THE UNIVERSITY OF WINNIPEG

How to find your Outlook Archive Location

Before removing your Outlook profile, please take note of the location of your ***Outlook Archive*** if you have one setup.

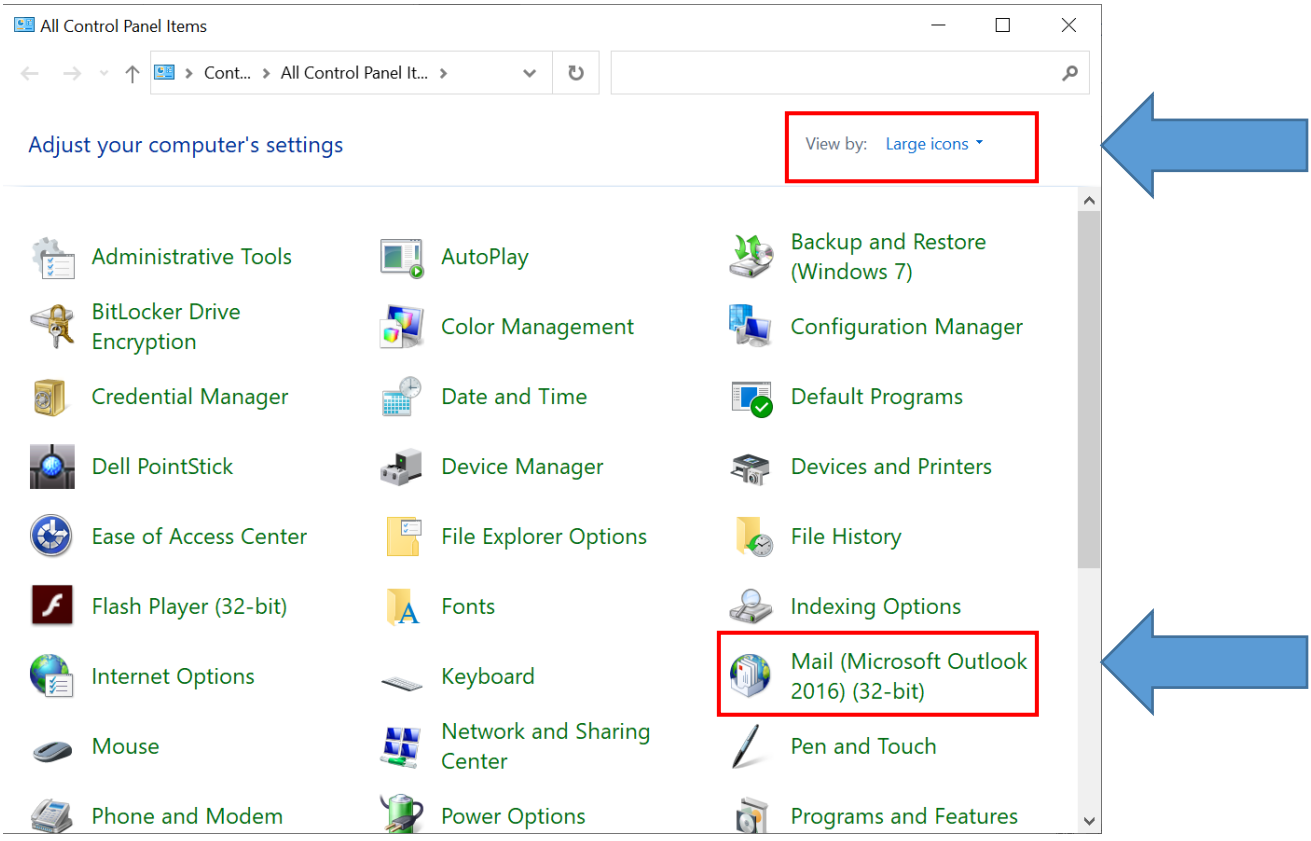
*** ***This only applies if you have an Outlook Archive setup*** ***

