

"Migration of Outlook 2000 mail, settings and address books to alternative hardware installations"

Monday, February 10, 2003

Introduction:

When new computers are presented to, or acquired by workers, the thorough migration of their custom information and profiles and data is a vital matter to ensure that they are immediately productive.

The distractions of re-configuring the custom options and other profiles are nearly as important as the seamless access to their original data.

Restoration of selected data from selective or global back-ups is sometimes valid, however, where a fresh install using new/updated software is already on clients machines OR a client is assigned to another machine, a manual procedure may become more appropriate OR even necessary.

Objective:

To define effective parameters, list a complete working method and implement the manual migration of all affected Outlook 2000 email data and settings into new client systems and test the integrity of the migration to the user's complete satisfaction.

Method:

Microsoft Outlook's working directory in NT – contain all the important data files:

\Winnt\Profiles\\Application Data

\Winnt\Profiles\\Local Settings\Application Data

Dictionary directory:

\Winnt\Profiles\\Application Data\Microsoft\Proof

Default filename:

Custom.dic

Signatures directory:

\Winnt\Profiles\\Application Data\Microsoft\Signatures

Default filename:

***.rtf – *.htm – *.txt**

Customised toolbar settings directory:

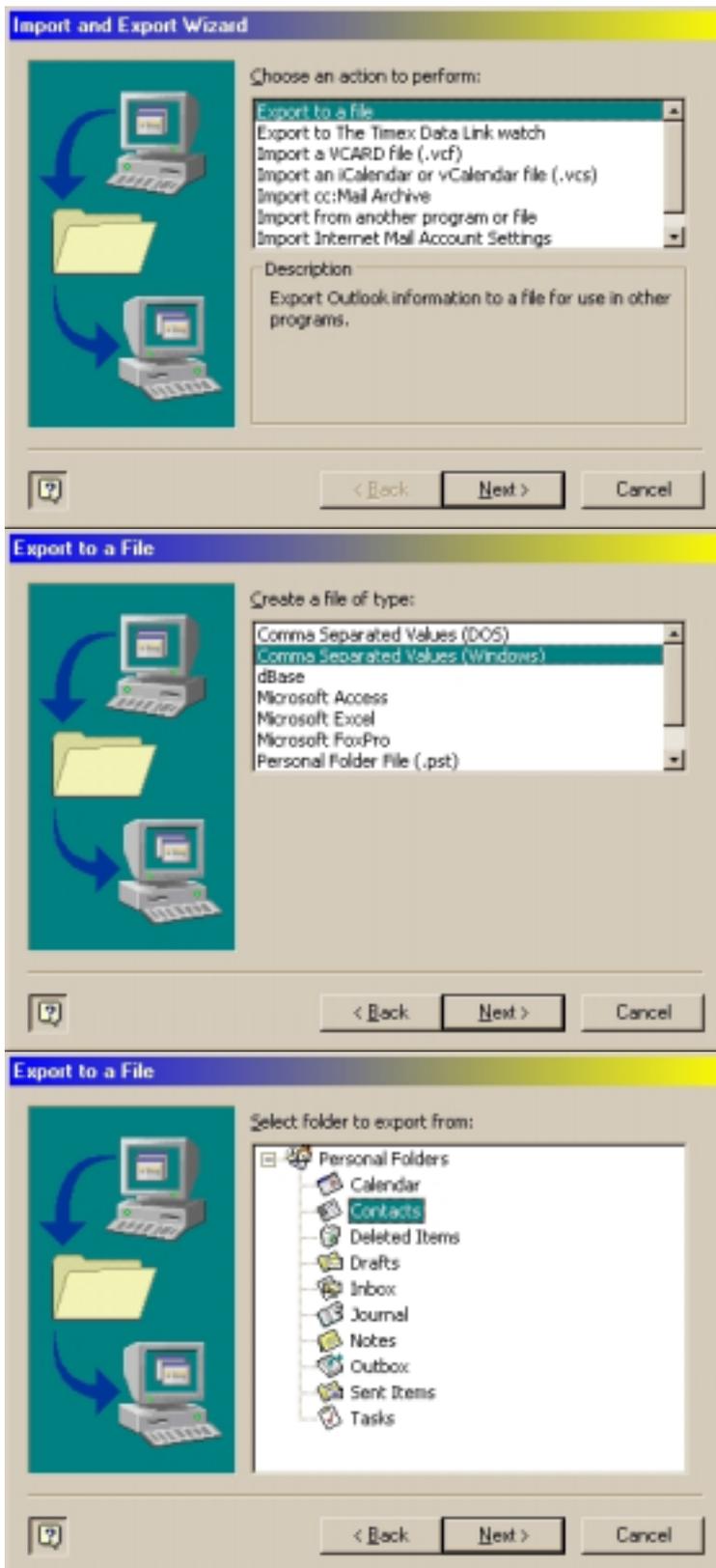
\Winnt\Profiles\\Application Data\Microsoft

