Developed by Paul Pieciak for Byte Logic
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The easy Backup & Restore system in three steps

INSTRUCTION MANUAL

Outlook Backup and Restore

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Version number: 1.0

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1. Introduction

1.1 About this application

This application allows the user to create backup data of Outlook or Outlook Express programs. Of course you can restore this data to. This application is an easy 3 step wizard that lets user to perform backup or restore:
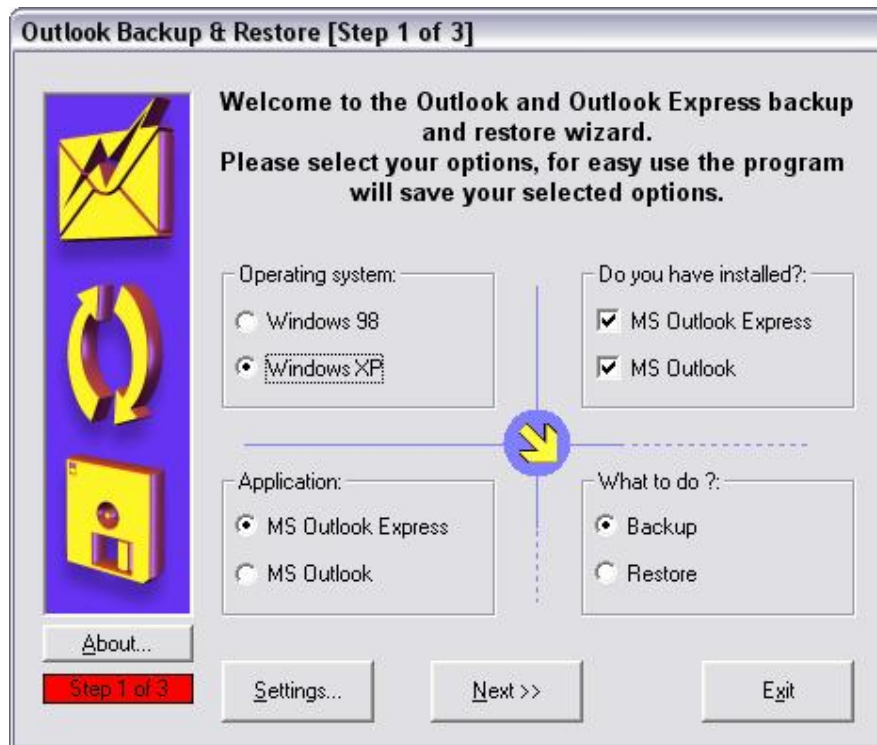
- Ø E-mails – all folders like Inbox, Sent Items, Deleted Items, etc.
- Ø Blocked senders list
- Ø Contact list
- Ø Accounts information
- Ø Settings
- Ø Mail rules

1.2 System requirements

- Ø Operating system -> MS Windows 98 or XP
- Ø Space on hard disk drive -> about 5 MB
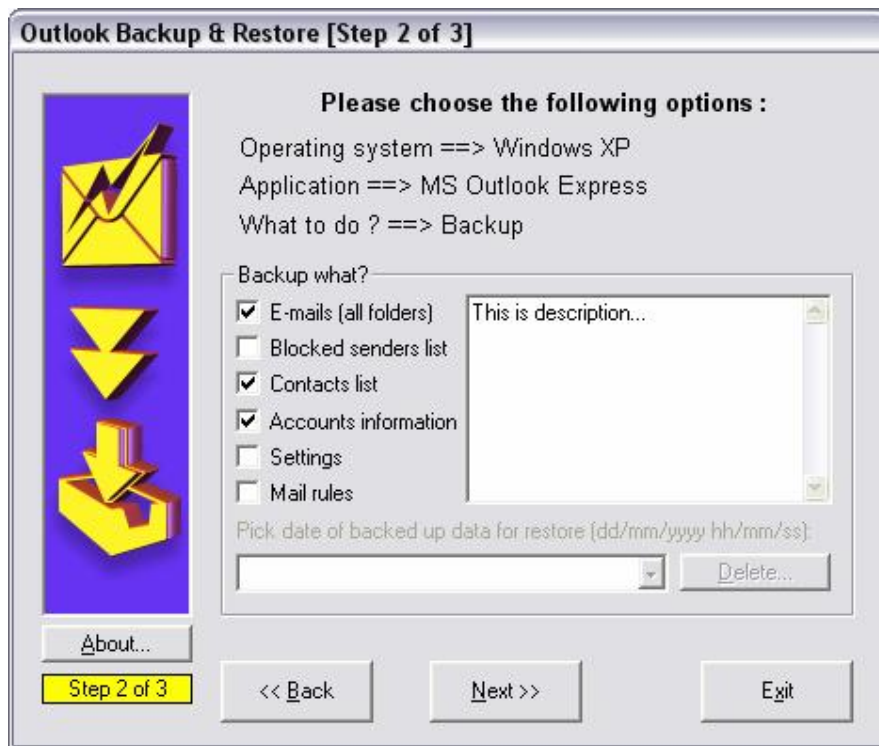- Ø Additional applications -> MS Outlook or Outlook Express installed

