



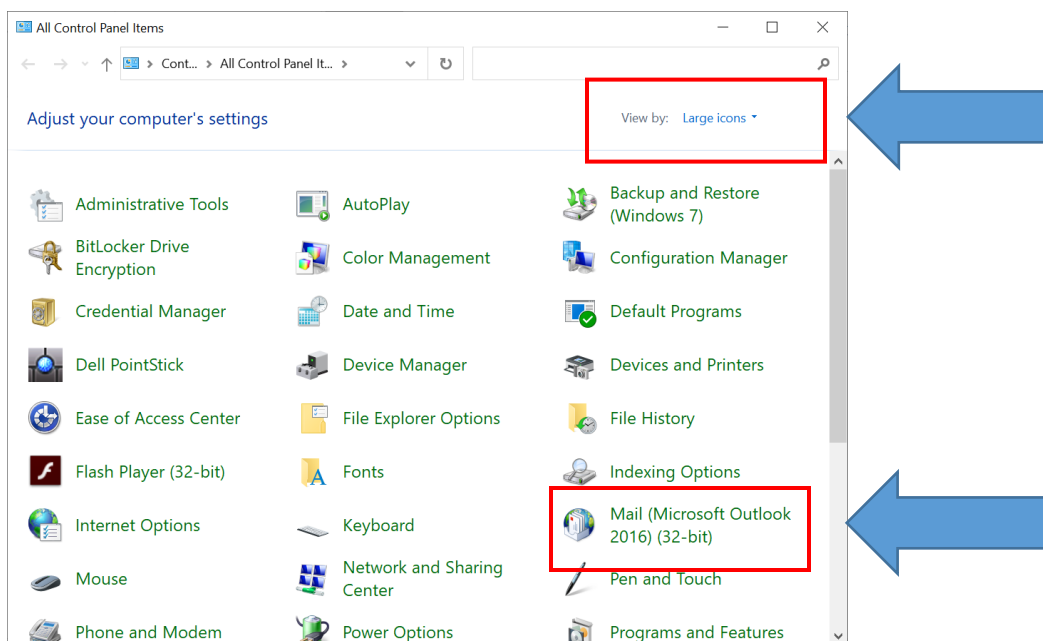
How to re-add your Outlook Archive

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

Click on **Control Panel**

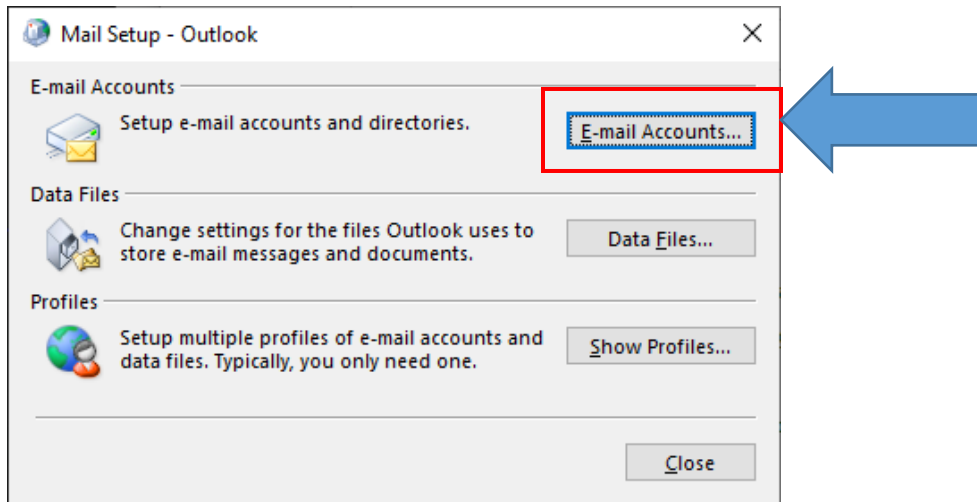
Top right-hand corner, click on **View by:** and change it to **Large Icons**

