

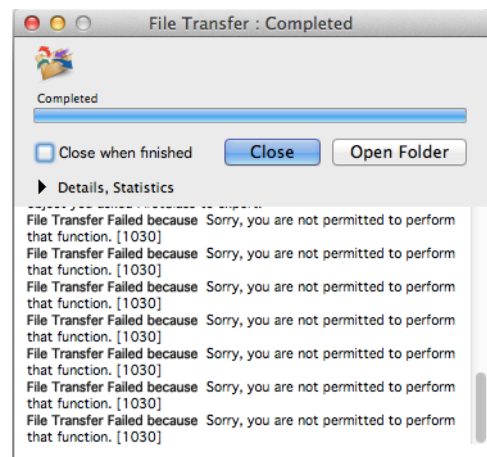
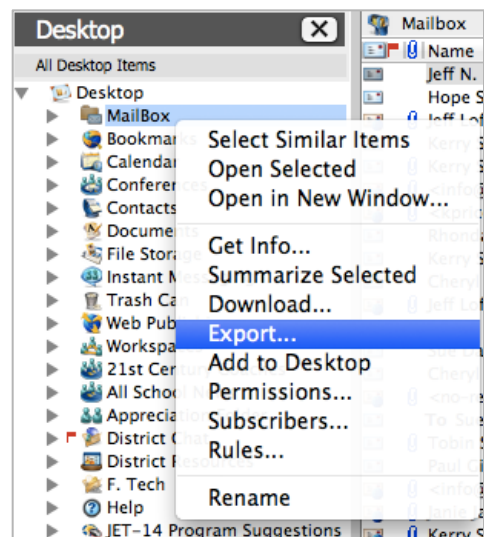


BACKING UP FIRST CLASS E-MAILS TO YOUR COMPUTER

You probably have years of e-mails stored in folders in the FirstClass mail application that you cannot lose and need to back up. Unfortunately, it's impossible to get those e-mails into Google Apps Mail without spending HOURS forwarding each e-mail to that account and then organizing them into the correct label in Google Mail.

However, you can very easily backup your e-mails to your hard drive, saving the e-mail text and any files attached to those e-mails. These are then searchable on your hard drive. Keep in mind, though, that the e-mails and files will not be stored on the network, but rather on your computer's hard drive. *You'll probably want to back these files up in a couple places to ensure they're not lost if your computer crashes.*

1. Create a backup folder on your computer in the location of your choice (e.g. *FirstClass Backup*)
2. Open and login to FirstClass
3. Right-click or Control-click on *Mailbox* and choose *Export...*
4. In the window that appears, find the backup folder and click *Choose*
5. Your backup will begin and may take awhile to backup, depending on how many e-mails and attachments being saved
 - You may see messages in the *Details* pane that say *File Transfer Failed because*. This is usually due to FirstClass trying to export mail lists, which cannot be done. However, check to see if there are any folders listed that could not export.
 - If so, you will need to export that/those individual folder(s) using the directions above.
6. Once the backup is finished, click on the *Open Folder* button or navigate to the folder in Finder (or Windows Explorer)



Structure of Backup Folder

- A folder titled *Mailbox* should have been created within the backup folder; you may want to rename this folder to the date of the backup, in case you create another backup later.
- The folders preceded by underscores (____) are individual e-mails; those directly within the *Mailbox* folder are the e-mails that were contained in your FirstClass inbox.
 - The format of the folder name is sender's e-mail address, subject line, and date.
emailaddress@email.com; Subject Line; MM-DD-YYYY
 - Each individual e-mail folder contains three text formats of the e-mail and a folder containing any files attached to the e-mail.
- The folders without underscores are the folders you setup in FirstClass.
- You should be able to now search for your e-mails by typing relevant keywords into Finder (or Windows Explorer). Just make sure to limit your search to the *Mailbox* folder so that you are not searching your entire hard drive.
- Remember, your backup is only located on your computer's hard drive. You will probably want to copy the backup folder to multiple places, if you e-mails are especially important!