2. Backing Up Outlook or Outlook Express

2.1 Step 1 - Most important configuration

1. Operating system - In the first place the user should select our operating system that the user currently using. This is VERY IMPORTANT because when the user selects a different operating system that the user currently uses the backed up data will not restore!
2. Application – Here the user selects application for which the user needs to save backup data.
3. Do you have installed? – The user needs to pick which applications the user has installed in our computer. This is important to; because program must know from where copy data.
4. What to do? – Pick task: Backup or Restore data.
5. [About] – When clicked, shows application information and copyright details.
6. [Step 1 of 3] – This blinking label shows the user what step the program is currently in. The color means: red blink – settings (step 1) – VERY IMPORTANT!
7. [Settings…] – Here we can pick where we want to save baked up data for Outlook or Outlook Express
8. [Next] – This is confirmation for the next step.
9. [Exit] – Exit the application.
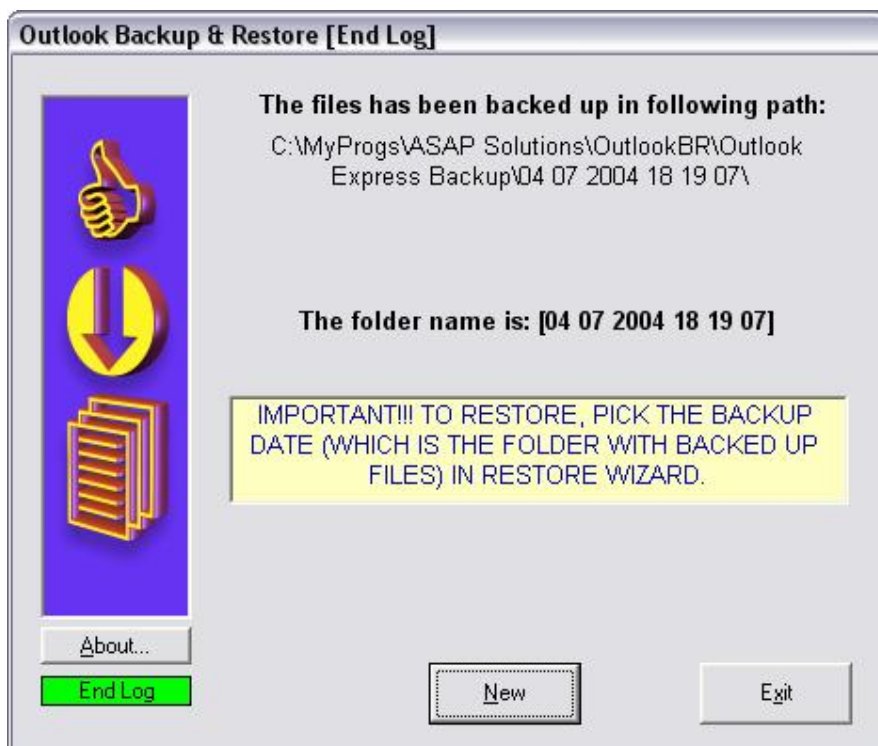
2.2 Step 2 – Selecting options

