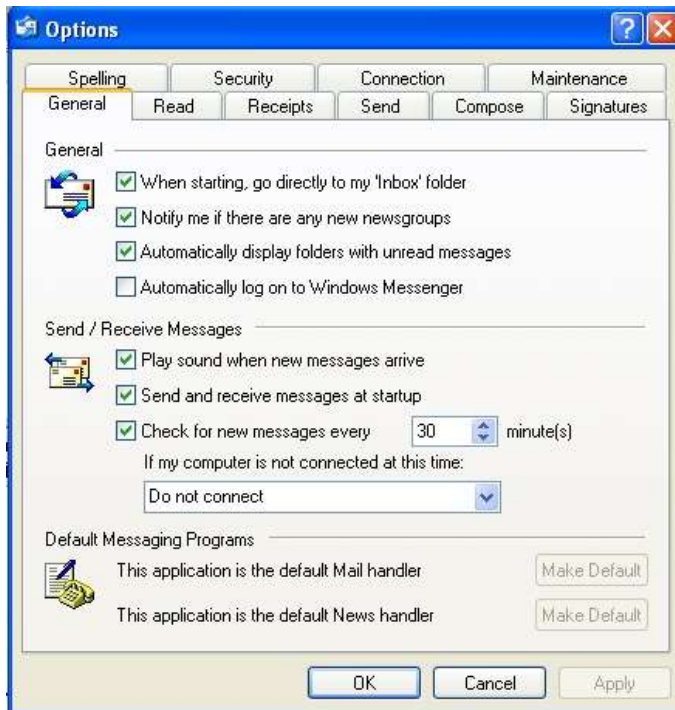


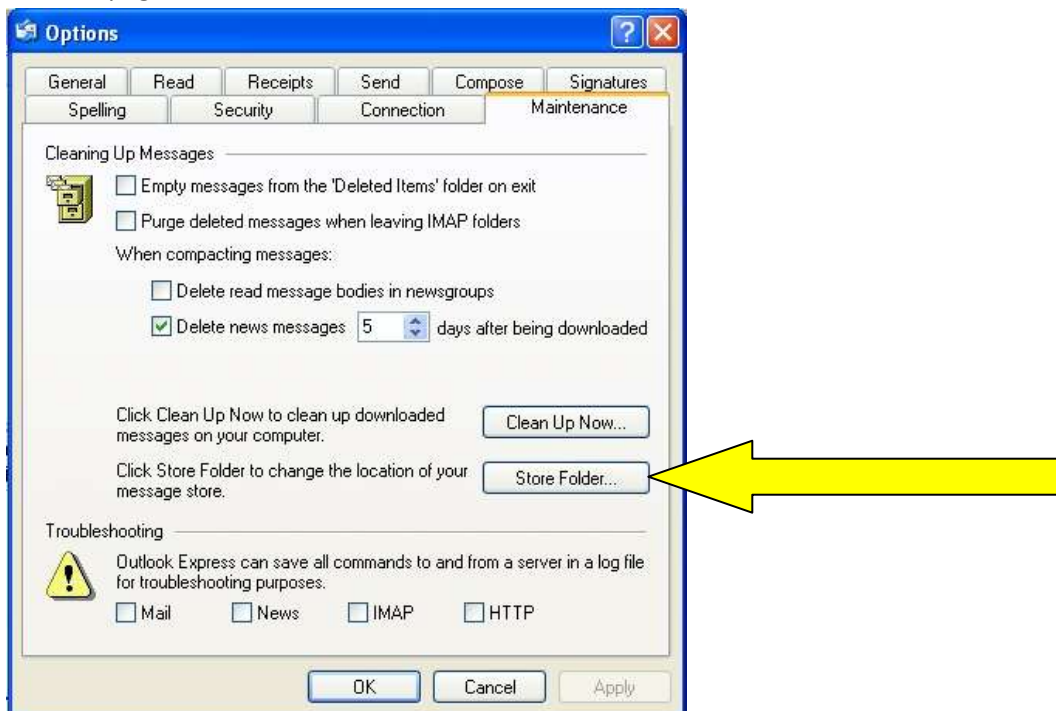
How to find where your Outlook Express files are stored

1. Start up Outlook Express and from the **Tools** menu item (at the top), select **Options** (from the bottom). You should see a screen as follows:



This screen shot shows 10 “tabs” at the top, with the **General** tab being the one selected, the one “at the front”. If your screen has a different tab at the front the content will look rather different.

2. We want the **Maintenance** tab to be at the front, so if you don’t have it at the front, click on it with the mouse and it will come to the front. You should now see the content as shown on the next page.



3. Click on the **Store Folder** button about two-thirds the way down on the right. Another window will pop up:



The wide rectangle in the middle shows the folder where the files are stored. Normally it will be too long to see it all, so you'll see the left-hand end.

4. If you want to see the whole thing, click your mouse at the very left of the rectangle, when you do you will see a black flashing vertical line. Now use right arrow key on the keyboard to move rightwards over the name – as you get near the end, the name will scroll to show you the next bit.
5. If you want to copy the whole thing, go back to the left-hand end, then hold down the shift key while you press the End key (i.e. Shift-End) and let it go. You should see the whole thing highlighted, showing its right-hand end. Now hold down the control key while you press the C key (i.e. Control-C) to copy the text (into the clipboard).
6. You now have the complete folder name in the clipboard. You can use it or see it as you wish, e.g. start up Notepad and use Control-V to paste it in.