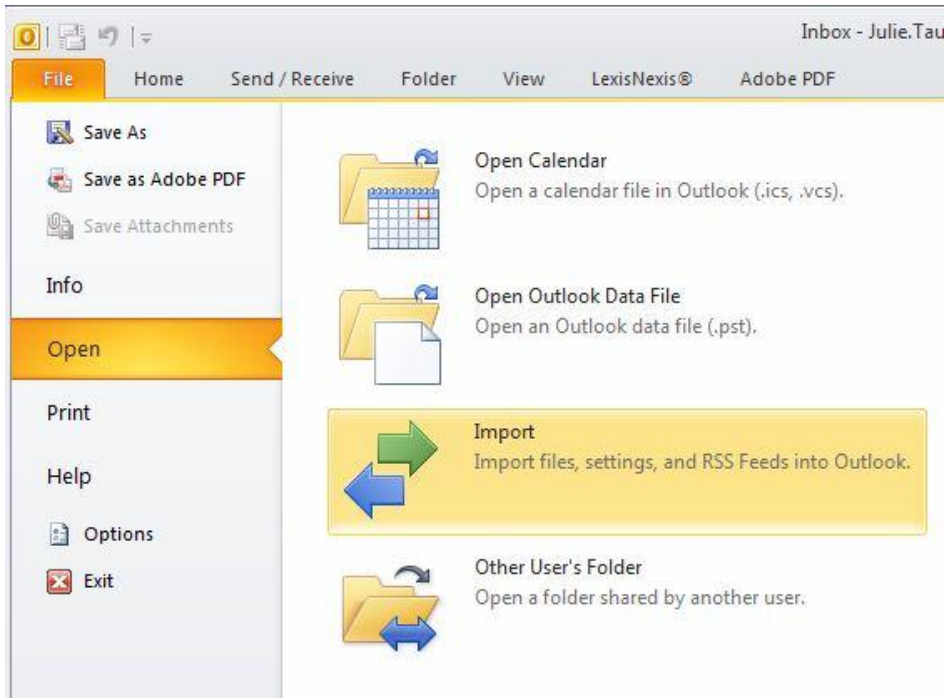
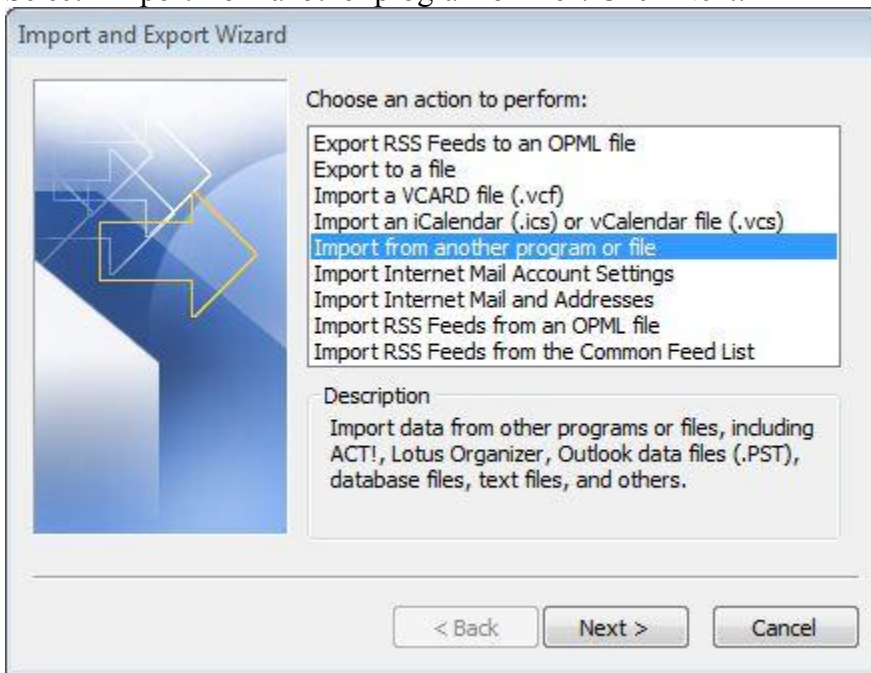