Default filename:

Outcmd.dat

Before starting the process of exporting, find a suitable drive with at least 500 megabytes free space. The last page of this document shows a reference table to all associated files for Microsoft Outlook 2000 – use this for backing up settings such as: rules, signatures, templates, dictionary, etc.

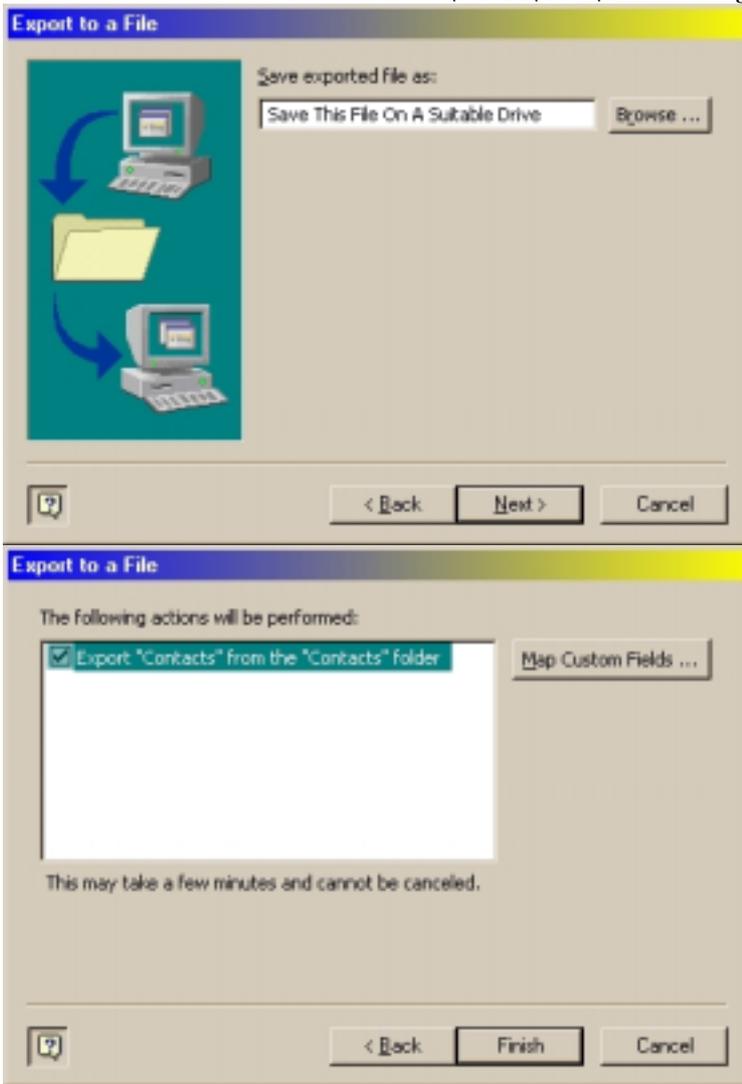
Exporting the Address Book:



1. Load up Microsoft Outlook
2. Select → File → Import and Export
3. Select → "Export to a file"
4. Select → "Next"

1. Select → "Comma Separated Values (Windows)"
2. Select → "Next"

1. Select → "Contacts"
2. Select → "Next"



Save the file to an appropriate location.

