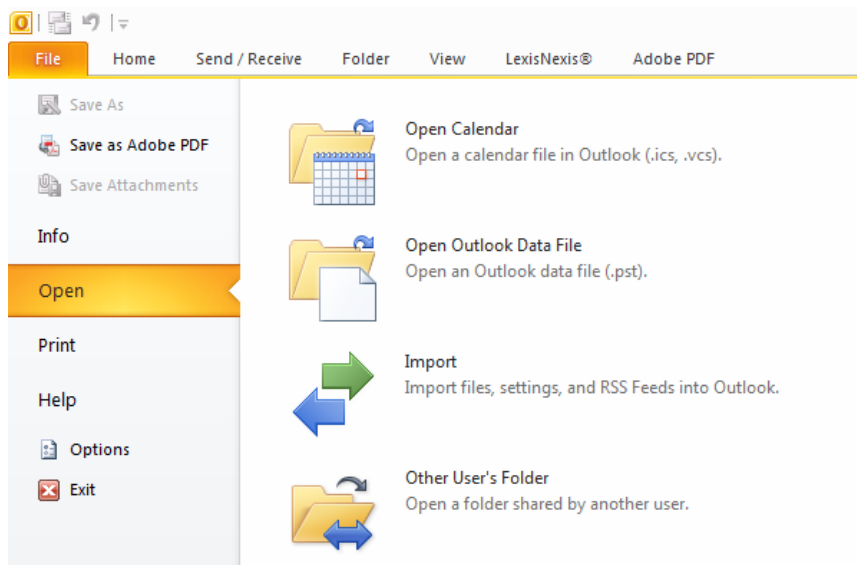
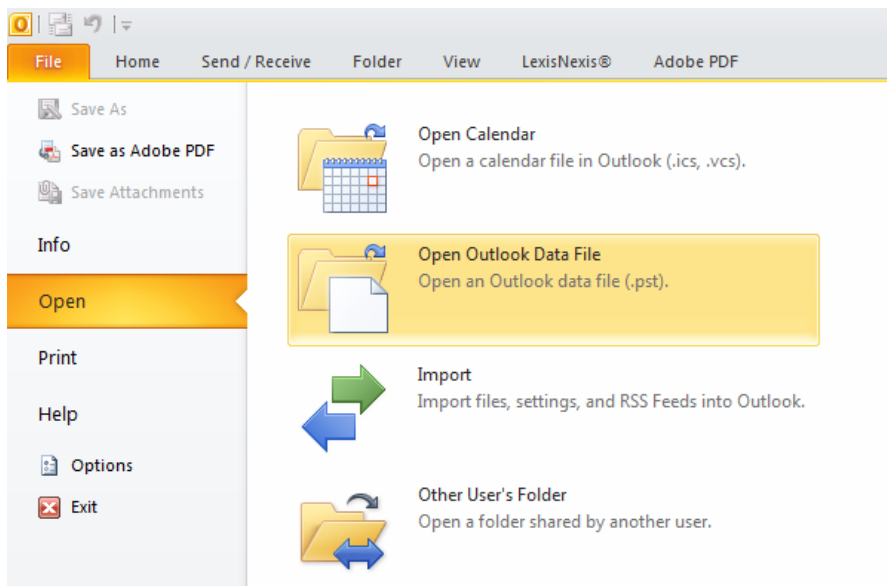


You can view your archived messages by:

1.) Click File → Open

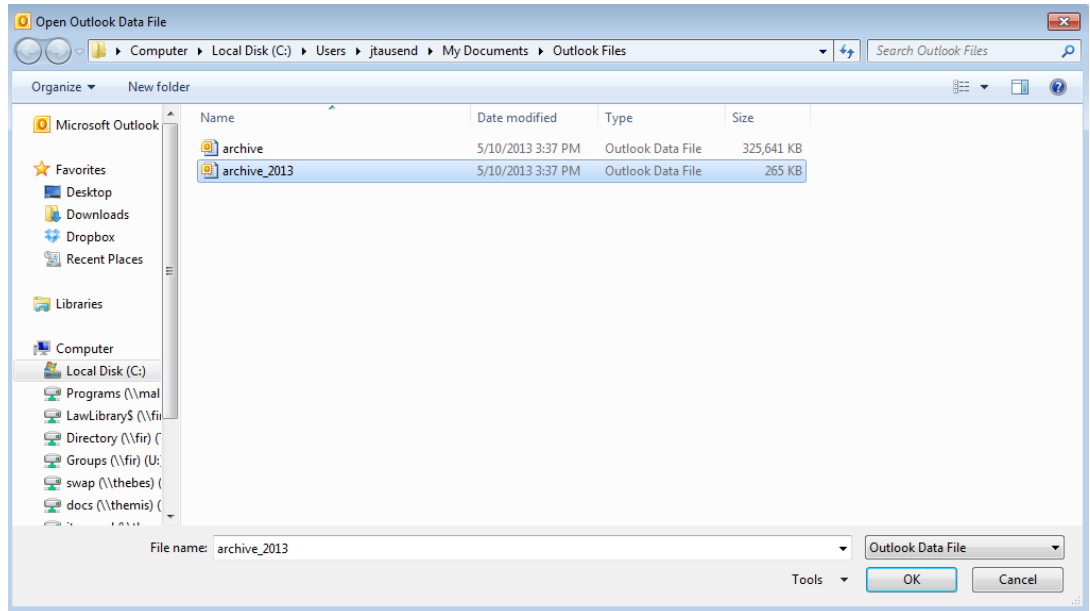


2.) Click Open Outlook Data File



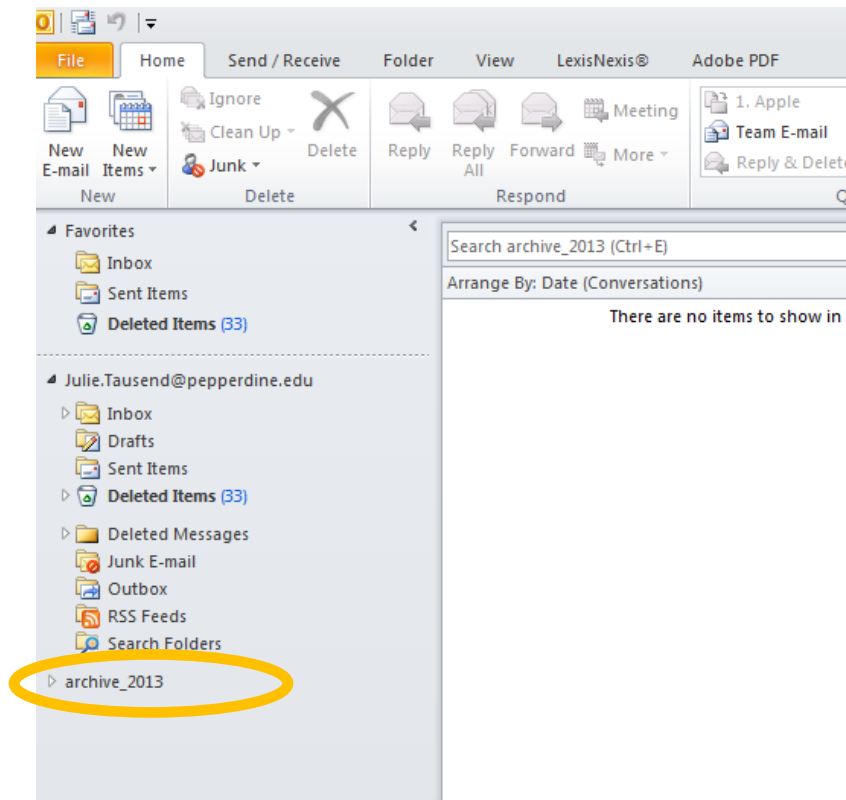
3.) A new window will open: Open Outlook Data File

- a. Browse to the location where you saved your Archive.pst file.
- b. Click it to select it → Click Open



4.) The window will close and your Outlook Mailbox will open.

a. You will now see a new folder for your archive. Click it to view your archived messages.



When you are finished viewing your Archived messages, right click on the Archive file and select Close to close the archives.

