

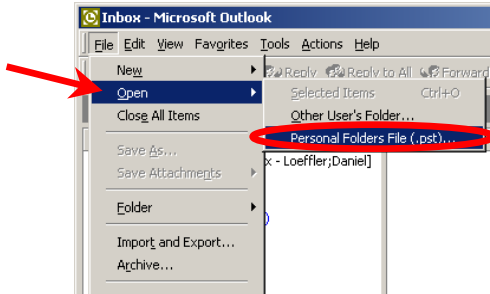
Retrieving Mail from Your Archive

You will need to use this when...you have archived items to your Z Drive and would like to view your Archived items. Like Archiving, this can only be done from the Outlook desktop and not Internet Mail. (Outlook Web Access)

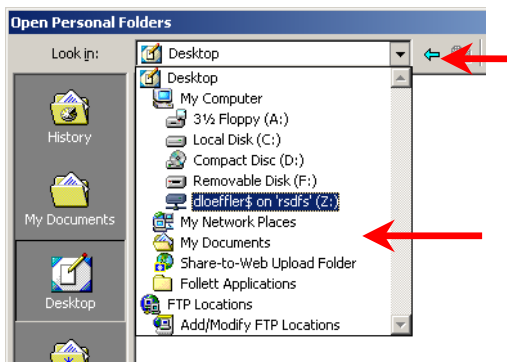
- (1) Open Outlook by double-clicking on the icon:



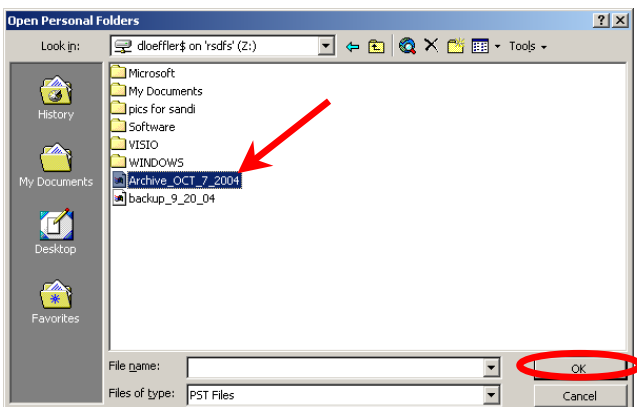
- (2) Select the File menu, and then select Open >> Personal Folders File (.pst).



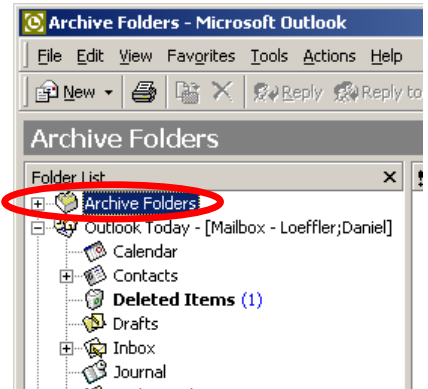
- (3) Select your X Drive or Z Drive from the drop down list as shown below:



- (4) Navigate to the correct folder, and select your Archive Folder. Click OK when you are finished.



- (5) The Archive will appear as Archive Folders in your folder list. Click + to expand the folder.



- (6) The Archive Folders will contain all the items you archived. Like your e-mail, clicking on the Inbox or other item will open it.