Follow the instructions.

1. Select → “Next”

Leave the Map Custom Fields set to defaults.

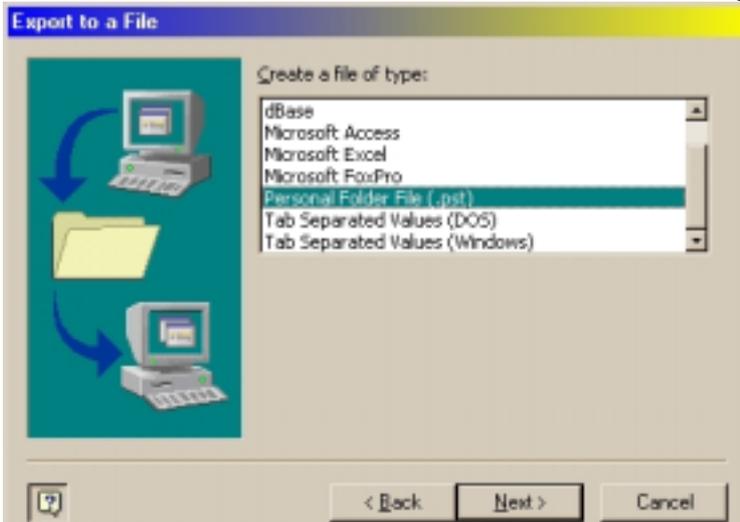
1. Select → “Finish”

Importing the address book is explained in the next section.

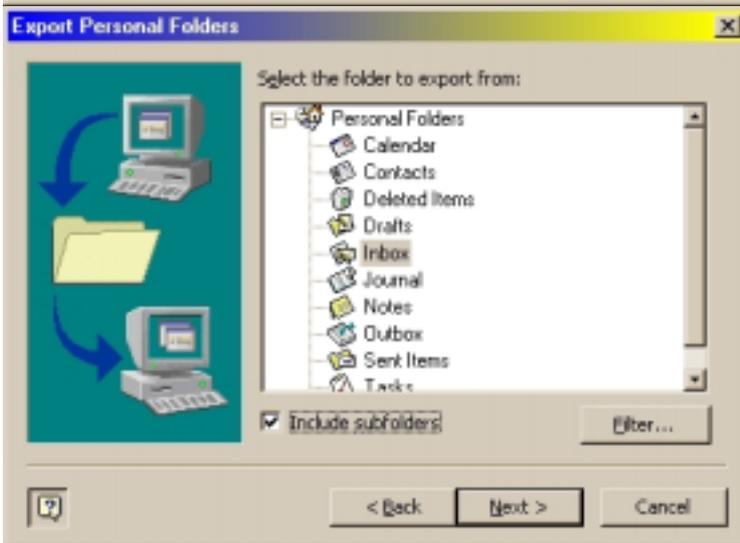
Exporting your personal emails folder



1. Load up Microsoft Outlook
2. Select → File → Import and Export
3. Select → “Export to a file”
4. Select → “Next”

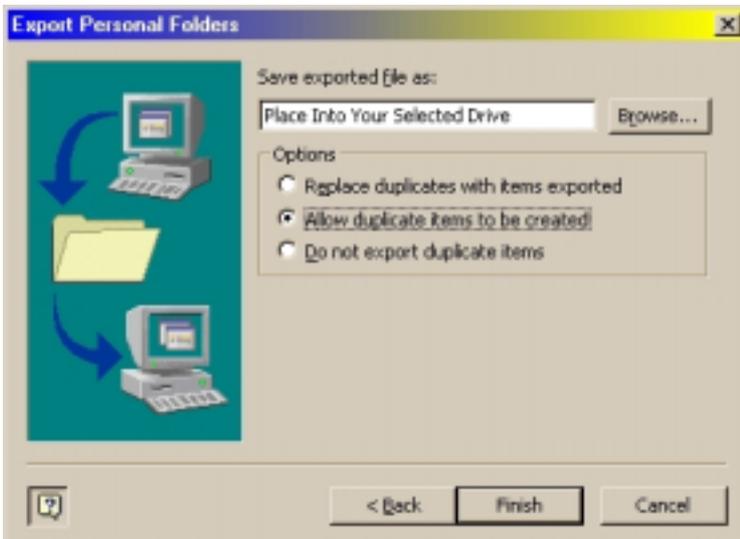


1. Select → “Personal Folder File (.pst)”
2. Select → “Next”



1. Tick → “Include subfolders”
2. Select → “Next”

NOTE: Ignore the Filter option.



