

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.

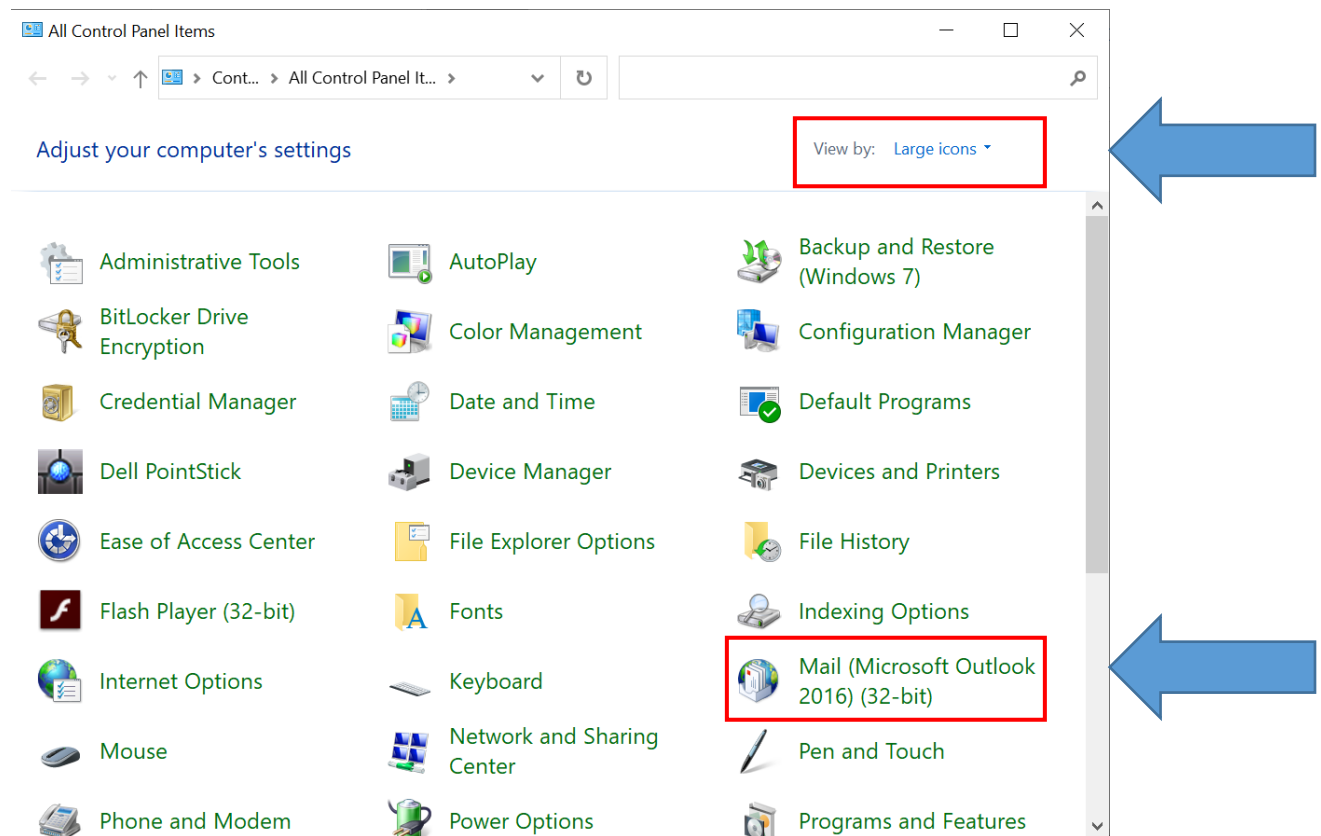
***** This only applies if you have an Outlook Archive setup *****

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

Click on **Control Panel**

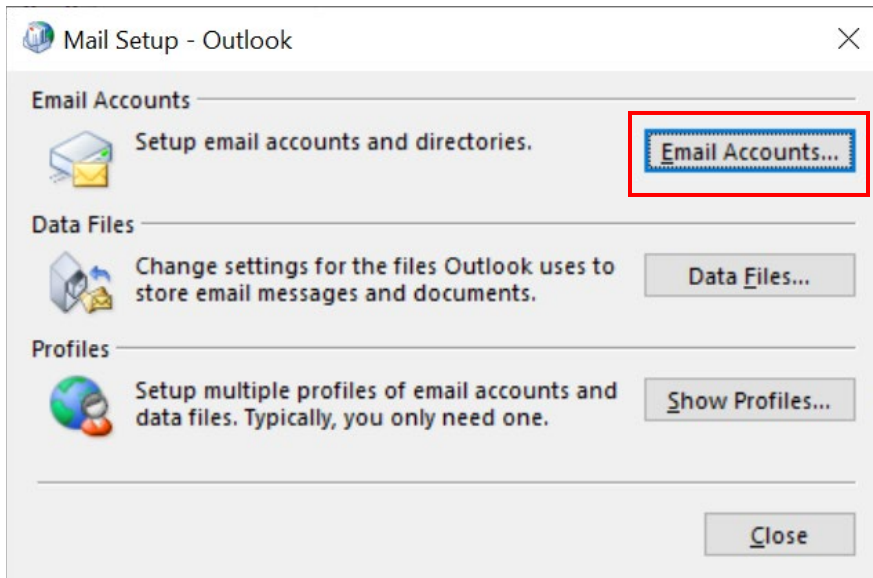
Top right-hand corner, click on **View by:** and change it to **Large Icons**

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



The screenshot shows the Windows Control Panel window titled "All Control Panel Items". The address bar shows the path "Cont... > All Control Panel It...". The "View by:" dropdown menu is set to "Large icons" and is highlighted with a red box. A blue arrow points to this dropdown. The main content area displays a grid of control panel items. The item "Mail (Microsoft Outlook 2016) (32-bit)" is highlighted with a red box, and a blue arrow points to it. Other items visible include Administrative Tools, AutoPlay, Backup and Restore (Windows 7), BitLocker Drive Encryption, Color Management, Configuration Manager, Credential Manager, Date and Time, Default Programs, Dell PointStick, Device Manager, Devices and Printers, Ease of Access Center, File Explorer Options, File History, Flash Player (32-bit), Fonts, Indexing Options, Internet Options, Keyboard, Network and Sharing Center, Mouse, Pen and Touch, Phone and Modem, Power Options, and Programs and Features.

Click on **Email Accounts**



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