How to Restore Email from an Archived Folder

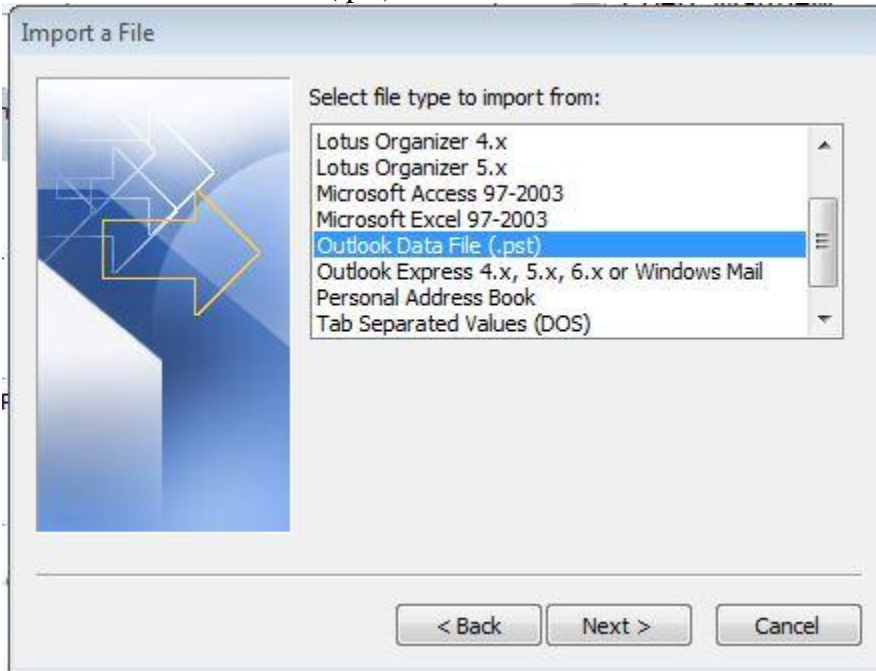
- 1.) Click File
- 2.) Click Open
- 3.) Click Import



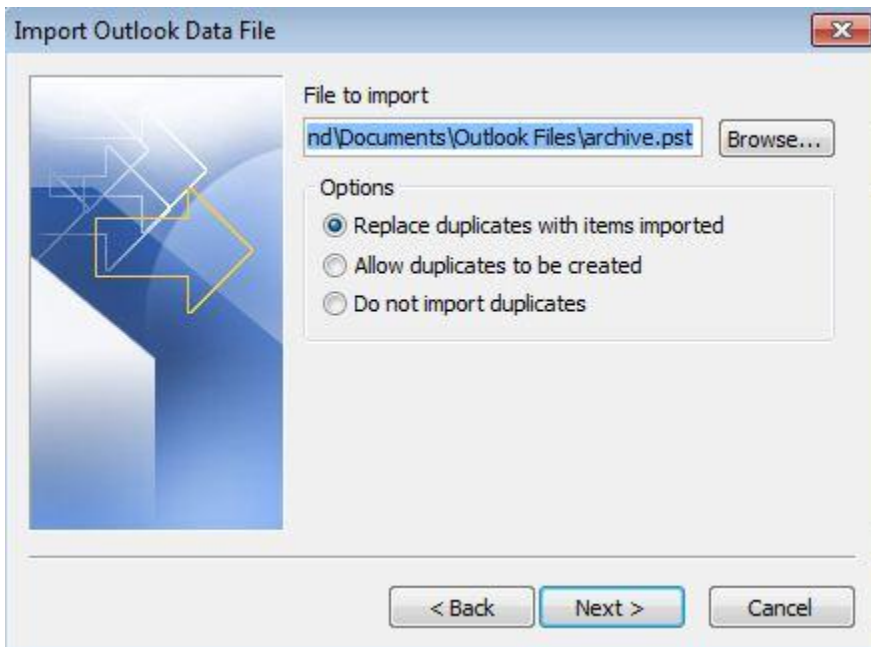
- 4.) Select "Import from another program or file". Click Next.