Save the files in the appropriate location.

Follow the instructions:

1. Select → “Allow duplicate items to be created”
2. Select → “Finish”

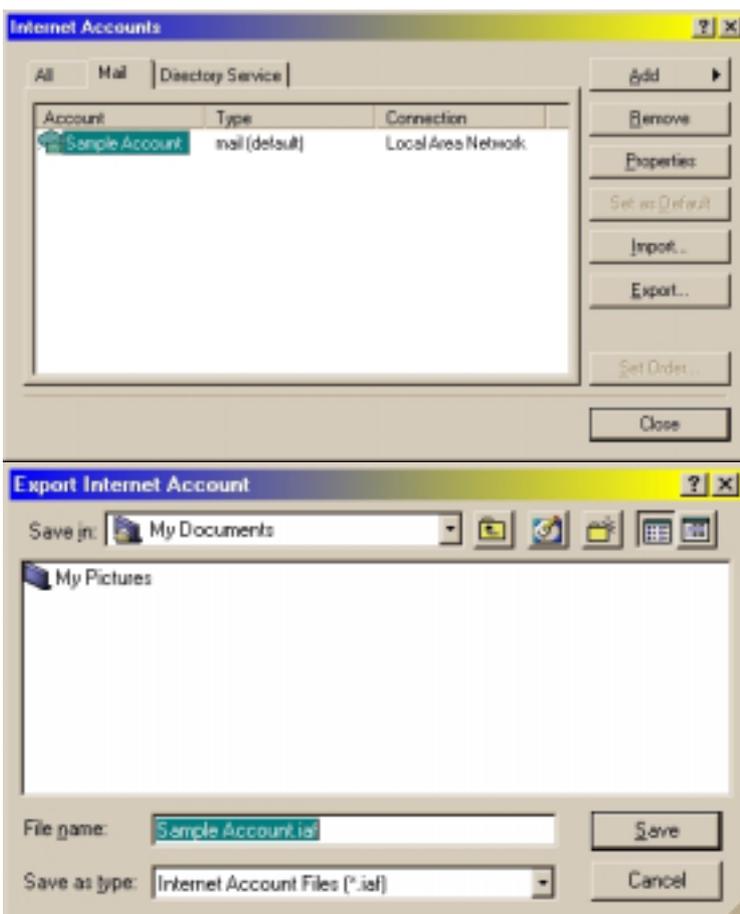


Leave the settings as defaults.

1. Select → “OK”

NOTE: Due to the size of your email data, this may take some time. Allow 45 minutes for the process to finish.