1. <u>Backup what?</u> – Here the user selects options that the user needs to be backed up. Check boxes are:
   a. <u>E-mails (all folders)</u> – Backs up all folders with the user's mail.
   b. <u>Blocked senders list</u> – This option allows the application to backup blocked senders list.
   c. <u>Contact list</u> – Saves the user's contact list.
   d. <u>Account information</u> – Saves each user's account information.
   e. <u>Settings</u> – Settings are important information to backup, because it takes hours to configure our Outlook or Outlook Express to our needs – so when the user needs to backup this data to – select this option
   f. <u>Mail rules</u> – Backs up mailing rules.
2. <u>Enter description here…</u> - Here the user can add our description about backed up data - this can be very useful later when the user restores it.
3. <u>[About…]</u> – When clicked, shows application information and copyright details.
4. <u>[Step 2 of 3]</u> – This blinking label shows the user the current step of the wizard. The color means: yellow blink – options (step 2) – less important – user can select anything they would like to backup or restore.
5. <u>[<< Back]</u> – when the user presses the button the program will return to previous step – 1
6. <u>[Next >>]</u> – this is confirmation for the next step
7. <u>[Exit]</u> – Exit the application.
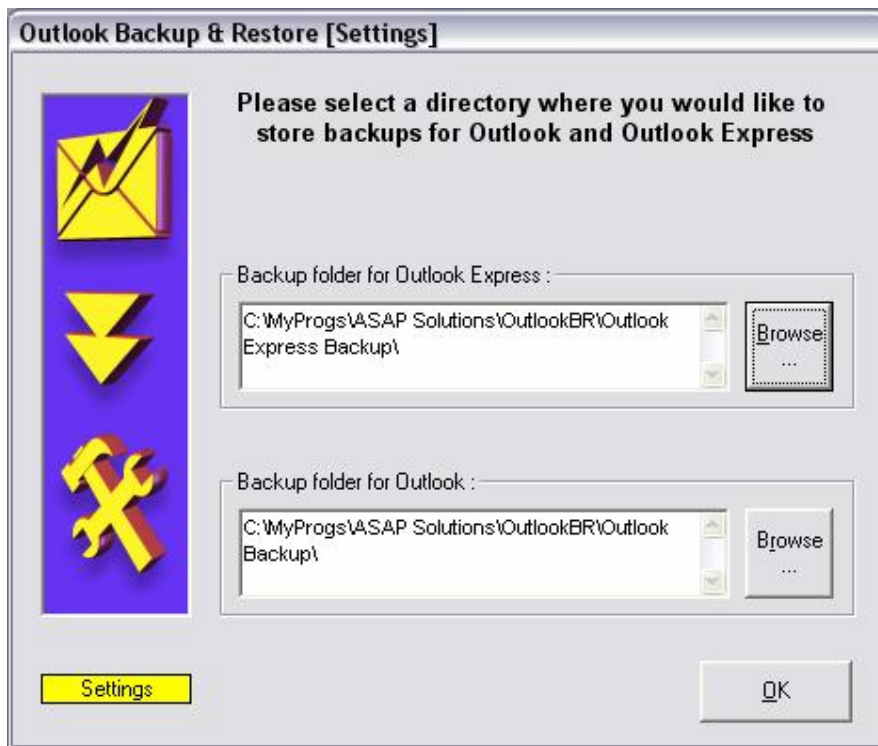
2.3 Step 3 – Backing up… please wait

In this step the user waits for the application to restore. The application saves our data in the backup folder. The check boxes on the left of displayed previous selected options shows the user what is done and what needs to be done. All buttons are not available. The blinking label shows the user the current wizard step. The colour means: green blink – wait / done (step 3) – the user can only wait or watch.

