account



- 3) A Setting up Internet Mail windows is displayed
 - a. Select Create a new Internet mail account
 - b. Click Next



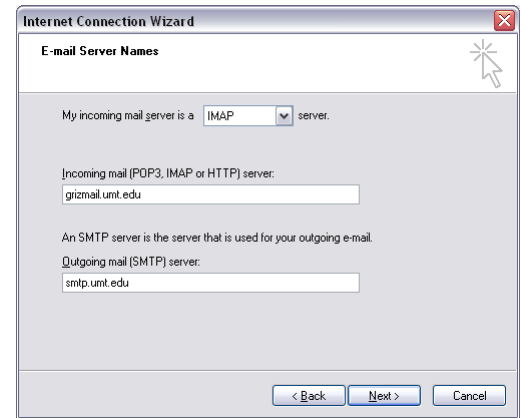
- 4) Your Name window now appears
 - a. Type in your name the way you like to see it displayed



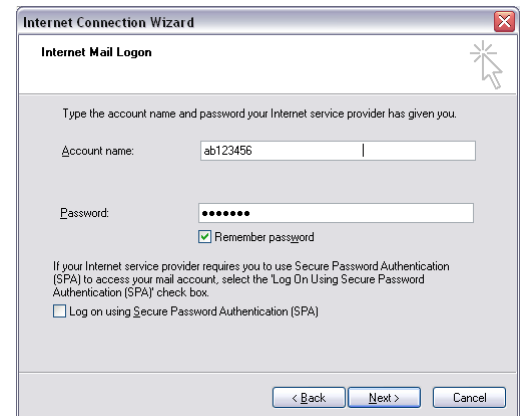
- 5) An Internet E-mail Address window pops up
 - a. Enter in your umontana e-mail address



- 6) The E-mail Server Names window is now displayed
 - a. Incoming server is an IMAP server
 - b. Incoming server should be grizmail.umd.edu
 - c. The outgoing mail server depends on your location
 - i. On campus: use smtp.umd.edu
 - ii. Off campus: use your ISP's information
 - d. Click Next



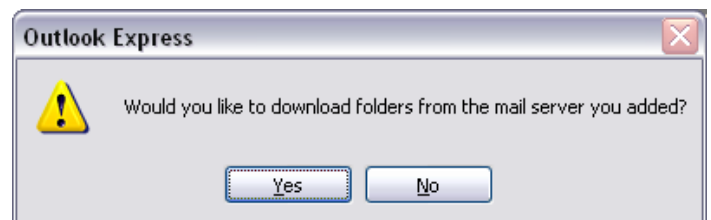
- 7) You now see an Internet Mail Login window
 - a. Your account name is your NetID (i.e.: ab123456)
 - b. Enter your NetID password
 - c. Click Next



- 8) You now see a Show/Hide IMAP Folder window
 - a. Click on the folder(s) you want displayed and then click the SHOW button
 - b. Click on the Visible tab to see which folders will be displayed
 - c. Click OK



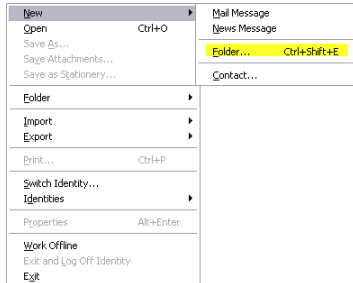
- 9) You will now see a window asking if you want to download folders.
 - a. Click Yes



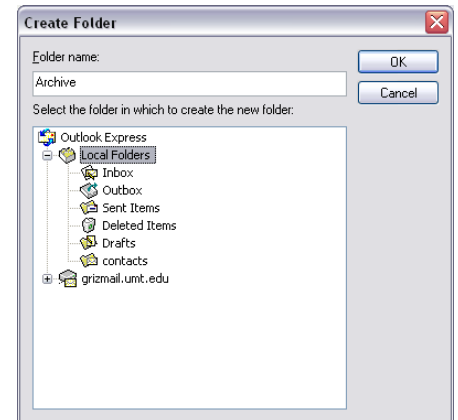
Now that the account is set up, we need to create a new folder and move your messages into that folder.

