

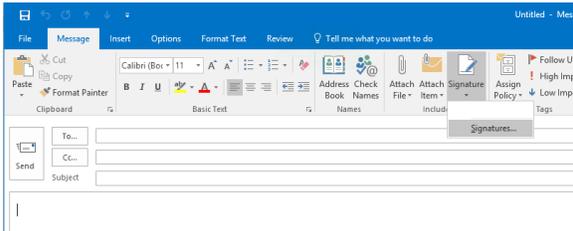
Backing Up Application Data

Microsoft Outlook 2013/2016

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Signatures

1. Open **Microsoft Outlook**.
2. Open a new email message by selecting **New Email** within the top left-hand corner.
3. Under the *Messages* tab, select the **Signatures** drop-down than **Signatures...**



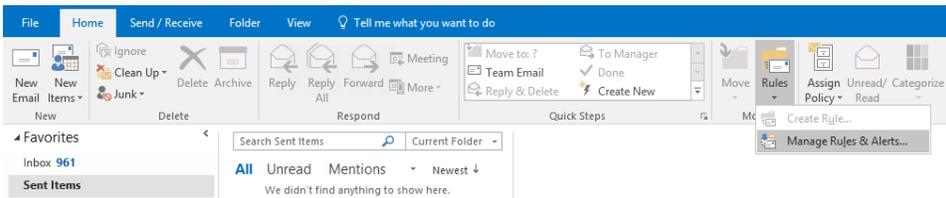
4. Open **Microsoft Word** and choose to create a blank word document.
5. Select each signature listed and copy the signature to a Word document.
6. Save the Word document to a save location.

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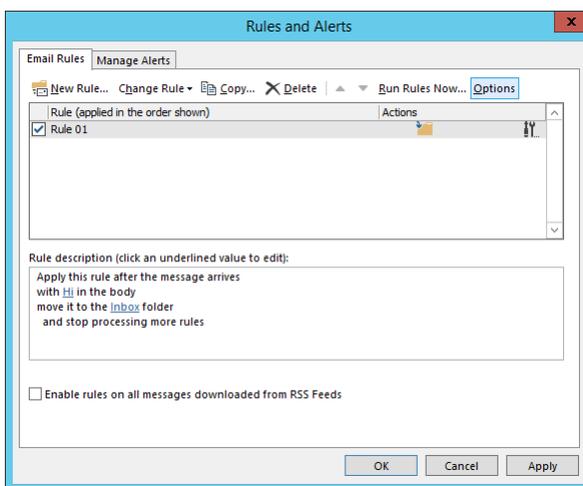
Outlook Rules

To check if you have any existing rules create, please perform the following steps.

1. Open **Microsoft Outlook**.
2. Under the *Home* tab, select the **Rules** drop-down than **Manage Rules & Alerts...**

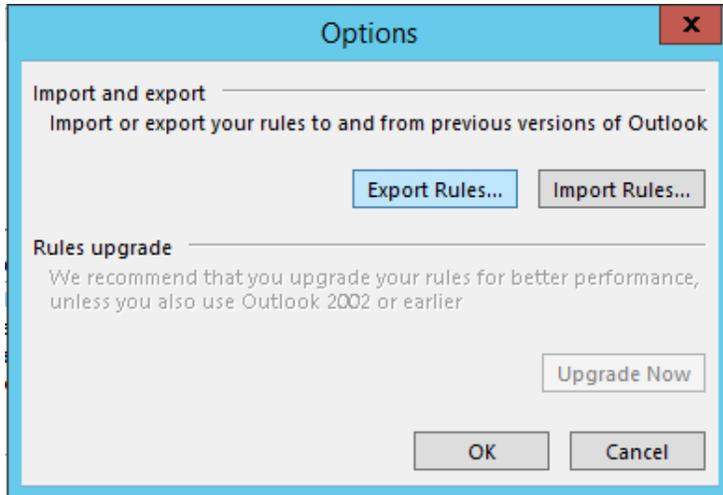


3. If no rules exist no further action is required. If rules do exist, (shown below) please continue with the following steps.



