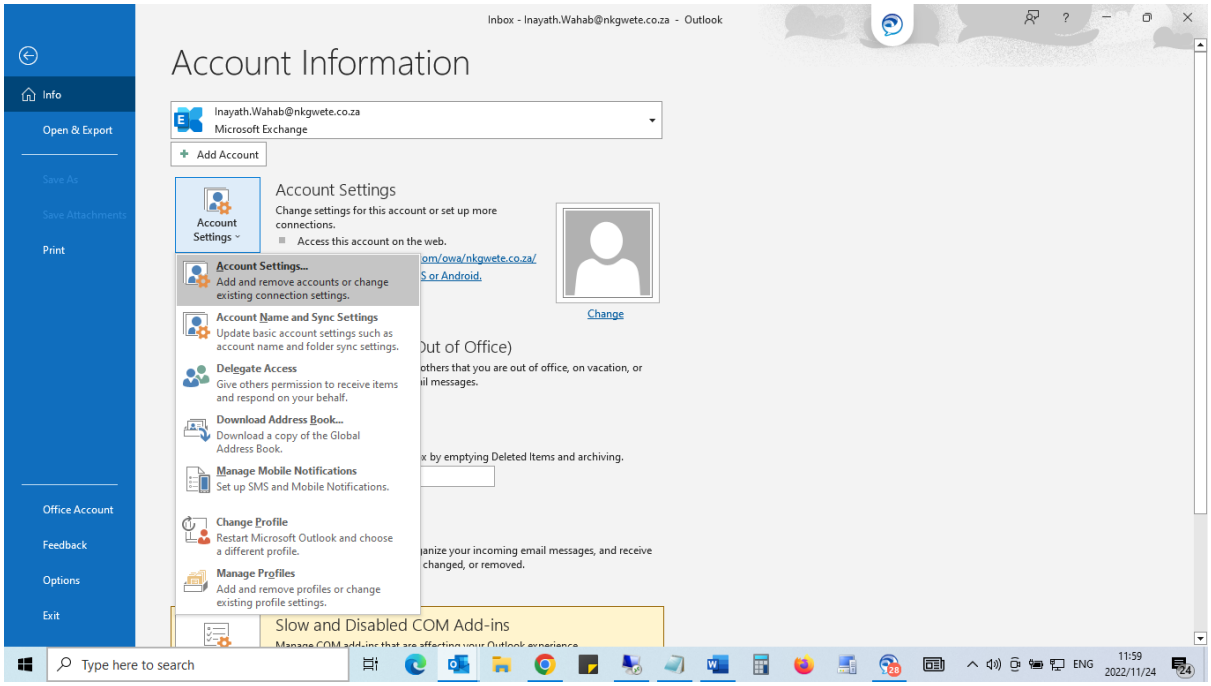
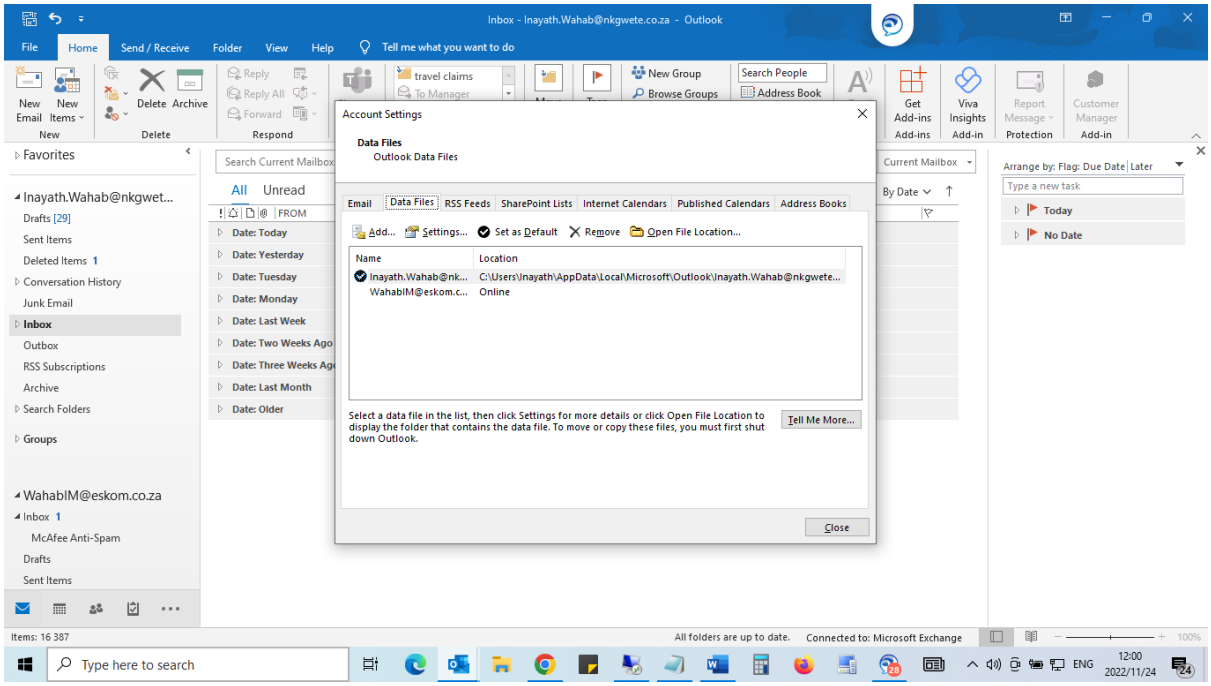
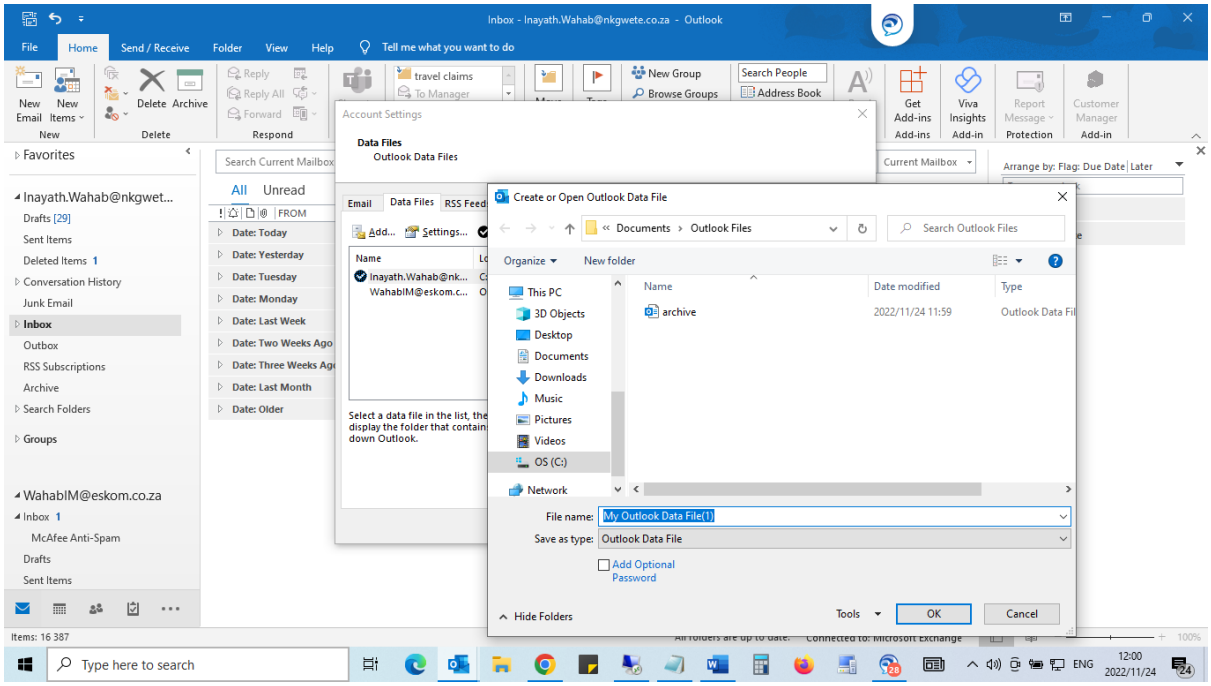
Click on file and select account settings