Create an Archive Folder

1) Create a new Mail Folder in Outlook Express named Archive

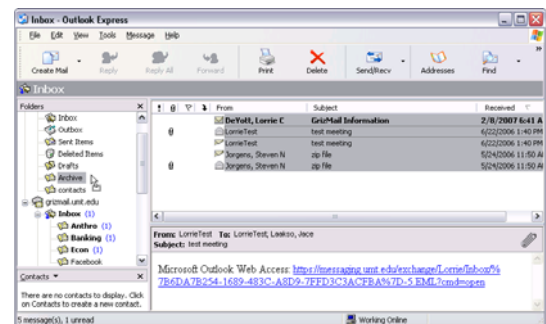


- a. File, New, Folder
- b. In the Create Folder window
 - i. Name your folder Archive
 - ii. Select Local Folders
 - iii. Click OK



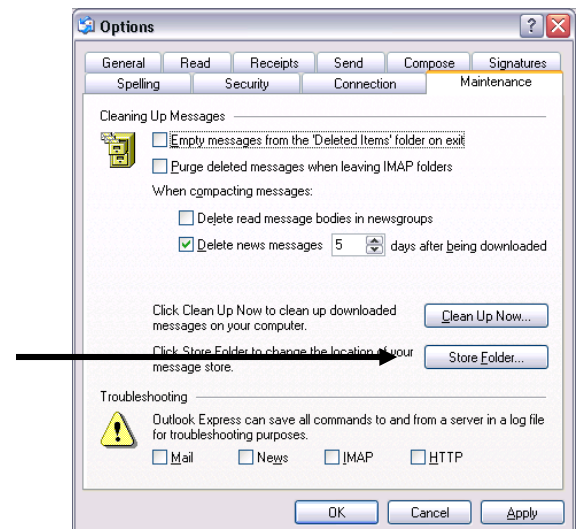
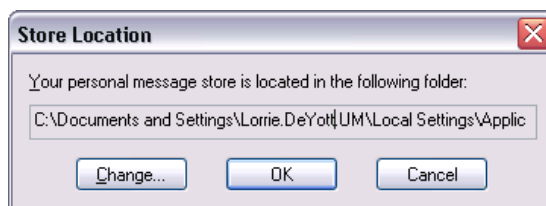
2) Move the messages you wish to archive into the Archive folder

- a. Select the messages you wish to keep
- b. Drag them to the Archive folder
- c. Repeat these steps until you have moved all messages to the Archive folder.



3) Find the location of the Archive.dbx file

- a. Tools, Options, Maintenance Tab
 - i. Click on the Store Folder button,
 - I. write down the path displayed

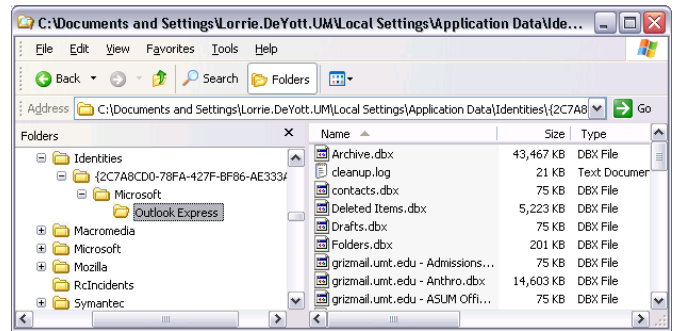


4) Close Outlook Express

- a. File, Exit

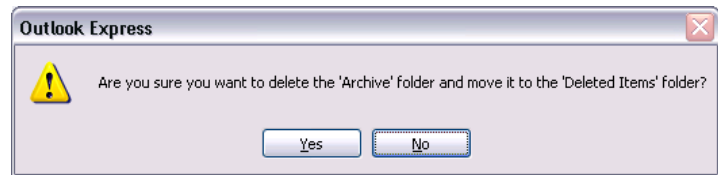
5) Copy the file Archive.dbx from your store folder onto your backup media.

- a. Using Windows Explorer navigate to the Outlook Express folder.
- b. Drag the Archive.dbx file onto your media
- c. Click on the red X to close out of Windows Explorer



6) Open Outlook Express and delete the file Archive.dbx.

- a. Click on the Archive Folder
- b. Click on the Delete option on the toolbar
 - i. A message window will now display
 - ii. Click Yes



To Restore an Archive.dbx

- 1) Create a new Mail Folder in Outlook Express named Archive (follow the steps above).
- 2) Open the folder at least once! This is required to force Outlook Express to create a corresponding Archive.dbx file.
- 3) Close Outlook Express and delete the newly-created Archive.dbx file.
- 4) Copy the backup of Archive.dbx into the Outlook Express store folder.
- 5) Open Outlook Express and view your messages.