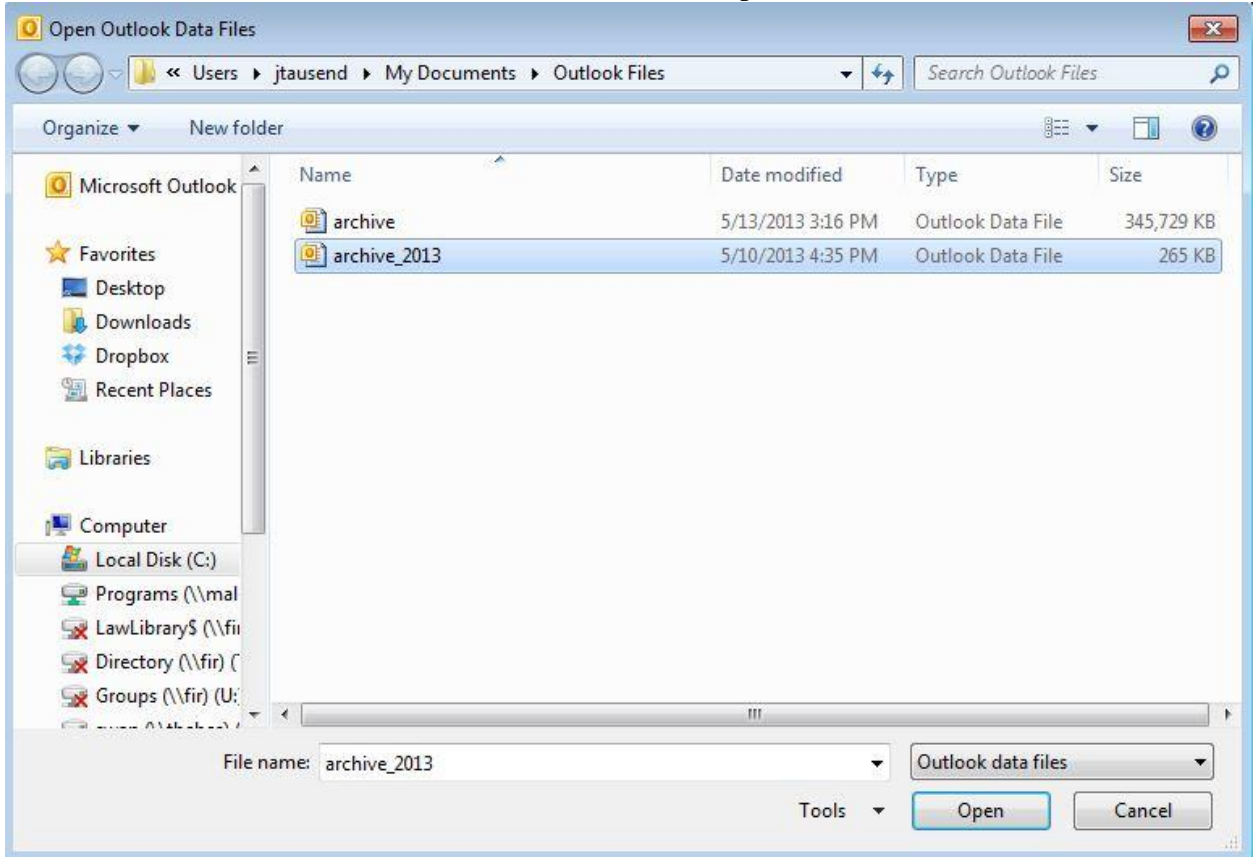
5.) Select Outlook Data File (.pst). Click Next.