4. Select **Options**.

5. Under *Import and Export*, select **Export Rules**. Save the rules to a save location.



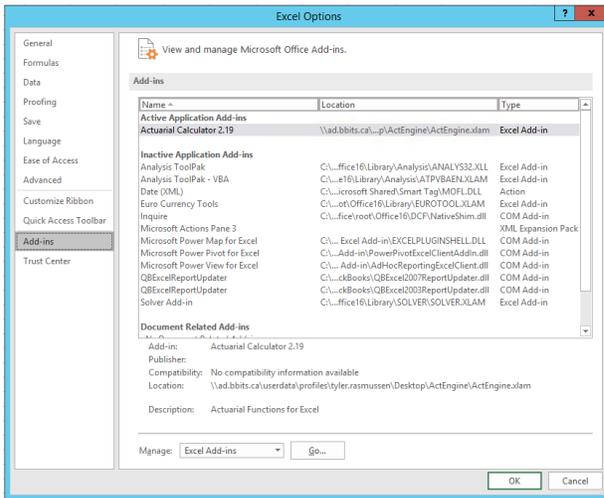
6. Your Outlook rules have now been backed up.

Excel Add-ins

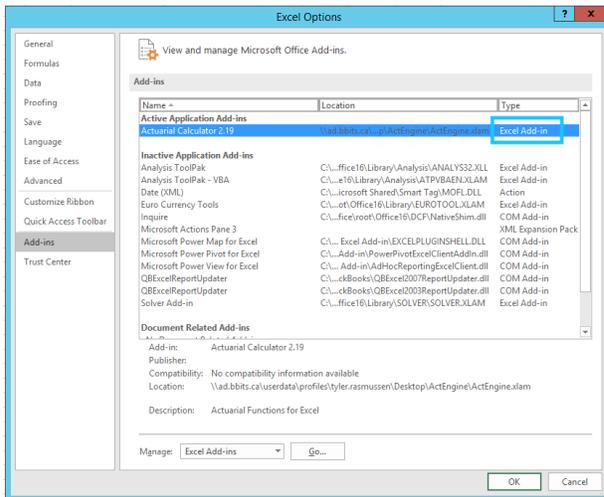
1. Open **Microsoft Excel**.
2. Select **File**.
3. Within the left-hand column select **Options** (bottom of column). A new window will appear.



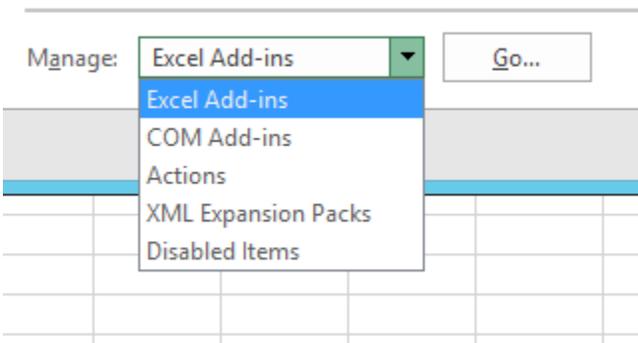
4. Select **Add-ins** within the the left-hand column. All add-ins will be shown.



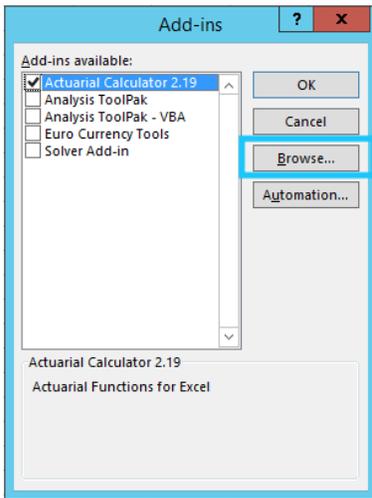
5. Determine which add-in's you would like to be backed up.
6. For each add-in you wish to backup verify whether the add-in is an *Excel Add-in*, *COM Add-in*, *Action* or *XML Expansion Pack*.