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



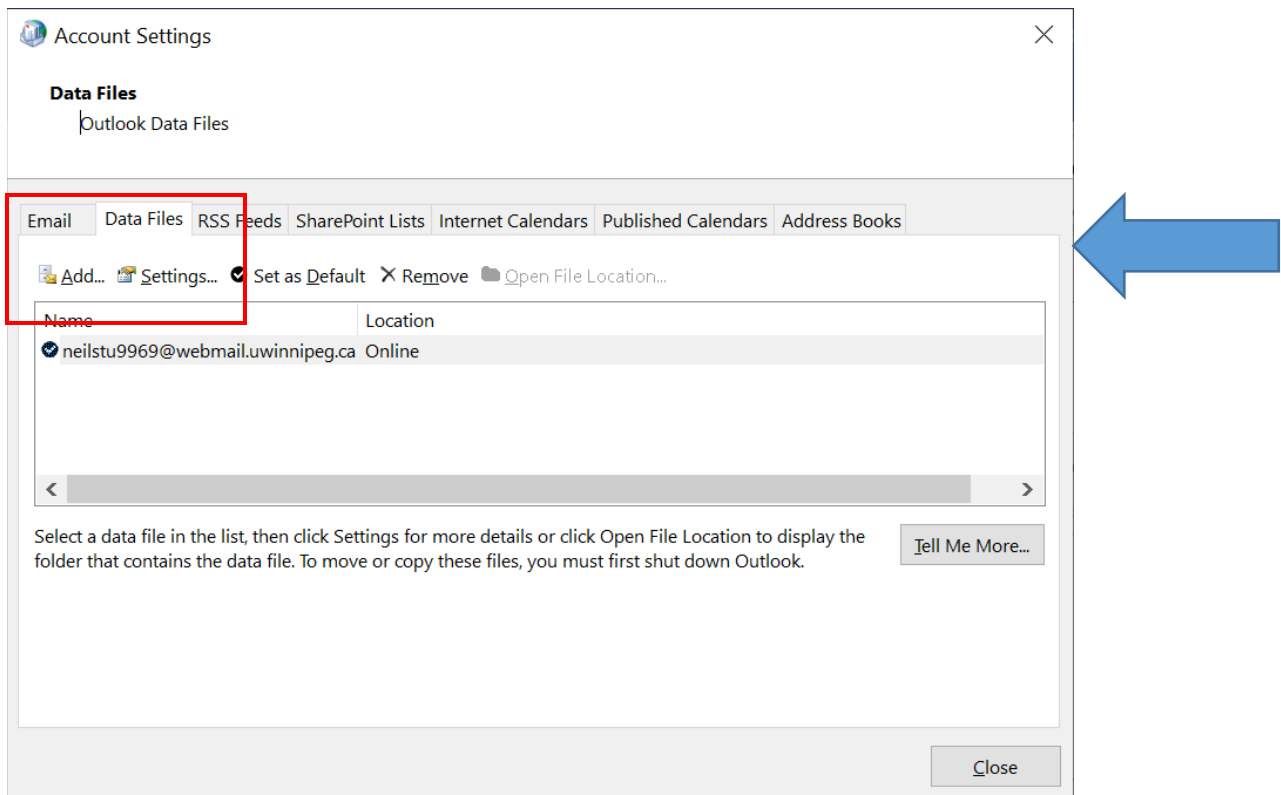


Click on **Email Accounts**



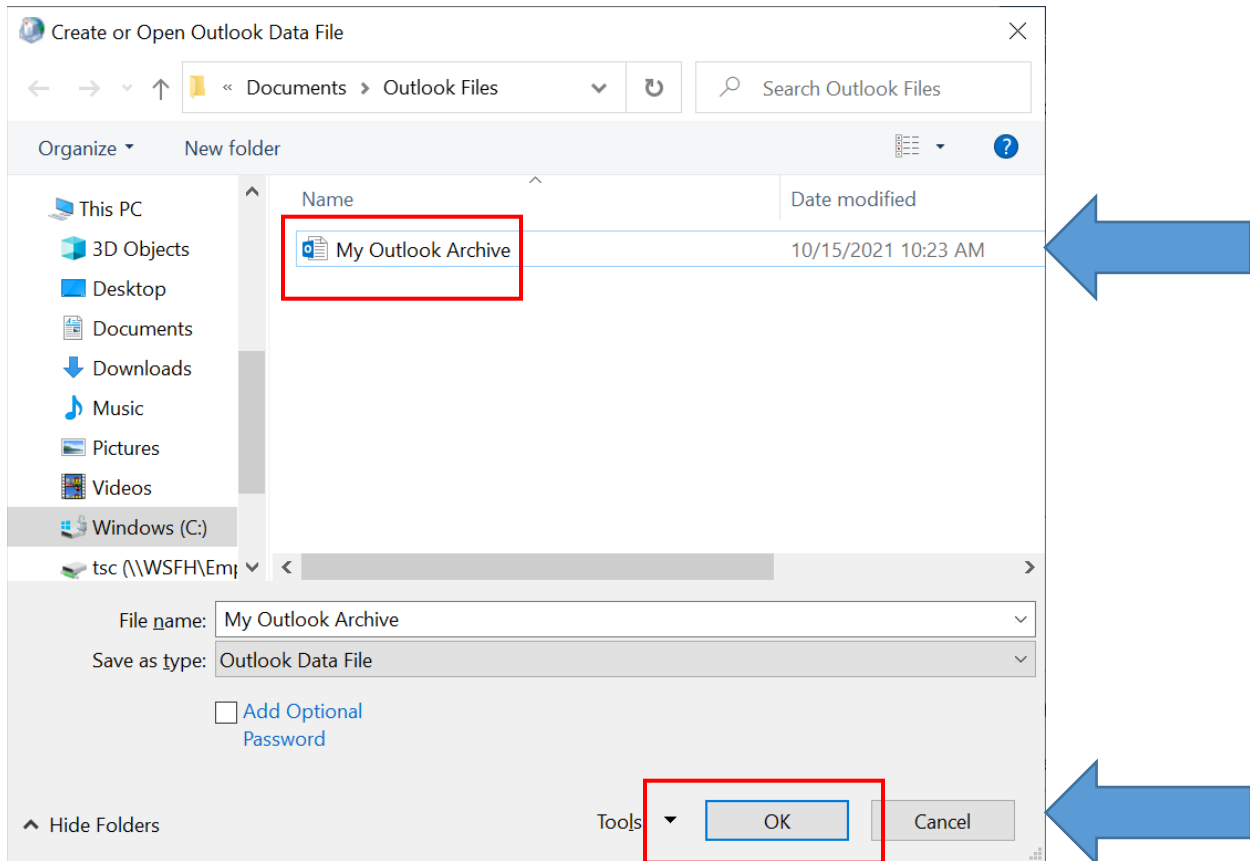
Click on the **Data Files** tab

Click on **Add**