Exporting your email POP3 account settings



1. Load up Microsoft Outlook
2. Select → Tools → Accounts
3. Select the appropriate account
4. Select → Export

1. Select → “Save”

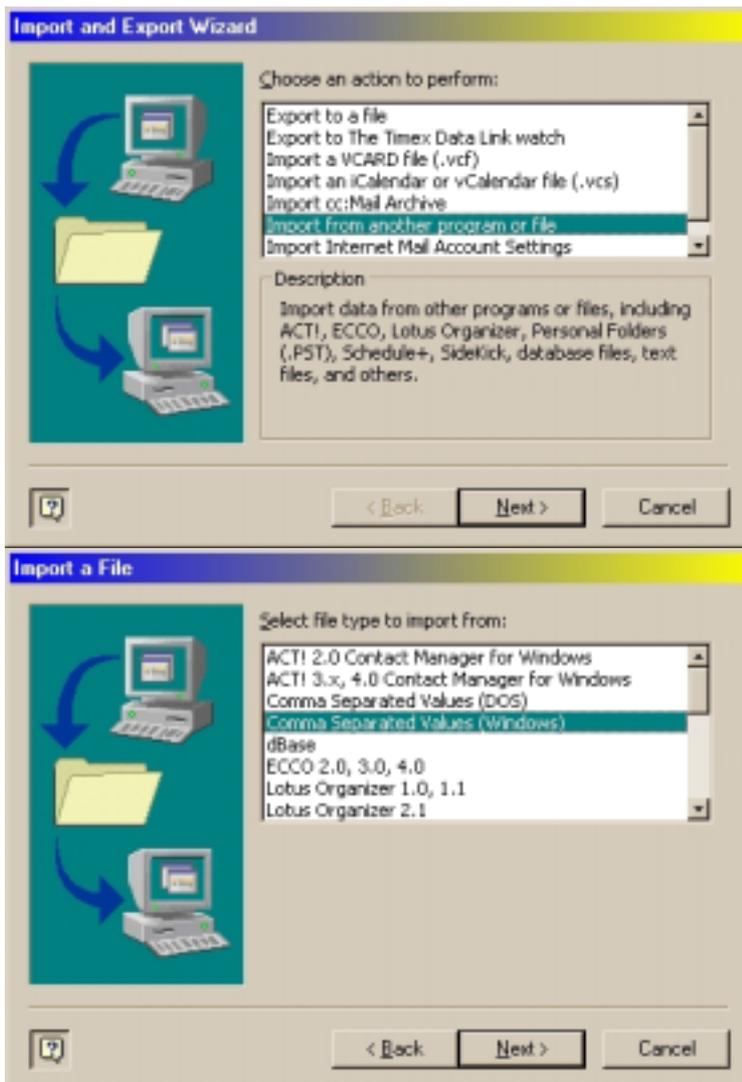
Repeat the process if you have more than 1 email account pre-defined.

Exporting / Importing Outlook Message Rules

They are associated with the .rwz extension. What you can do to import / export the message rules is to load up Microsoft Outlook, select the Tools Menu and Rules Wizard. Select the Options button to bring up the Import / Export features.

Now that we've finished exporting, we can now work on how to import these features to a newly installed version of Outlook 2000. Also mind that this export can also work as a back up solution – this is a serious problem due to the loss of important email data through the loss of hard drives.

Importing Outlooks Emails and Address Book



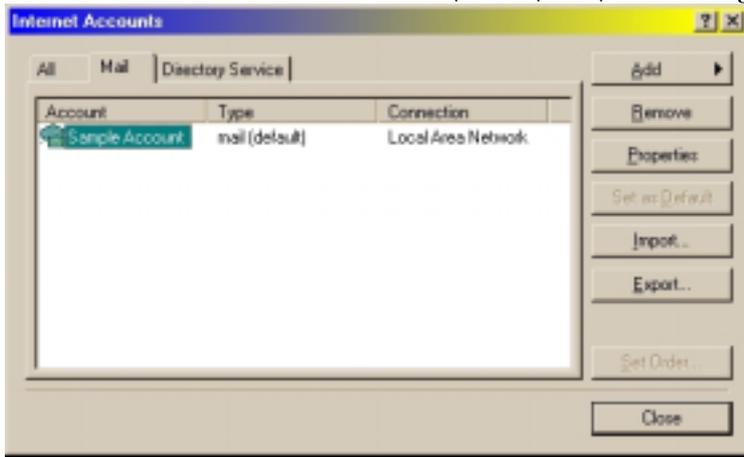
1. Load up Microsoft Outlook
2. Select → File → Import and Export
3. Select → “Import from another program or file”
4. Select → “Next”

Select → “Comma Separated Values (Windows)”

Follow the instructions accordingly. Just make sure “Allow duplicates is selected”.

NOTE: This will be the same process for “Personal Folder Files (.PST)” as well.

