

Re: Outlook 2003 How do I save email messages?

Source: <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2008-08/msg00843.html>

- *From:* Janet T <Janet.T@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Wed, 13 Aug 2008 15:06:01 -0700
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Is there a way to move email folders from Outlook Express to an external drive -- without having to move each individual message one at a time? Many thanks.

"Bob I" wrote:

Sure, as a matter of fact you can drag and drop e-mail messages into any folder you want on your hard drive. For instance open "My documents", see the Icon on the Taskbar now? Simple drag an e-mail to that Icon, and hold it there, My Documents will pop to the Desktop, now simply drop the e-mail in My Documents.

laidebug wrote:

I keep email that I may need to refer back to i.e. problem solving an issue – I keep the final email so if it comes up again, I don't have to rack my brains again. Right now my email sits on a server and we need to keep our Outlook "cleaned up", delete the delete files, delete the sent file etc....the IS guy keeps giving me the stink eye because mine is so big.....is there a way for me to save the emails (individually) on my hard drive or in my allotted file on another server?