

Back up and restore Entourage information

Entourage can export items such as mail messages, tasks, contacts, notes, and calendar events to an Entourage archive (.rge extension). This enables you to store information in another location and remove it from Entourage. You can also use this process to make a back up of your Entourage information (without removing the information from Entourage).

When creating Entourage back ups and archives, keep the following in mind:

- Groups, notes with multimedia elements and category information for all items except contacts cannot be exported. (This is not talking about email; remember that Entourage includes much more than email; it also includes address book, calendar, notes, tasks, and project center.)
- When exporting messages stored on a mail server (such as IMAP accounts), the entire contents of the message can only be exported if it has been downloaded from the mail server.
- Even if you choose to delete items after exporting, messages stored on the mail server will not be deleted.

To back up or archive Entourage information

1. Empty all Deleted Items folders to avoid getting items you do not want.
2. On the File menu, click Export.
3. Click Export items to an Entourage archive and select the items you want to include.
4. Under Archive the following item types, select the item types you want to include, and then click the right arrow to continue.
5. Choose whether or not you want to delete the items you are exporting and then click the right arrow to continue.
6. Enter a name for the archive file and a location to store it and then click Save.

To restore Entourage information

1. On the File menu, click Import.
2. Click Import information from an Entourage archive and then click the right arrow to continue.
3. Locate the .rge folder you want to import and then click Import.

Tip

- If you want to explore the contents of an archive, hold down **CONTROL** while clicking the .rge folder and then click Show Package Contents.

Another way to backup your Entourage email folders and individual email messages to your network folder:

- > Connect to your Network folder (on Alphaprime, Dolphin-Teach, Orca, or Raven)
- > In Entourage, locate the email folders you have used to store your email messages

Now you should have two windows open: one in which you can see your Network Folder and another in which you can see your email folders.

- > Click, hold, and drag the email folders you want to backup to your Network folder

When/if you need to place the folders back into Entourage:

- > double-click on the .mbox file in your Network Folder. Entourage will open and ask *Do you want to import the messages in this file into a new folder?*
- > click *Import*. A new folder with the same name and containing the same email messages will appear in Entourage.

To back up your entire Entourage Database:

- > navigate to finder (one way is to double-click the hard drive icon)
- > in the far left column, click on your username (house icon)
- > Documents
- > Microsoft User Data
- > Office 2004 Identities
- > Main Identity
- > Database (click once to select; don't double-click to open)
- > File
- > Duplicate
- > Drag the *Database copy* file to your Network Folder or where ever it is you want to back it up to

To restore the backed-up files:

- > Quit Entourage if it's running
- > drag the *Database copy* file to the *Main Identity* folder you originally took it from
- > drag the old Database file to the trash
- > rename the new *Database copy* to *Database*
- > open Entourage and make sure you have all your files
- > empty Trash