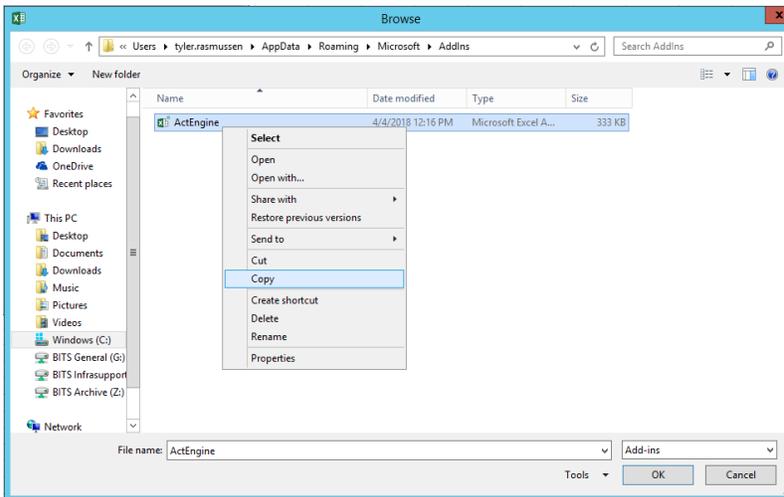
7. For each add-in perform the following actions. Near the bottom of the page, select the type of add-in you wish to backup than select **Go**. A new window will appear.



8. Select the add-in you wish to backup then select **Browse**.



9. The add-in file will now appear within a new window. Select the respective add-in, right-click and select **Copy**.

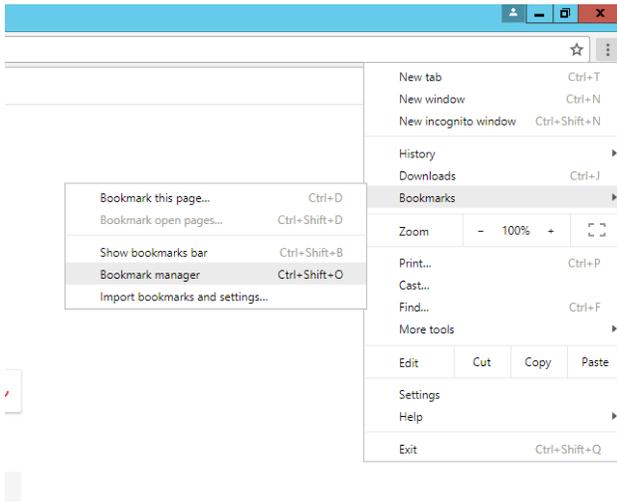


10. Browse to the location you wish to save your add-in, right-click and select **Paste**.
11. The add-in has now been backed up. Please repeat Step 5 through Step 11 until all add-ins have been backed up.

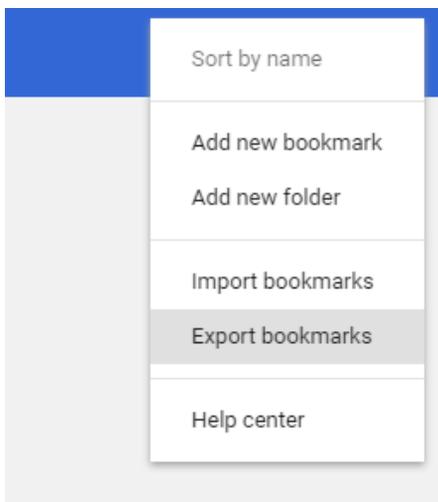
Bookmarks

Google Chrome

1. Open **Google Chrome**.
2. Select the *three dots* drop-down within the top right-hand corner, hover over *Bookmarks* and select **Bookmark manager**.



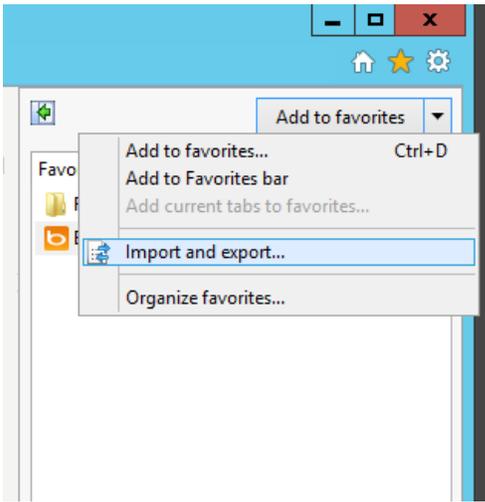
3. Select the *three dots* drop-down within the top right-hand corner, then **Export bookmarks**.