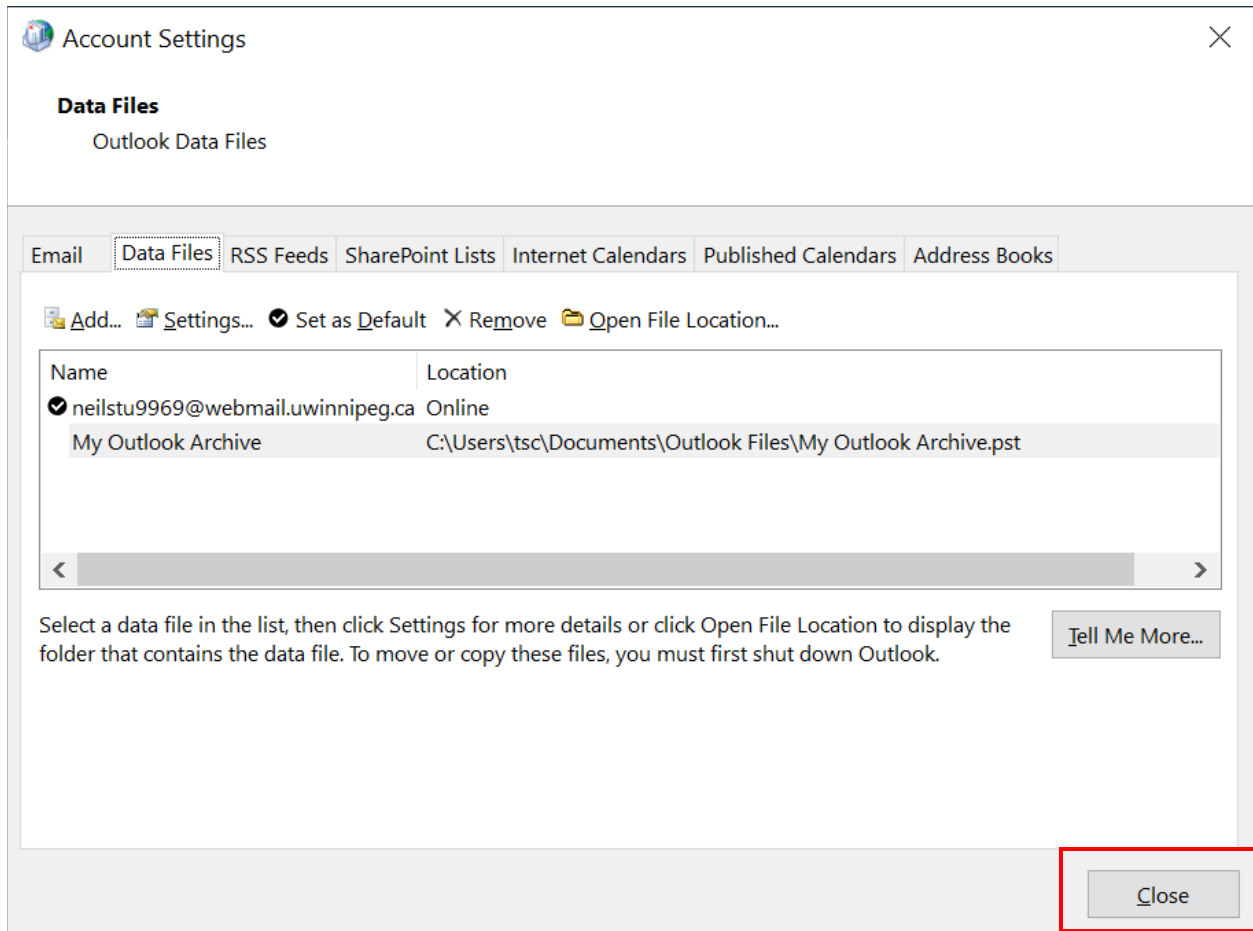


Browse to the location of your **Outlook Archive** that you noted earlier

Now select it and click **OK**



It should now be displayed



Click on **Close** and **Close** to exit