# How to Backup Windows Live Mail 2011

The following are directions for backing up Windows Live Mail 2011/2012 on a computer running Windows 7 or 8.

All of your Mail account settings, Contacts, and E-Mail Messages will be backed up.

To get started in **My Documents** create a folder and call it **Windows Live Mail Backups**. Create a subfolder and name it the date of the backup, ex: Backup 12252012
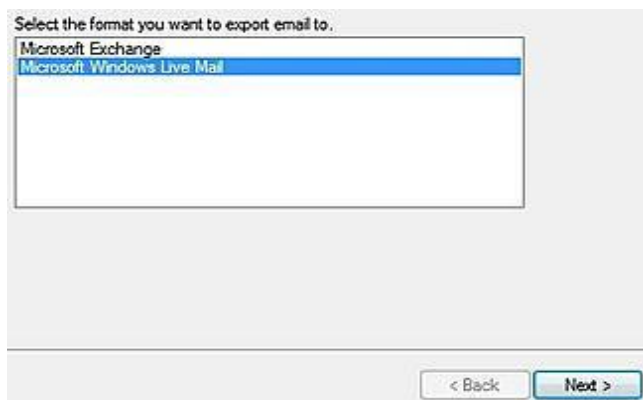
Now open Windows Live Mail.

If you have a windows live mail account make sure you are signed in so you can retrieve all your contacts.

Click on in the drop down box on the left top side, it will open like you see below.  Click on **Export email**, then **Email Messages**:
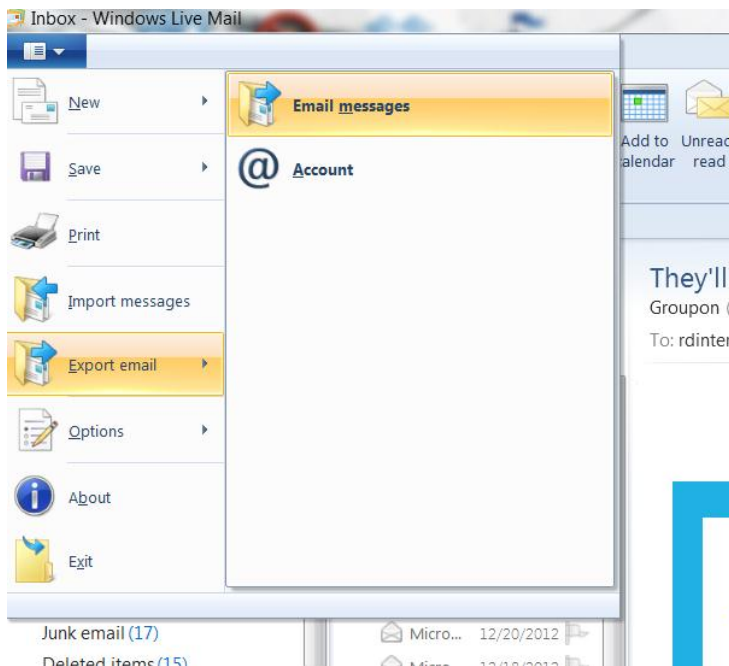


Once this opens to another box as you see below, Highlight: **Microsoft Windows Live Mail** then click **Next:**

