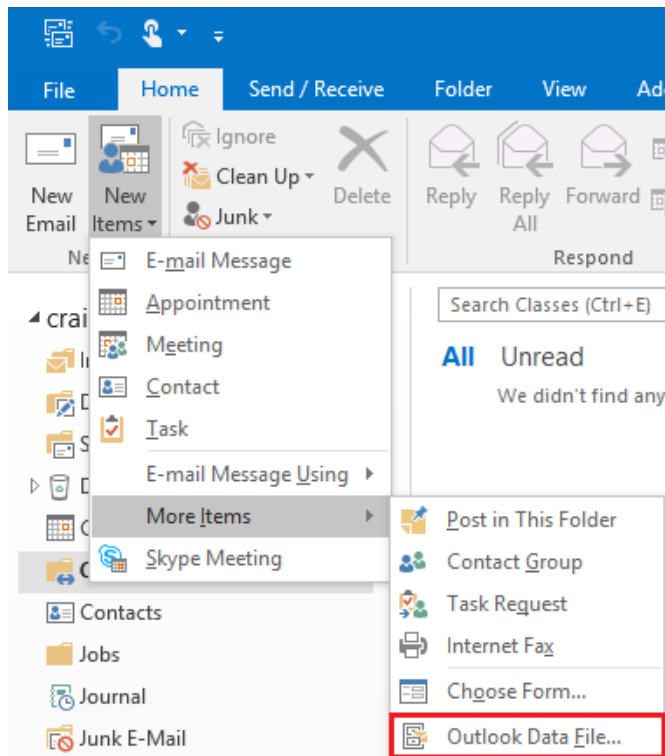
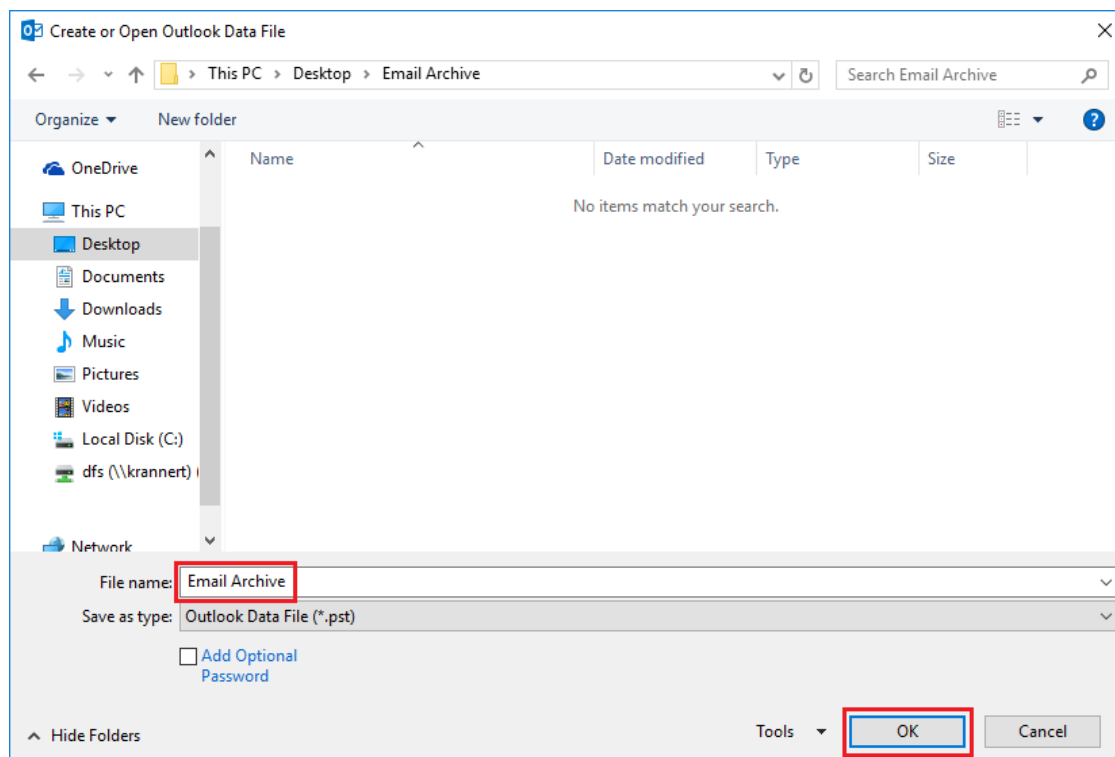


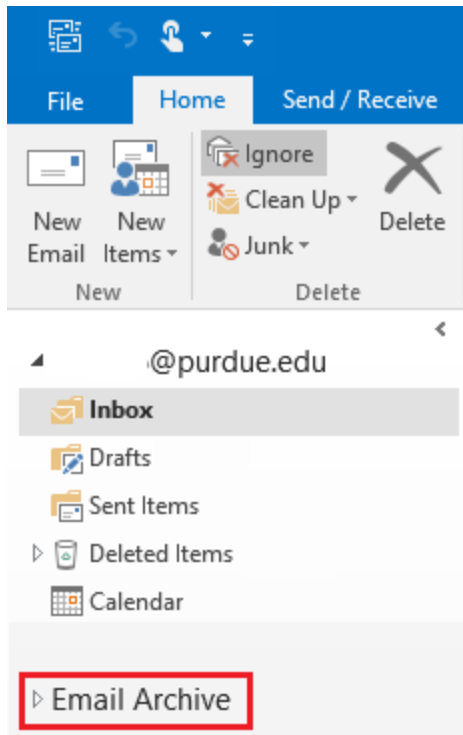
1. **Start** Microsoft Outlook 2010/2013/2016.
2. Under the 'Home' tab, **click** 'More Items', and **click** 'Outlook Data File...'



3. **Navigate** to a location where you would like the archive file to be stored, **rename** the file to something you can find later, and **click** 'OK'



4. An email archive folder should now be available on the left panel in Outlook, as seen below:



5. Simply **click and drag** any emails or folders that you would like to archive into this new email archive.

**NOTE:** It may be a good idea to back up your email archive periodically to the Krannert U: drive. To do this, simply copy the Email Archive file (.pst) to the U: drive.