



Title:

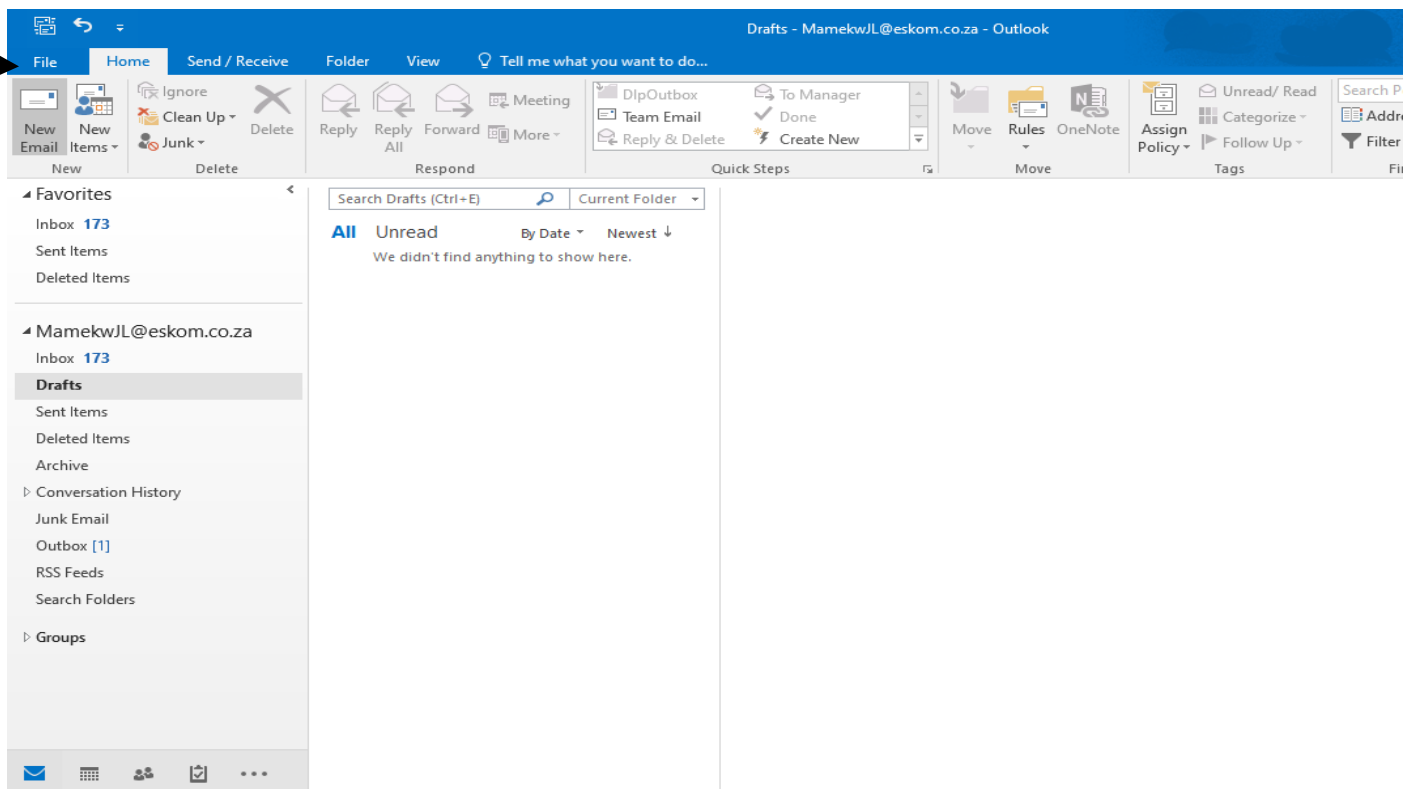
How to add Archives/Data files on outlook

Summary/ Intro:

This guide is to help users to add their archives on outlook

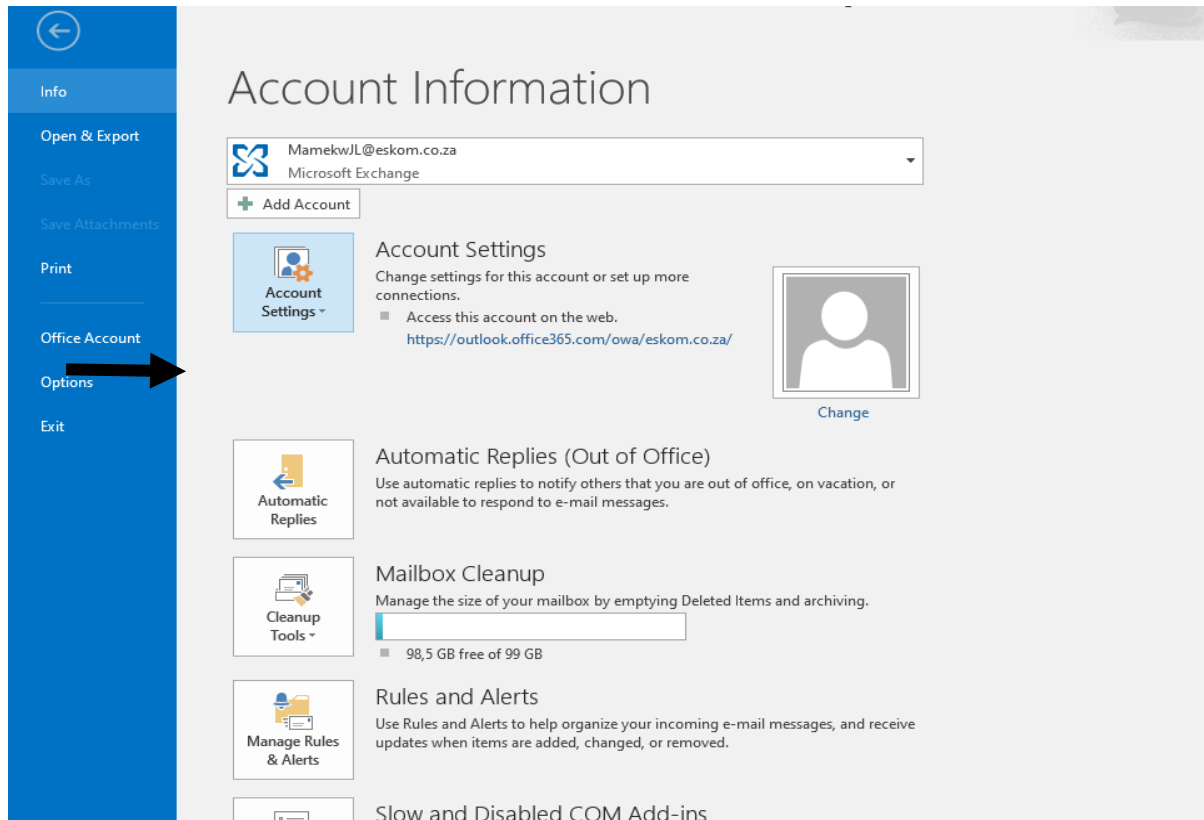
Steps:

Step 1: Open Outlook and select **File**

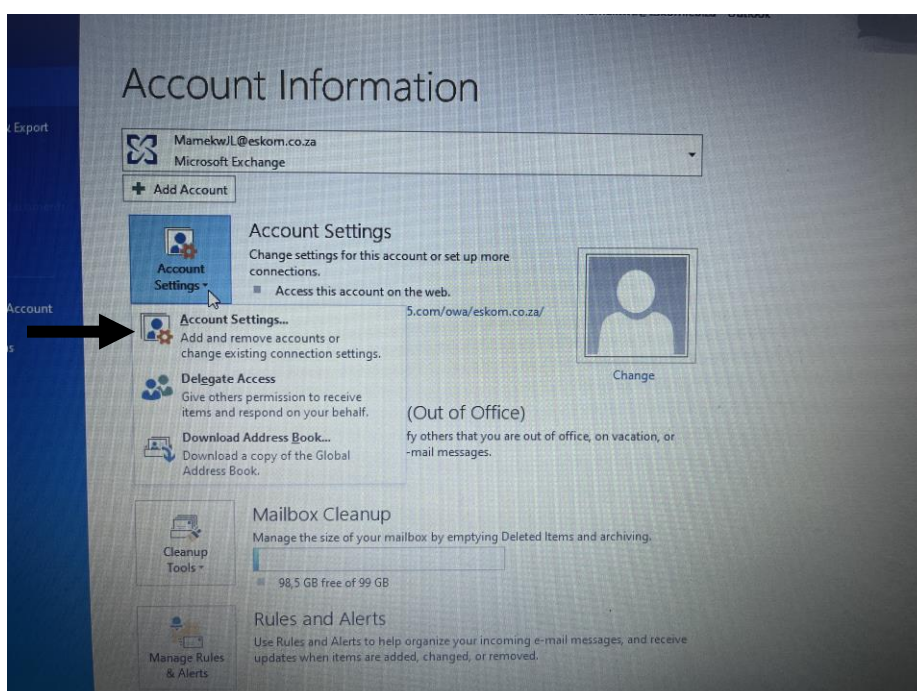




Step 2: Select **Account settings**

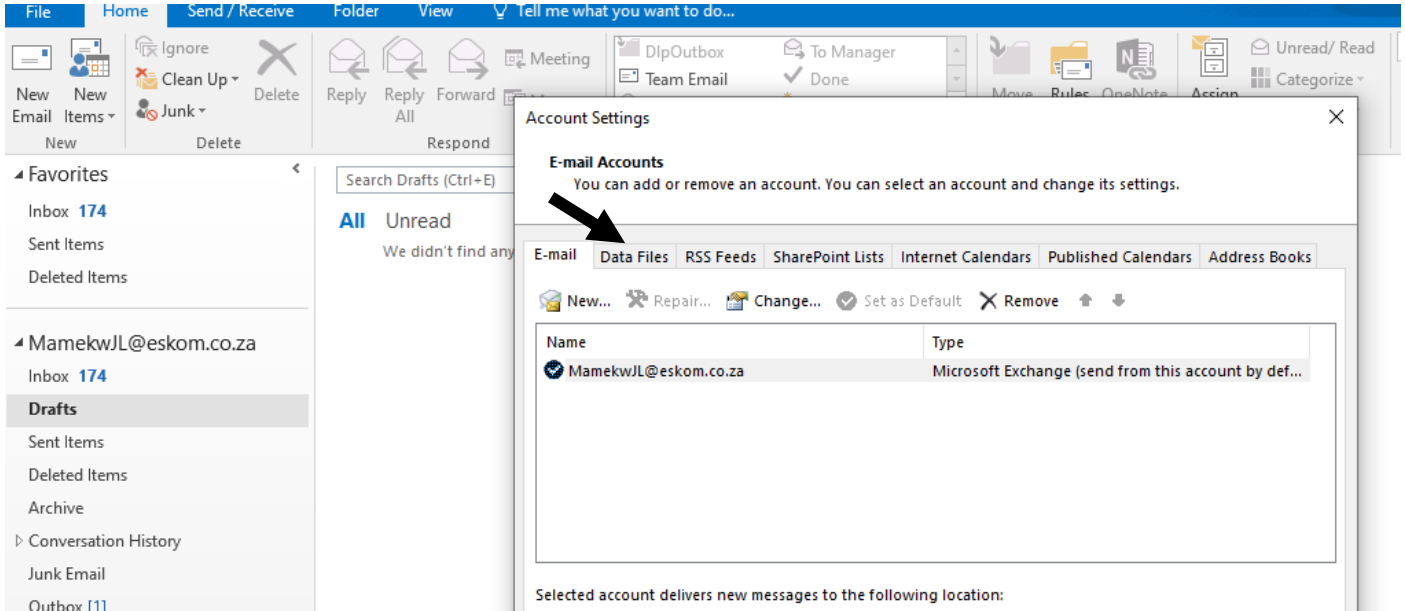


Step 3: Click on the drop-down arrow and select **Account settings**