4. Browse and choose a save location to save your bookmarks then select **Save**.
5. Your Google Chrome bookmarks are now exported.

Internet Explorer

1. Open Internet Explorer
2. Select the *Star* within the top right-hand corner.
3. Select the arrow drop-down and select **Import and export...**



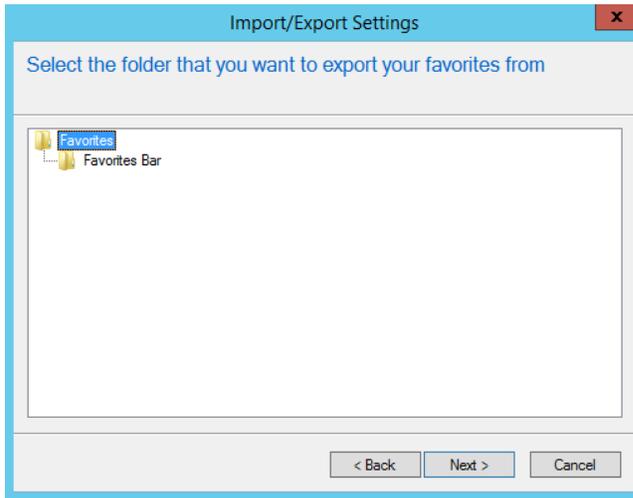
4. A new window will now appear. Select **Export to a file**.



5. Check Favorites than select **Next**.



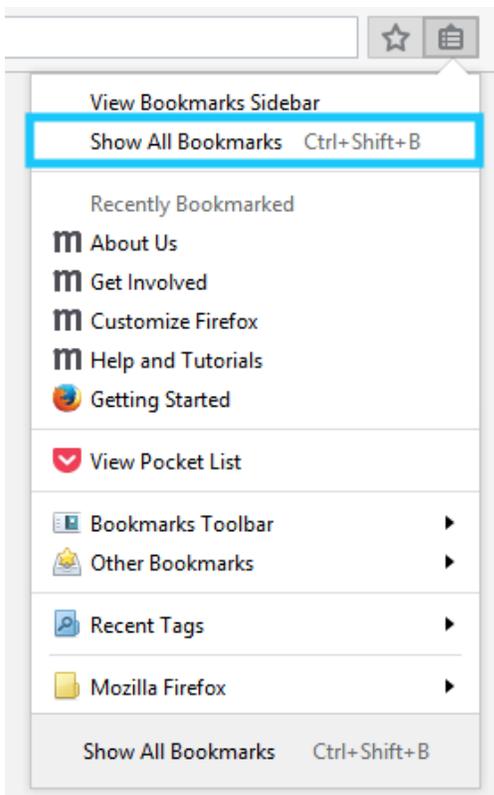
6. Select the top of the folder heirarchy then select **Next**.



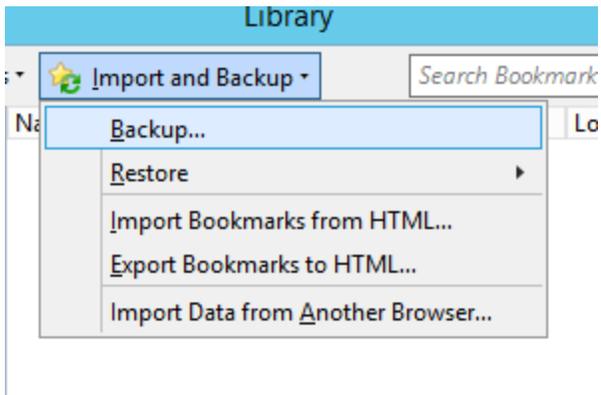
7. Select **Browse** and choose a save location to save your bookmarks. Once selected press **Export**.
8. Your Internet Explorer favorites are now exported.

Mozilla Firefox

1. Open **Mozilla Firefox**.
2. Select the bookmark icon within the top right-hand corner then select **Show all Bookmarks**.



3. Select the **Import and Backup** drop-down and select **Backup...**



4. Browse and save the file to a save location.
5. Your Mozilla Firefox bookmarks are now exported.