

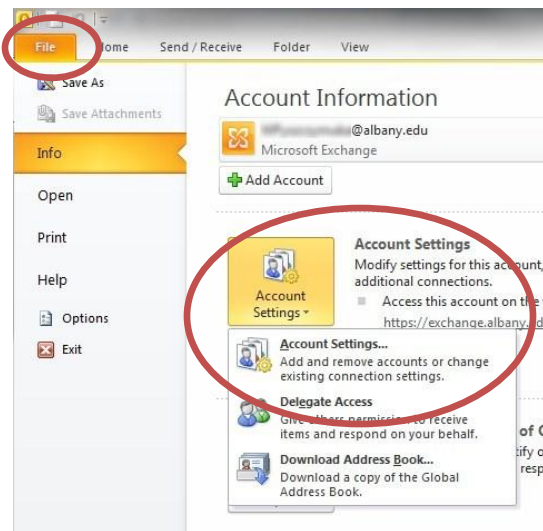
# Outlook – Working with Archives

Closing your archive and opening your archive from a new location

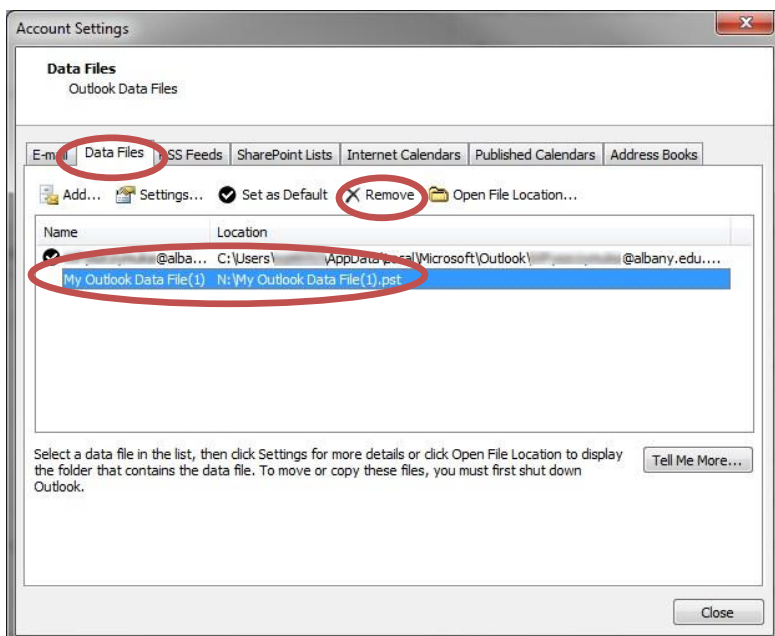
If you were keeping your email **archive/personal folders** on your former N: drive, you will need to update Outlook to the new U: drive location.

**These directions are a general guide. Your screens may look different and you may have to do more navigation to find your archives/personal folders. Please note the location of your previous archive location. Only the drive letter has been changed. Your files have not been relocated or touched in any way.**

## Closing and opening an archive in Outlook 2010:



In Outlook, click on **File > Info** then click on the **Account Settings** drop-down to select **Account Settings...** again.



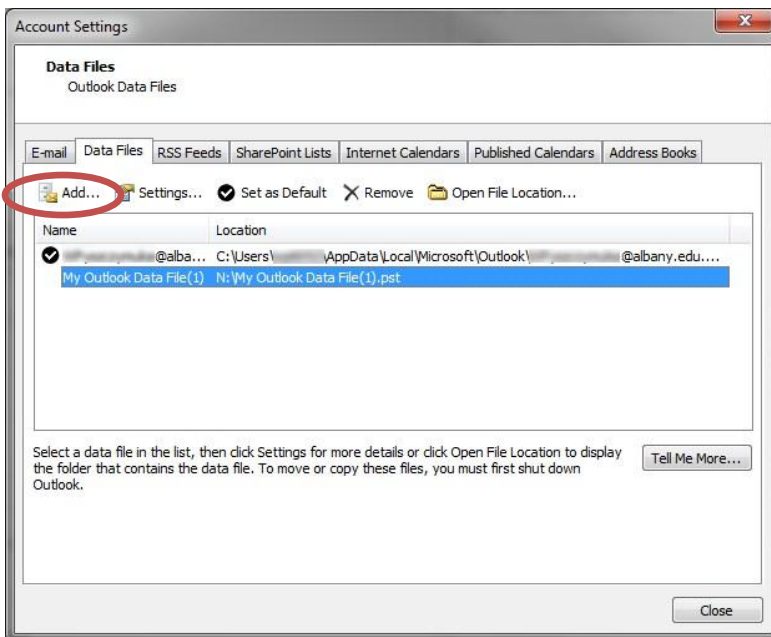
In **Account Settings**, you will need to click on the tab named **Data Files**.

In this tab you should typically have two items listed, one of which is your Archive/Personal Folders on N:. In the example to the left it is named "My Outlook Data File". **Please note the file path.**

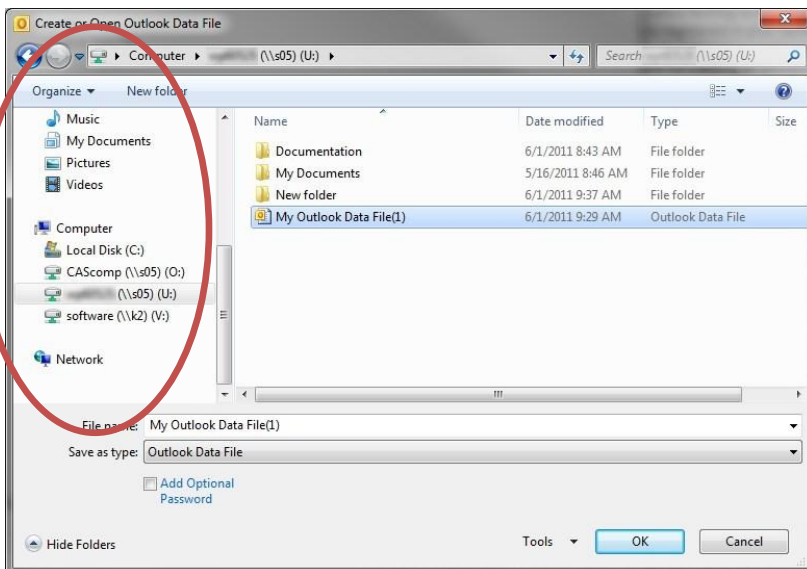
Since we want to remove the old location of your archive mail on N:, you will want to **select your N: archive** then click on **Remove**.

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In order to add your archive back from the new location click **Add**. A new window will open.



In the left-panel, locate My Computer/Computer in order to locate your U: drive.

Click on your **U: drive** and navigate to where your archive resides.

Click on your archive then click **OK**. Then click **Close**.

In your **Folder List** under your **Mailbox/Inbox** in Outlook, located on your left-panel where your Inbox is, the **Archive file** should be listed and accessible.