Importing POP3 Email Accounts



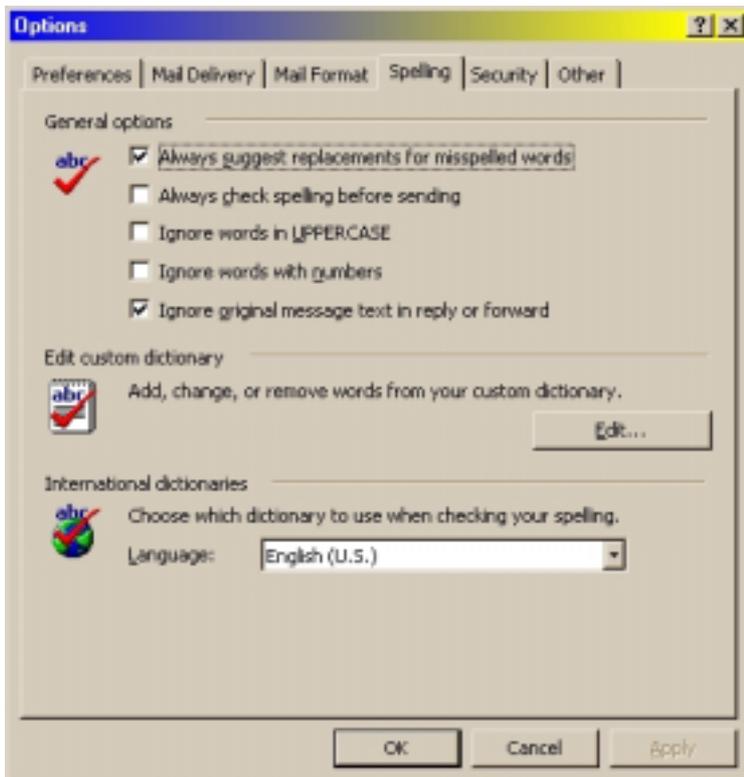
1. Load up Microsoft Outlook
2. Select → Tools → Accounts
3. Select the appropriate account
4. Select → Import

Just follow the instructions accordingly and select the exported template. Repeat if necessary.

NOTE: Email passwords are not exported for security purposes.

Importing other Outlook 2000 settings

To work with this section, it'd be helpful to look at the start of this document where it outlines the directories used for storing Outlook files. This ensures that importing and exporting is much easier.



1. Select → Tools → Options
2. Select → Spelling Tab

Verify the copy was successful by clicking on the Edit button. Your old dictionary should now be in place.

The same applies for Signatures.

1. Select → Mail Format Tab → Signatures

Make sure you back up the entire listed contents listed below, this will ensure you have a complete backup of all your settings for Outlook 2000. You would find these in the directories listed in the method section above.

Type of File	Name or Extension
Personal Folders	.pst files
Outlook Bar shortcuts	.fav files
Rules Wizard rules	.rwz files
Nicknames	.nick files
Customized toolbar settings	outcmd.dat
Customized system folder views	Views.dat
Macros and VBA programs	VbaProject.otm
Signatures	.rtf, .htm, and .txt files
Stationary	.htm files
Templates	.oft files
Dictionary	.dic files
Stores a reference to which extensions (addins) you have loaded.	extend.dat files

The following folder should contain most of your settings:

\Winnt\Profiles\\Application Data

\Winnt\Profiles\\Local Settings\Application Data

Suggestion

<http://www.abf-soft.com/outlook-backup.shtml> - This does everything for you above. Assuming it doesn't back up the rules. It works best when used on the same computer.

<http://office.microsoft.com/Downloads/2002/Pfbackup.aspx> (Microsoft's solution to backing up as .PST files).

<http://office.microsoft.com/Downloads/2000/o2kmsdd.aspx> (Stores preferences and options, including custom dictionaries and custom templates as well as AutoCorrect and AutoFormat lists.)

Please take note, this covers backing up Outlook emails, signatures, rules, address book and email accounts. To ensure you have a complete backup, use the table above to backup any other existing files.

Verification

This is mainly a manual self-test and verification that the imports have worked and has the current files as if it was the original data. Checking that the send / receive works with the accounts properly, signatures and dictionary files are now there and finally the address book is functioning properly.