2.4 The End Log window

Here the user can see status of backed up data. The information that is displayed is: full path to our backed up data, folder name and what to do to restore it. [New] button allows user to run the wizard from the beginning – from step 1 – to restore or backup other data. Other buttons that we know – their functions are the same.
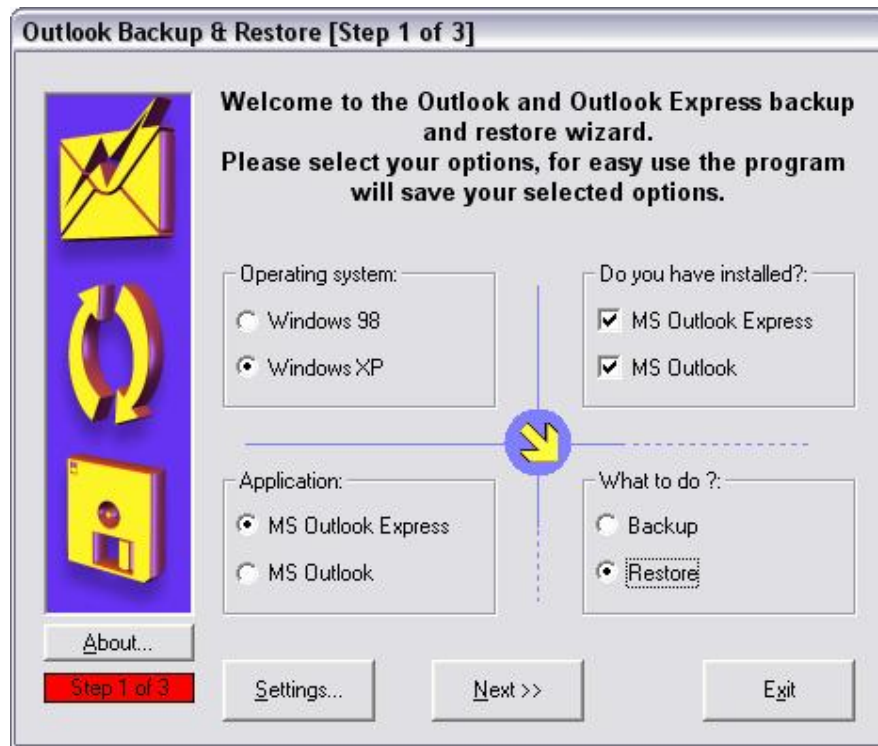
2.5. Backup to removalable device

There is an option that allows saving backed up data to other drive and directory. Default is the location of our application + backup folder. By clicking the [Browse] button we can select location where backup data will be saved :

Button [Create folder] allows to create new folder with name specified in left text box. We can also select drive (combo box below).
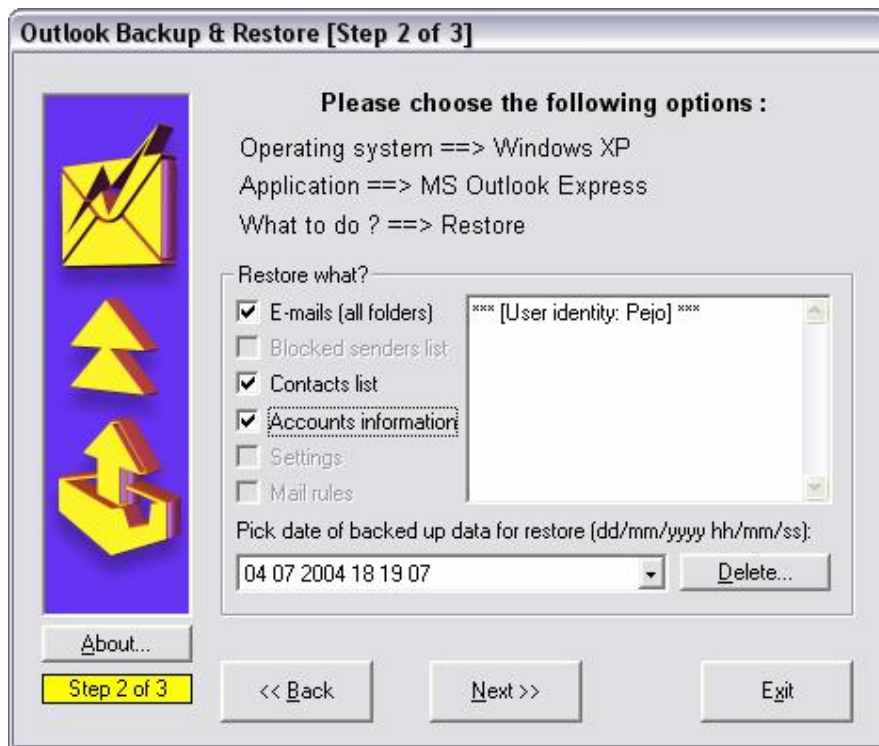
3. Restoring Outlook or Outlook Express