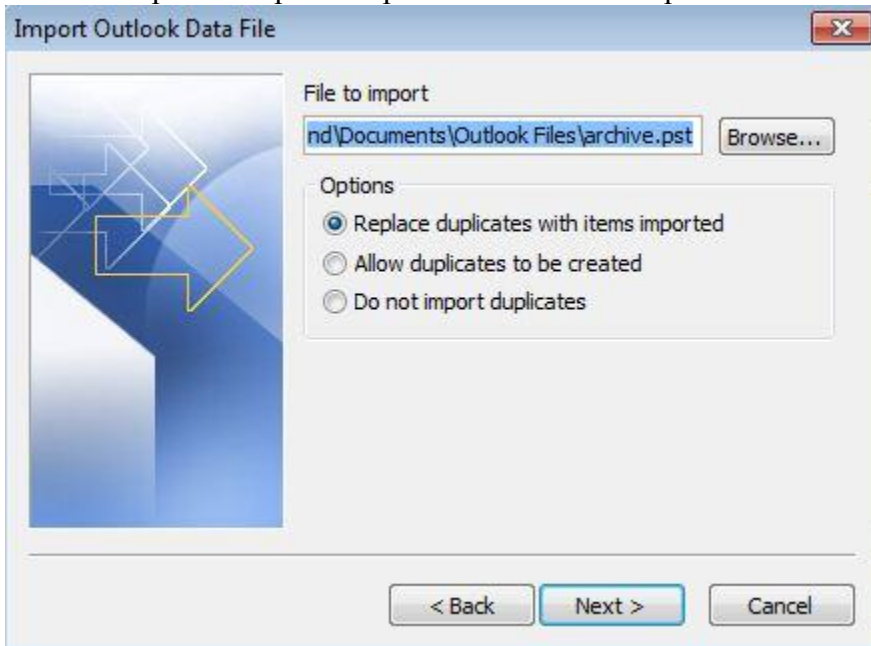
6.) Click Browse...



- 7.) Locate where you stored your Archive File (.pst). This will typically be in your My Documents, Outlook Files Folder. Select the file. Click Open.

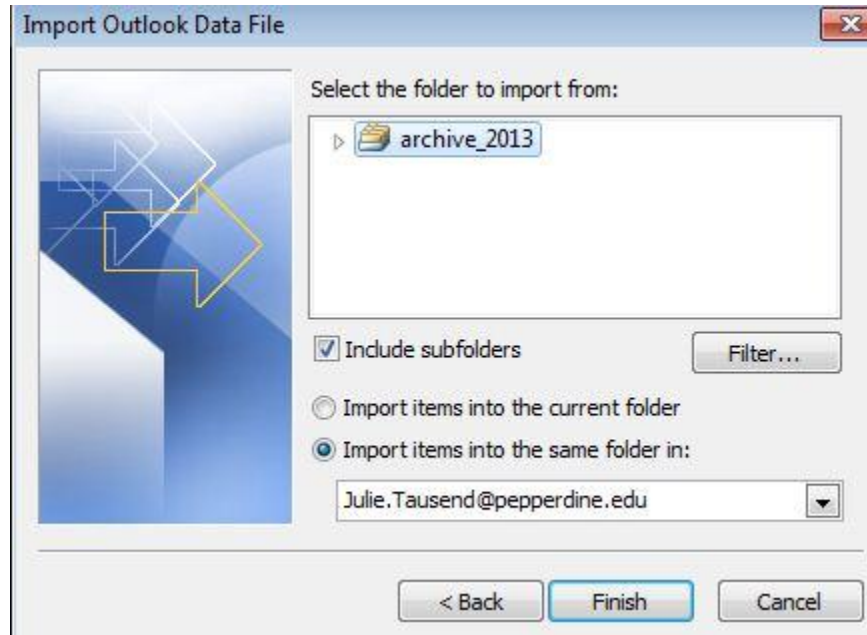


- 8.) Click the Option "Replace duplicates with items imported." Click Next.



9.) If you only want to import a specific folder, select the folder to import from. Otherwise select the Archive File name.

- a. Checkmark "Include subfolders"
- b. Select "Import items into the same folder in:"
- c. Select your Outlook email address in the drop down menu
- d. Click Finish



The box will close and your Outlook Mailbox will now be repopulated with your Archived mail.