

How to re-add your Outlook Archive

Bottom left corner, in the search field type *Control Panel*, it will be displayed under Best match.

Click on Control Panel

Top right-hand corner, click on View by: and change it to Large Icons

Now locate and click on Mail (32-bit) or (Mail Microsoft Outlook 2016) it may be similar





Click on Email Accounts

Ø Mail Setup - Outlook	×	
E-mail Accounts Setup e-mail accounts and directories.	E-mail Accounts	
Data Files Change settings for the files Outlook uses to store e-mail messages and documents. Profiles	Data <u>F</u> iles	
Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	<u>S</u> how Profiles	
	<u>C</u> lose	

Click on the Data Files tab

Click on **Add**

Account Settings ×	
Data Files Outlook Data Files	
Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books	
Add 📽 Settings 🔮 Set as Default 🗙 Remove 🖿 Open File Location	
Name Location	
Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook.	
Close	



Browse to the location of your **Outlook Archive** that you noted earlier

Now select it and click **OK**

Create or Open Outlook Data File	×	
$\leftarrow \rightarrow$ \checkmark \uparrow \models « Documents » Outlook Files	✓ Ů	
Organize New folder	≣ - ?	
S This PC	Date modified	
3D Objects My Outlook Archive	10/15/2021 10:23 AM	
 Desktop Documents Downloads Music Pictures Videos Windows (C:) 		
	*	
Save as type: Outlook Data File	~	
Add Optional Password		4
∧ Hide Folders	Too <u>l</u> s T OK Cancel	



It should now be displayed

Account Settings			×
Data Files			
Outlook Data Files			
Email Data Files RSS Feeds Sharel	oint Lists Internet Calendars Publis	hed Calendars Address Books	
Bettings ♥ Set as Defailed.	Ilt 🗙 Remove 🖻 Open File Location	ì	
Name	Location		
neilstu9969@webmail.uwinnipeg.c	Online		
<			>
Select a data file in the list, then click Se folder that contains the data file. To mo	ttings for more details or click Open ve or copy these files, you must first s	File Location to display the hut down Outlook.	<u>I</u> ell Me More
			Close

Click on *Close* and *Close* to exit