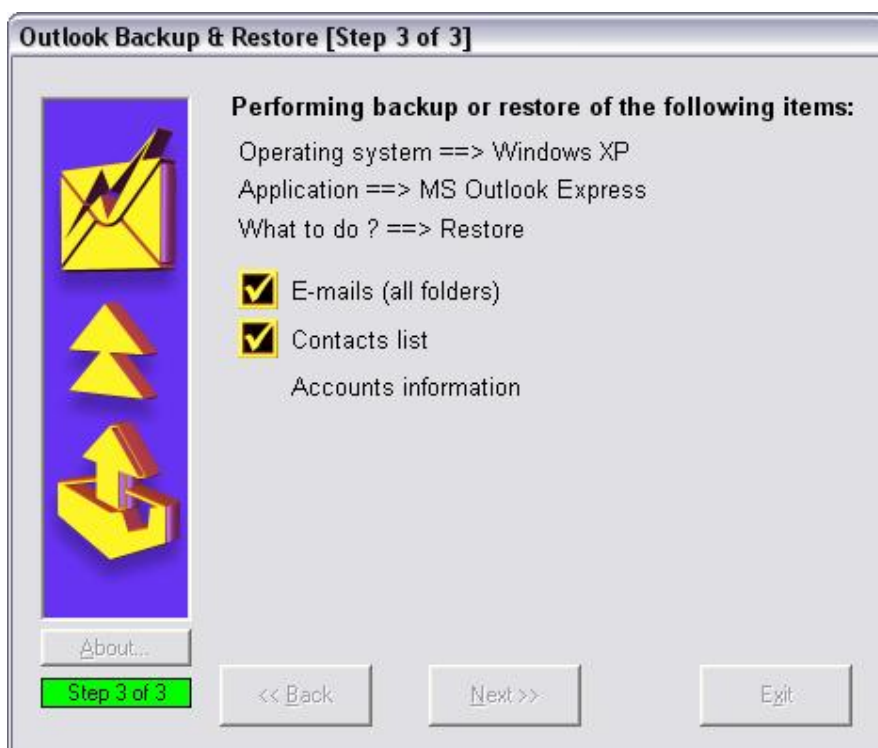## 3.1 Step 1 - Most important configuration

