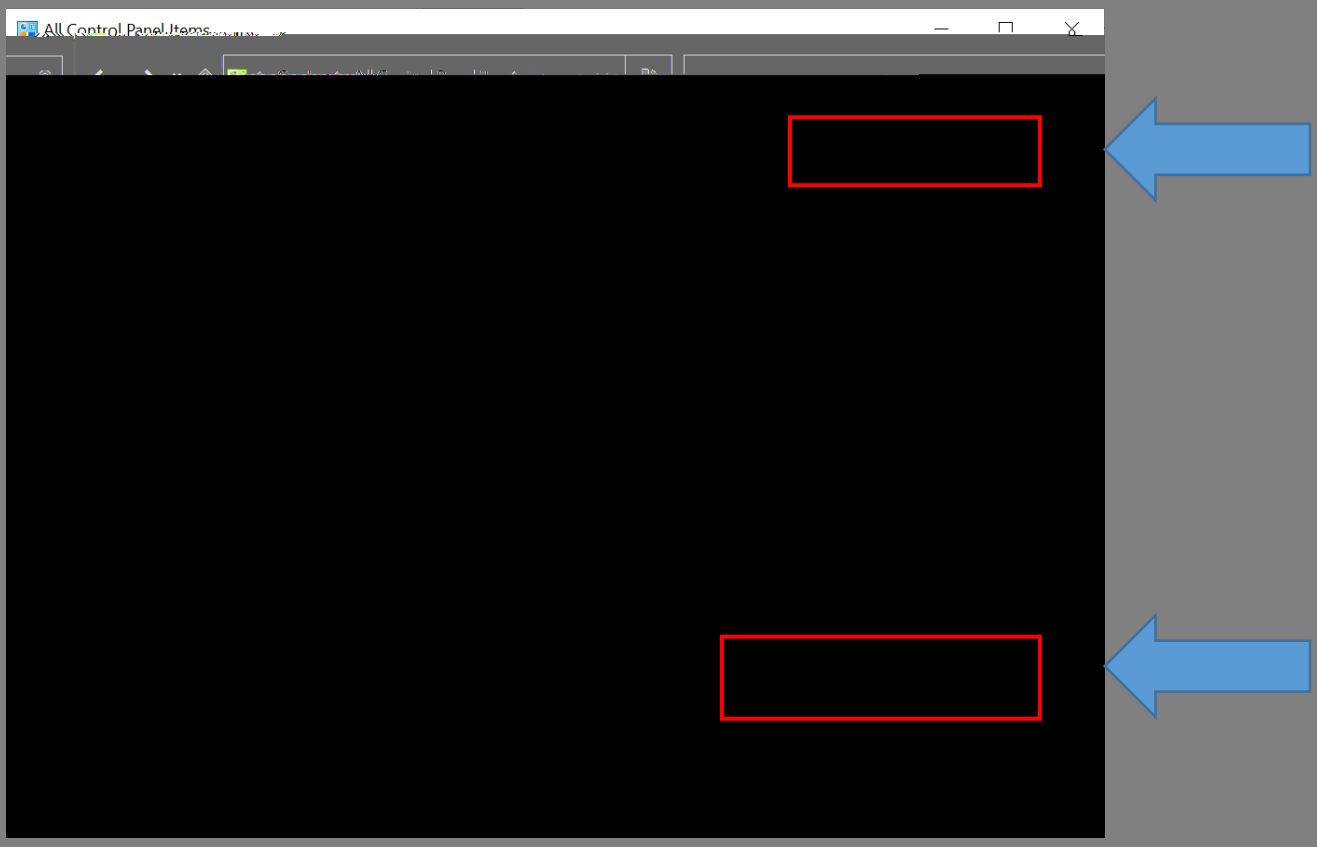
How to find your Outlook Archive Location

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