You will be brought to the box below.  Click on the **Browse button** and go to the folder you made for Windows Live Mail and click on the new Folder you created for this backup. Then click **OK.**
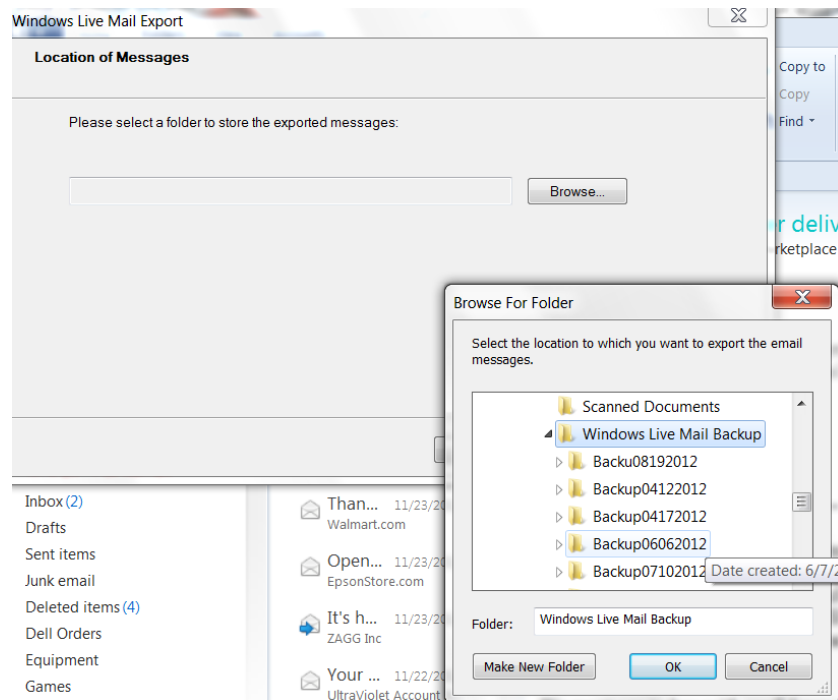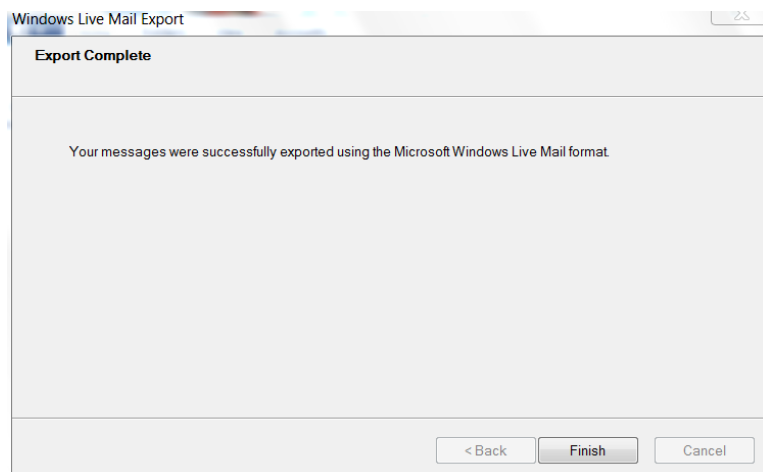


This box will pop up; Put a check mark on **All Folders**.  Or if you have lots of emails in each one of the folders you will have to select **"Selected Folders"** and highlight each folder using the **Cntrl Key. Then click Next**
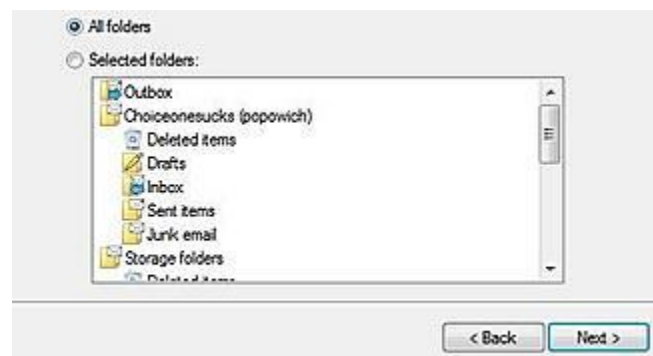


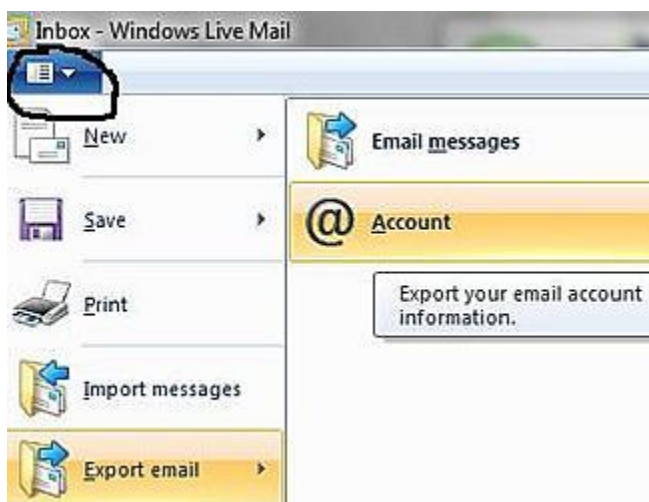It will popup a box like below and begin to do the backup:
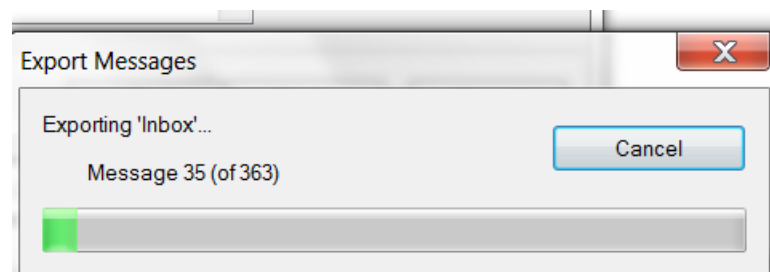
Once it is done will show you this: Now **Click Finish**



**To backup your Mail account settings**
Click the Arrow in the top left of Windows Live Mail, select **Export email**, and then click on **Account**



