

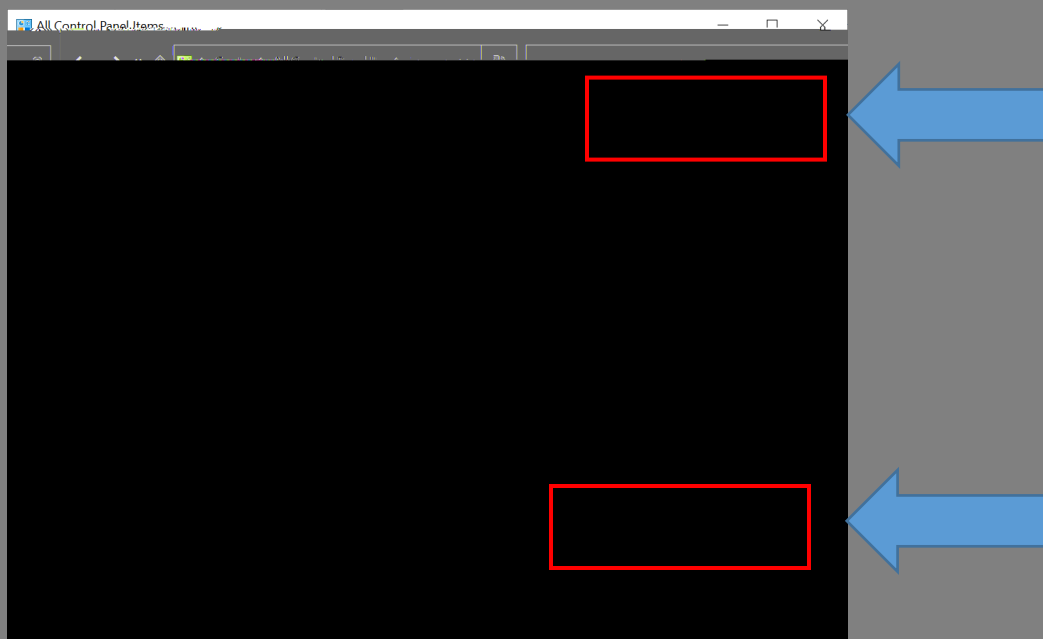
How to re-add your Outlook Archive

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*

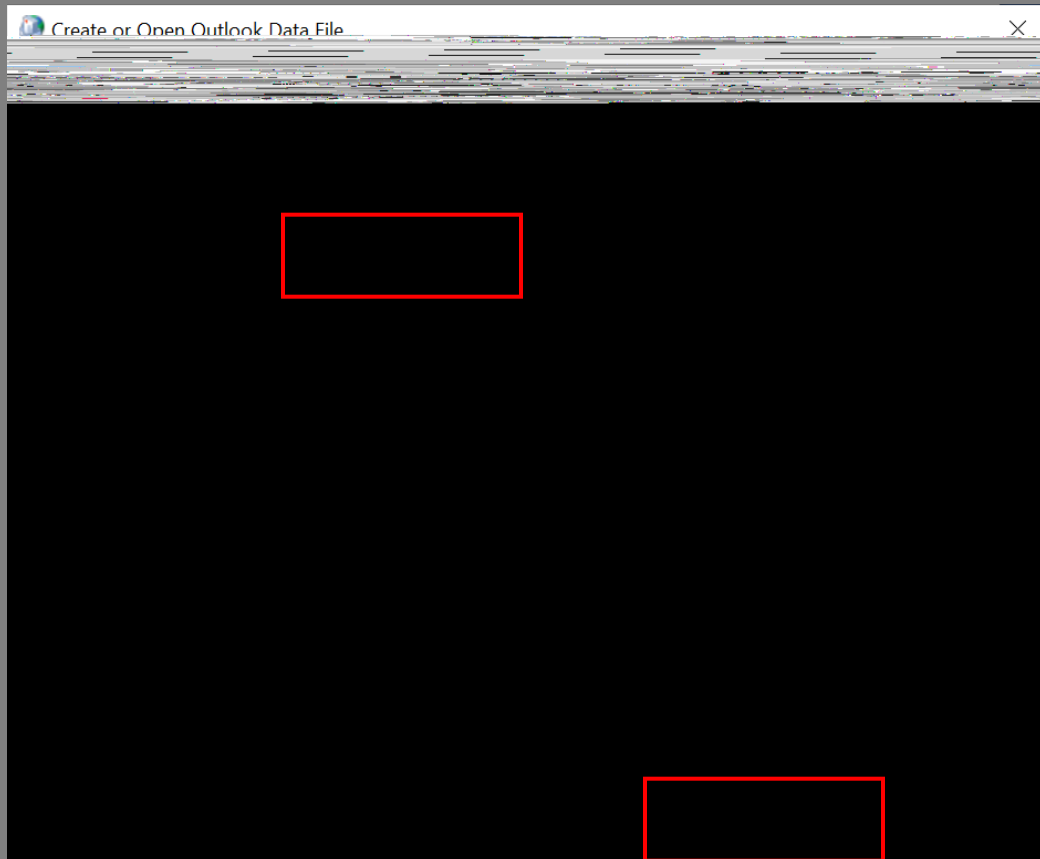
Now locate and click on *Mail (32-bit)* or *(Mail Microsoft Outlook 2016) it may be similar*



