



## Title:

Title goes here:

## **Making Archives available in outlook**

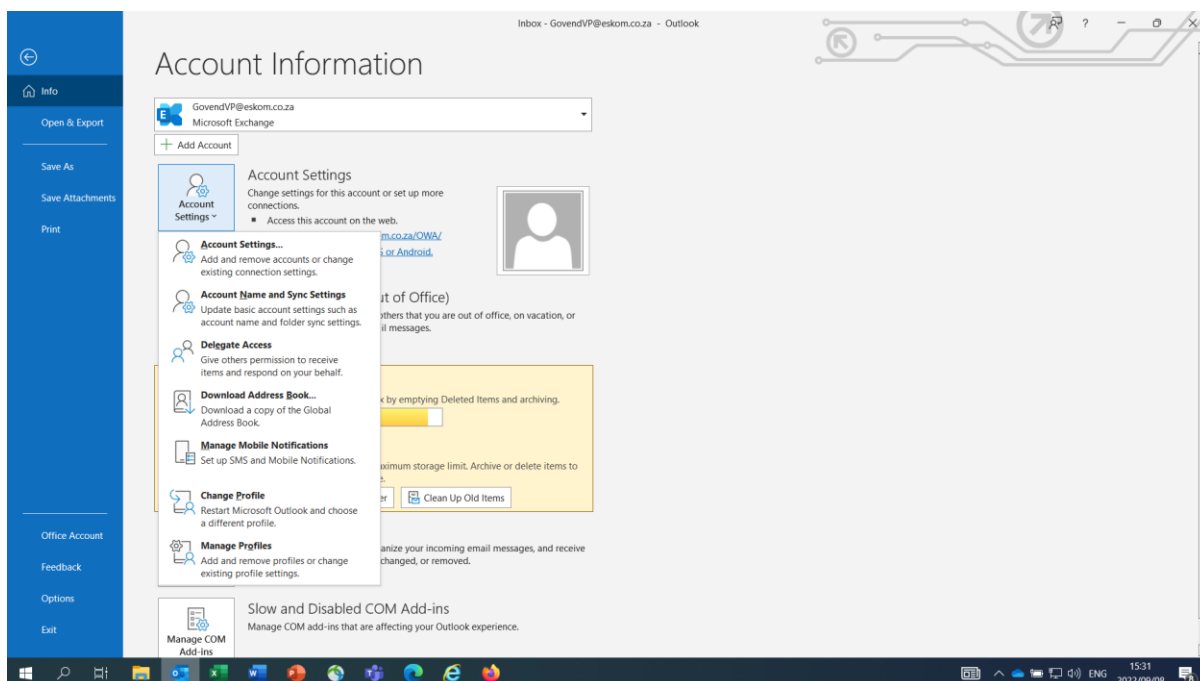
## Summary/ Intro:

Summary and Introduction goes here

**Users are unable to view archives or archives are missing as per user.**

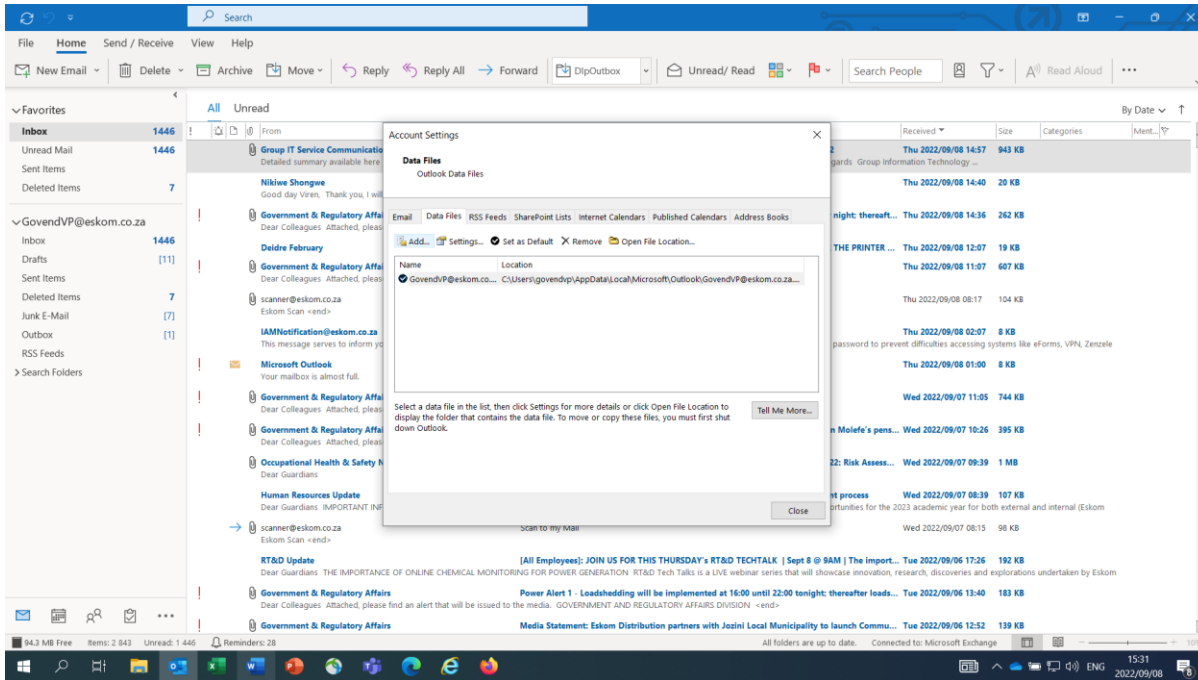
## Steps:

Open Outlook, select File, Account Settings

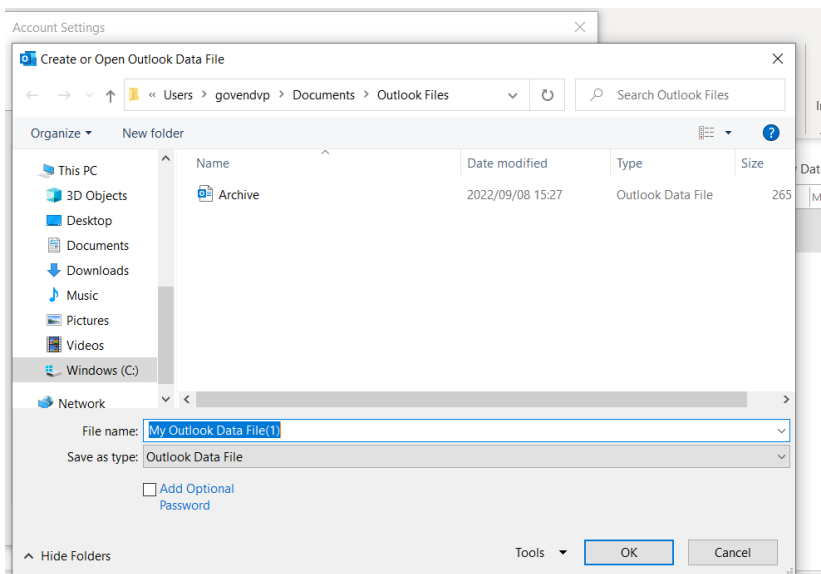




## Select Data Files, Add:

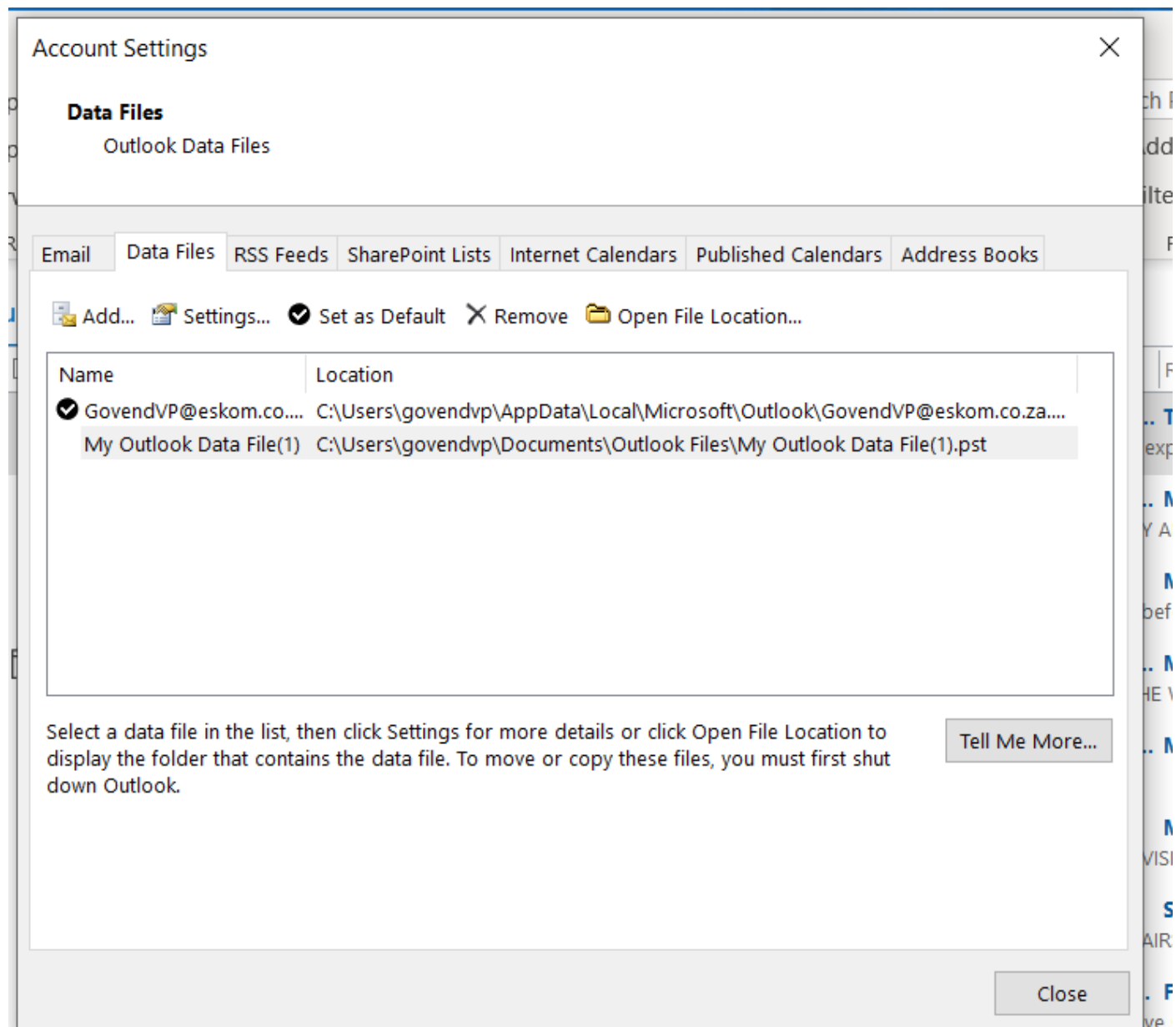


## Select Archive, click on ok.





Click on Close.





**Conclusion (Optional):**

**References (Optional):**

**Created By:**

Credit goes to.

Viren Govender