

Re: How to set up export to include Distribution Lists

Source:

<http://www.tech-archive.net/Archive/Outlook/microsoft.public.outlook.installation/2005-05/msg00492.html>

- *From:* "Debby" <DTaylorConsult@xxxxxxxxxxxxx(donotspam)>
 - *Date:* Mon, 16 May 2005 04:55:37 -0700
-

Thank you. This has be quite helpful.
Debby

"Russ Valentine [MVP Outlook]" wrote:

- > Neither do I. It is patently bad advice. It is well documented that
- > exporting loses data, as you have now confirmed.
- >
- > Take a look at these pages for info on Outlook data backup or transfer:
- > <http://www.slipstick.com/config/backup.htm>
- > <http://www.howto-outlook.com/Howto/backupandrestore.htm>
- > <http://office.microsoft.com/en-us/assistance/HA010771141033.aspx>
- >
- >
- > Russ Valentine
- > [MVP-Outlook]
- >
- > Debby wrote:
- >> You state categorically that exporting is not a good backup method.
- >> I do not understand why the following is found in MS Help and Support –
- >>
- >> "Applies to Microsoft Office Outlook® 2003
- >>
- >> To back up the Contacts folder, you need to export the folder to a file in
- >> Personal Folders file (.pst) (Personal Folders file (.pst): Data file that
- >> stores your messages and other items on your computer. You can assign a .pst
- >> file to be the default delivery location for e-mail messages. You can use a
- >> .pst to organize and back up items for safekeeping.) format.
- >>
- >> On the File menu, click Import and Export.
- >> Click Export to a file, and then click Next.
- >> In the Create a file of type list, click Personal Folder File (.pst), and
- >> then click Next.
- >> In the Select a folder to export from list, click Contacts.
- >> If you have subfolders below the Contacts folder that you want to include,
- >> select the Include subfolders check box.
- >> Click Next.

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>> Click Browse, choose a location for the file, such as My Documents, and then
>> type a name for your backup file, such as ContactsBackup.pst.
>> Click OK.
>> Click Finish.
>> In the Name box, type My Contacts Backup.
>> Type the encryption and password settings if you need them, and then click
>> OK.
>>
>>
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>> "Russ Valentine [MVP-Outlook]" wrote:
>>
>>
>>> You will find a few thousand posts here that explain that exporting is never
>>> the correct way to transfer Outlook data. DL's are only a small part of the
>>> data that you lose.
>>> The only way to preserve data is to copy and reuse the data file.
>>> --
>>> Russ Valentine
>>> [MVP-Outlook]
>>> "Debby" <DTaylorConsult@xxxxxxxxxxxxx(donotspam)> wrote in message
>>> news:D0D259F7-C069-4977-80CB-FEA5E513FDFF@xxxxxxxxxxxxxxxxxxxxx
>>>
>>>> I need to save/export my entire contacts list – used to do this easily in
>>>> Outlook Express with the .wab files – all efforts in Outlook 2003 have
>>>> failed
>>>> to date.
>>>>
>>>>
>>>> In Outlook 2003 –
>>>> When I export my contacts to a .pst file, individual contacts are properly
>>>> preserved and distribution list TITLES are saved. But the members in each
>>>> distribution list are excluded.
>>>>
>>>> When I export my contacts to a .csv or .tsv file, individual contacts are
>>>> properly preserved but distribution list titles are not even saved –
>>>> everything about distribution lists is totally excluded.
>>>>
>>>> Help database says I should be able to drag and drop items from Outlook
>>>> 2003
>>>> into email. When I attempt to drag and drop distribution lists into
>>>> email,
>>>> nothing translates. (Word is my editing program)
>>>>
>>>> I have searched the help database and the MS database for a solution
>>>> without
>>>> success.
>>>>
>>>> It is critical that I find a way to backup my address book in its
>>>> entirety,