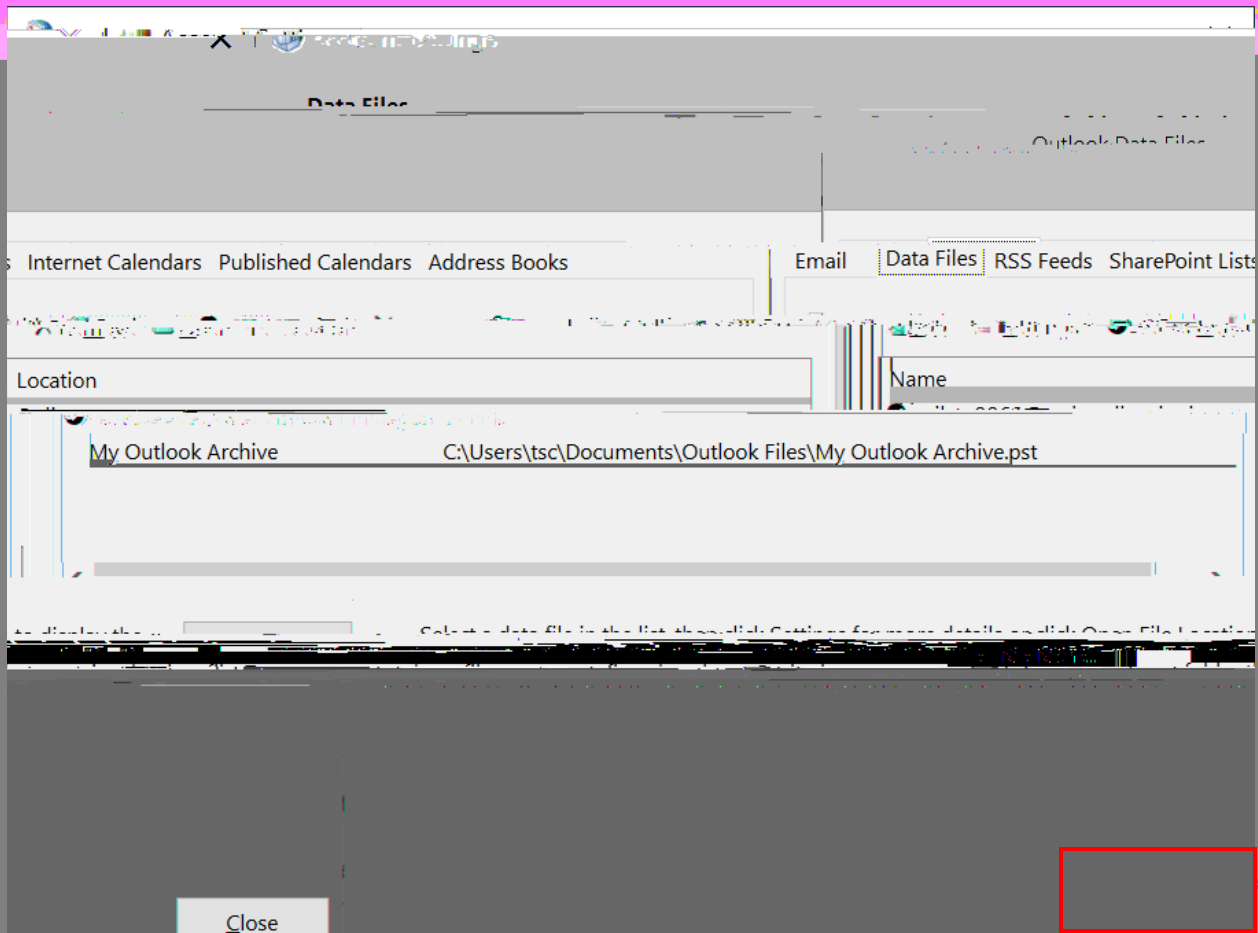


Browse to the location of your *Outlook Archive* that you noted earlier

Now select it and click *OK*



It should now be displayed



Click on *Close* and *Close* to exit