1. Operating system - In the first place the user should select their operating system that they currently use. This is VERY IMPORTANT because when the user selects another operating system that they currently use the backed up data will not restore!
2. Application – Here the user selects application for which we need to save backup data
3. Do you have installed? – The user needs to pick which applications we have installed in our computer. This is important to; because program must know from where copy data.
4. What to do? – Pick operation: Backup or Restore data.
5. [About…] – When clicked, shows application information and copyright details.
6. [Step 1 of 3] – This blinking label shows the current step of wizard. The color means: red blink – settings (step 1) – VERY IMPORTANT!
7. [Settings…] – Here we can pick where we want to save baked up data for Outlook or Outlook Express
8. [Next >>] – This is confirmation for the next step.
9. [Exit] – Exit the application.
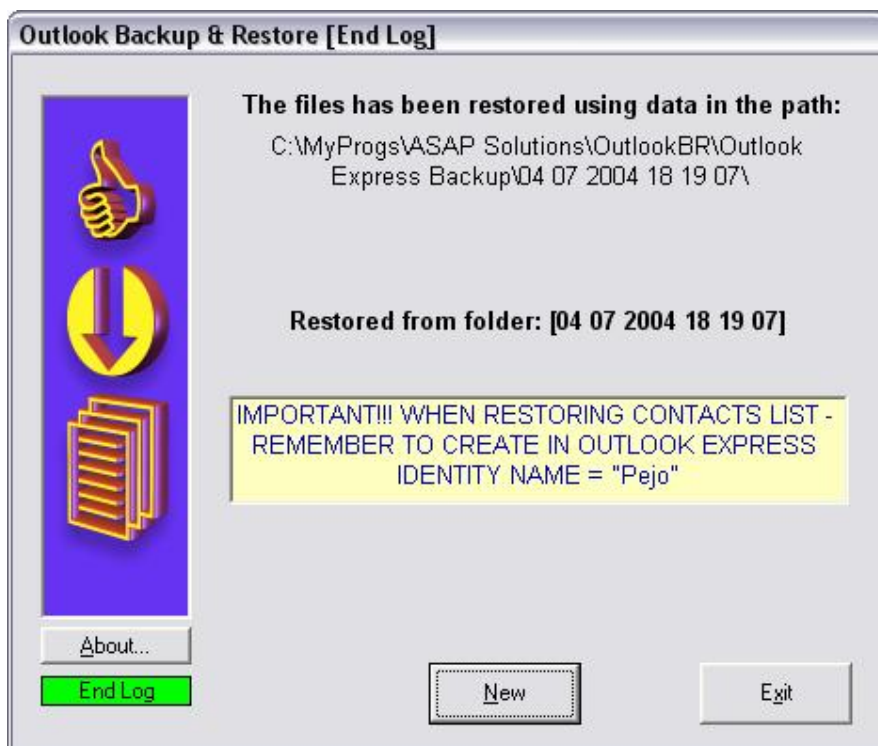
3.2 Step 2 – selecting options

1. <u>Restore what?</u> – Here the user selects the option(s) that they wish to restore. Items that are not available to restore are grayed out.
2. <u>E-mails (all folders)</u> – Restores all folders with our mail (Inbox, Outbox, etc.)
    b. <u>Blocked senders list</u> – This option allows restoring blocked senders list of incoming mail.
    c. <u>Contact list</u> – Option restores contact list.
    d. <u>Account information</u> – Every account will be restored when the user selects this option.
    e. <u>Settings</u> – Settings are important information to restore, because it takes hours to configure our Outlook or Outlook Express to the user's needs – so when the user needs to restore this data to – select this option.
    f. <u>Mail rules</u> – Also takes time to set up the user's mail rules – so restoring it will be very reasonable.
    g. <u>This is description.</u> – Description of the backup to be restored (if entered in by the user).
3. <u>Pick date of backed up data for restore (dd/mm/yyyy hh/mm/ss):</u> - In the combo box below the user can select folder with backed up data for restore or to delete.
4. <u>[Delete…]</u> – Allows the user to delete previously backed up data (must be confirmed).
5. <u>[About…]</u> – When clicked, shows application information and copyright details.
6. <u>[Step 2 of 3]</u> – Shows the user the current step of the wizard.
7. <u>[<< Back]</u> – When the user presses that button we will return to previous step (step 1).
8. <u>[Next >>]</u> – This is confirmation for the next step.
9. <u>[Exit]</u> – Exit the application.

3.3 Step 3 - Restoring… - please wait

In this step the user must wait for the application to finish. The application restores the user's data from the backup folder. The check boxes on the left of displayed previous selected options show the user what is done and what needs to be done. All buttons are not available. The blinking label shows the user the current wizard step. The colour means: green blink – wait / done (step 3) – the user can only wait or watch.

3.4 The End Log window

Here the user can see the status of the restored data. The information that is displayed is: full path to the user's backed up data from where restore has been done and folder name. [New] button allows the user to run the wizard from the beginning – from step 1 – to restore or backup other data. Other buttons that the user knows (their functions are the same). In the yellow frame is very important information – when we need to restore contact list we must have in our Outlook Express the same identity as described in this box, otherwise application we'll not be able to restore contacts list.

4. Acknowledgements

Paul Pieciak for program design and development, testing and user manual
Mark Gare for additional testing and manual editing

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