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

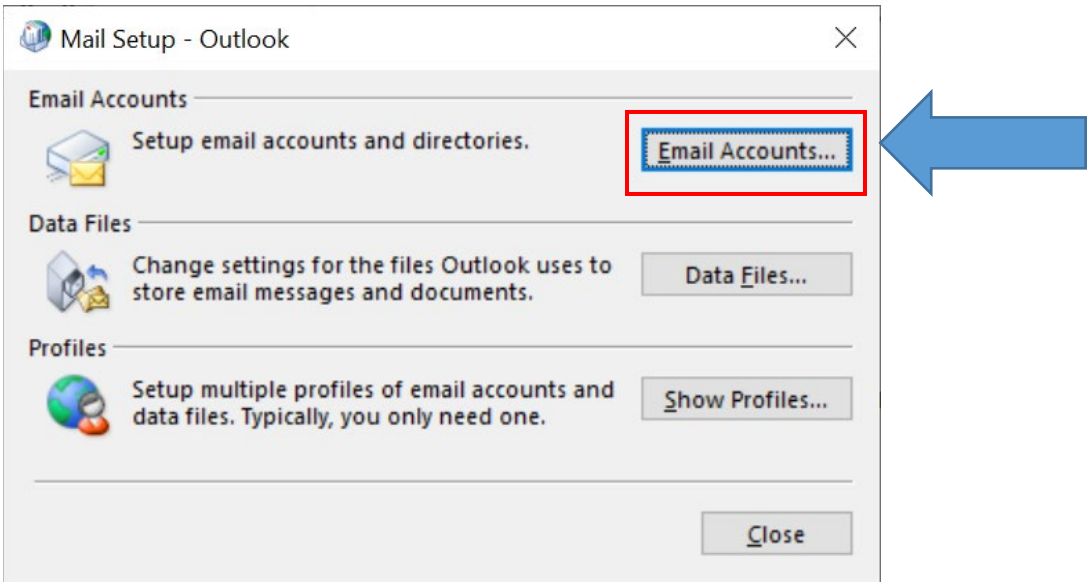
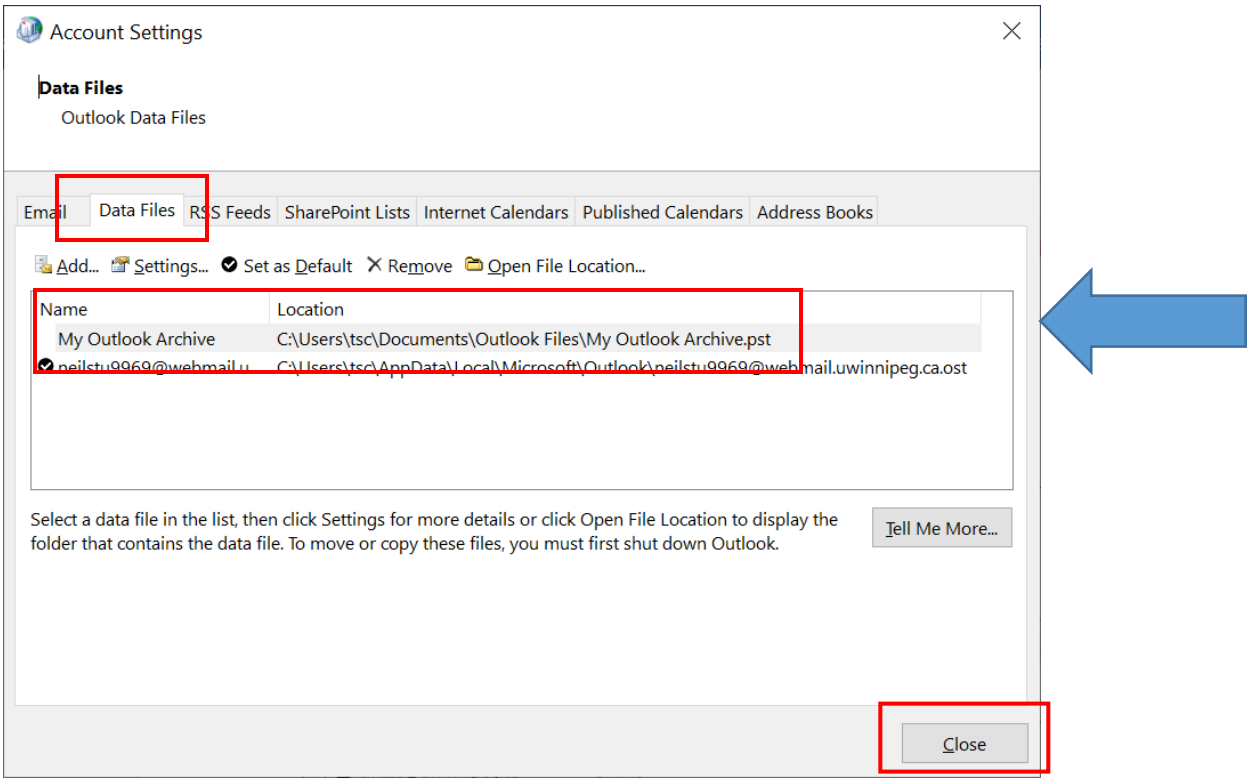
Click on ***Control Panel***

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***



Click on the ***Data Files*** tab, and note the location of your ***Outlook Archive***, then click on ***Close***