click on data files



Click on Add and you will see available archive files to re-add to mailbox


Inbox - Inayath.Wahab@nkgwete.co.za - Outlook
File
Home
Send / Receive
Folder
View
Help
Tell me what you want to do
New Email
New Items
Delete
Archive
Reply
Reply All
Forward
New Group
Browse Groups
Search People
Address Book
Get Add-ins
Viva Insights
Report Message
Customer Manager
Favorites
Inayath.Wahab@nkgwet...
Drafts [29]
Sent Items
Deleted Items 1
Conversation History
Junk Email
Inbox
Outbox
RSS Subscriptions
Archive
Search Folders
Groups
WahablM@eskom.co.za
Inbox 1
McAfee Anti-Spam
Drafts
Sent Items
All
Unread
Date: Today
Date: Yesterday
Date: Tuesday
Date: Monday
Date: Last Week
Date: Two Weeks Ago
Date: Three Weeks Ago
Date: Last Month
Date: Older
Items: 16 387
Account Settings
Data Files
Outlook Data Files
Email
Data Files
RSS Feeds
Add...
Settings...
Name
Inayath.Wahab@nk...
WahablM@eskom.c...
Select a data file in the list, the
display the folder that contain
down Outlook.
Create or Open Outlook Data File
Documents
Outlook Files
Search Outlook Files
Organize
New folder
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
Network
Name
Date modified
Type
archive
2022/11/24 11:59
Outlook Data Fil
File name:
My Outlook Data File(1)
Save as type:
Outlook Data File
Add Optional Password
Hide Folders
Tools
OK
Cancel
Type here to search
ENG
12:00
2022/11/24