A box will come up and you pick the account you want to back up by highlighting it.
Then click on **Export.** Put it in the Windows Live Folder you created (not the backup subfolder).
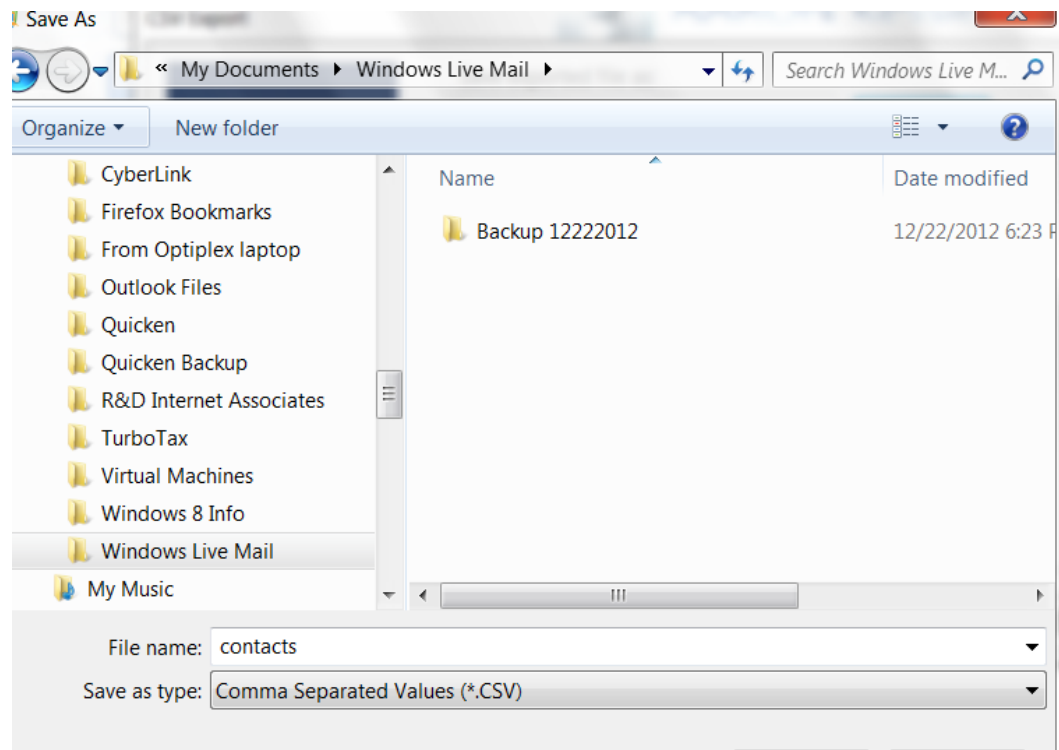Repeat the above process for every email account that you have configured.
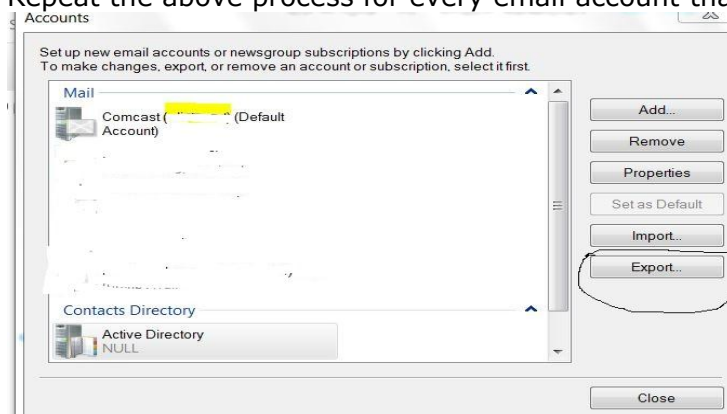
**To Back Up Your Contacts**:

Click **Contacts in the lower left** of your WLM and then at the **top** of WLM click Export and select Comma Separated Values (CSV)
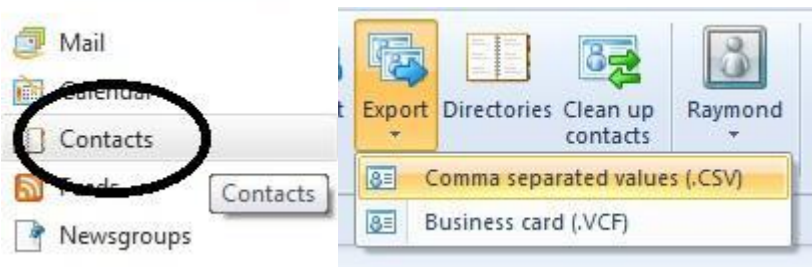


**Put the contacts in the Windows Live Mail Folder you created (not the Backup sub folder**) as you see below:  Name it "**Contacts"** and click **Save**



That it! .  You should do this at least once a week if you use the email program every day. You should also back it up to a flash drive or external HD just in case your computer dies. You can restore it on another computer once you have downloaded and installed the program.