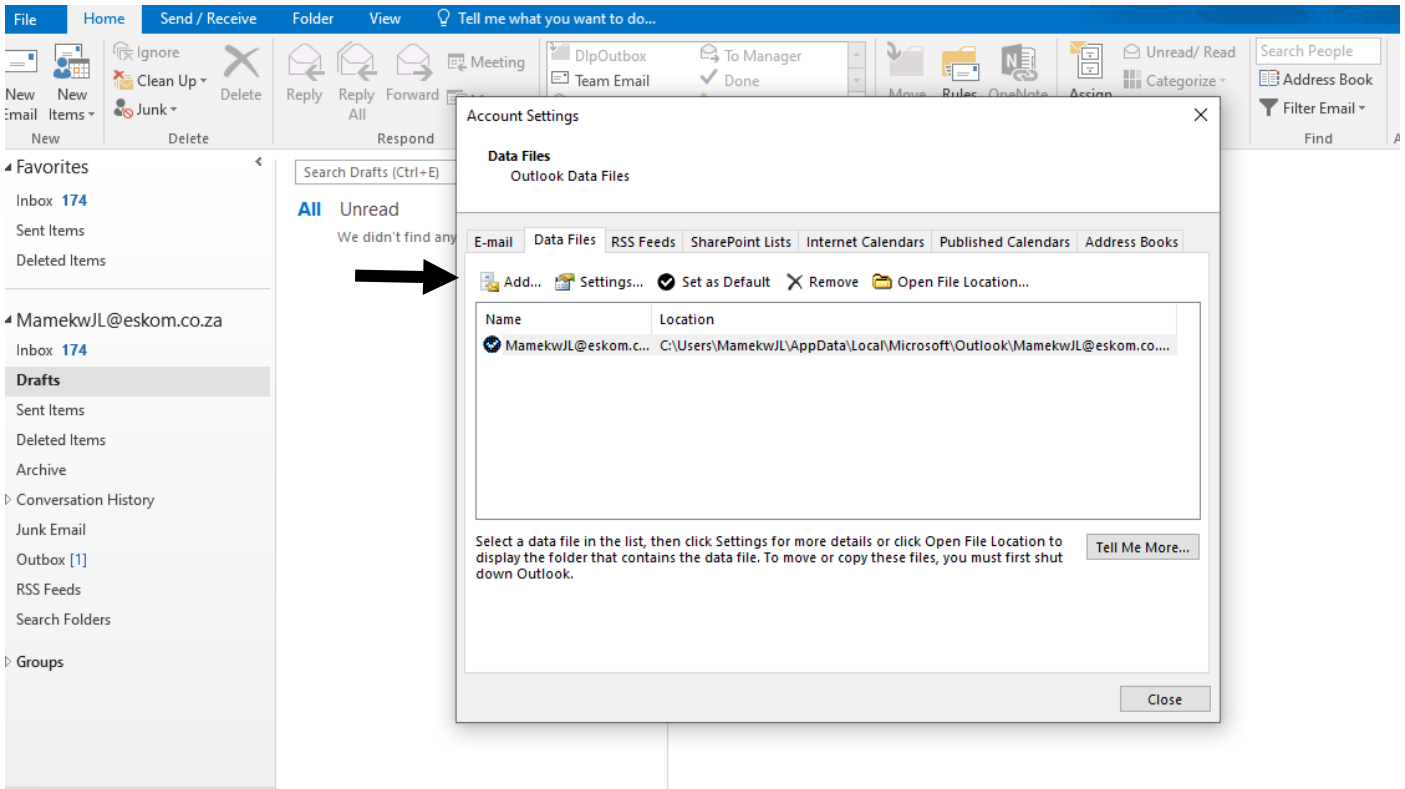




Step 4: Select the **Data Files** tab



Step 5: Click on **Add**





Step 6: Select the **Outlook data file** from Outlook files folder and click **OK**

