



## How To... Add Your Archive Files in Outlook

### Content

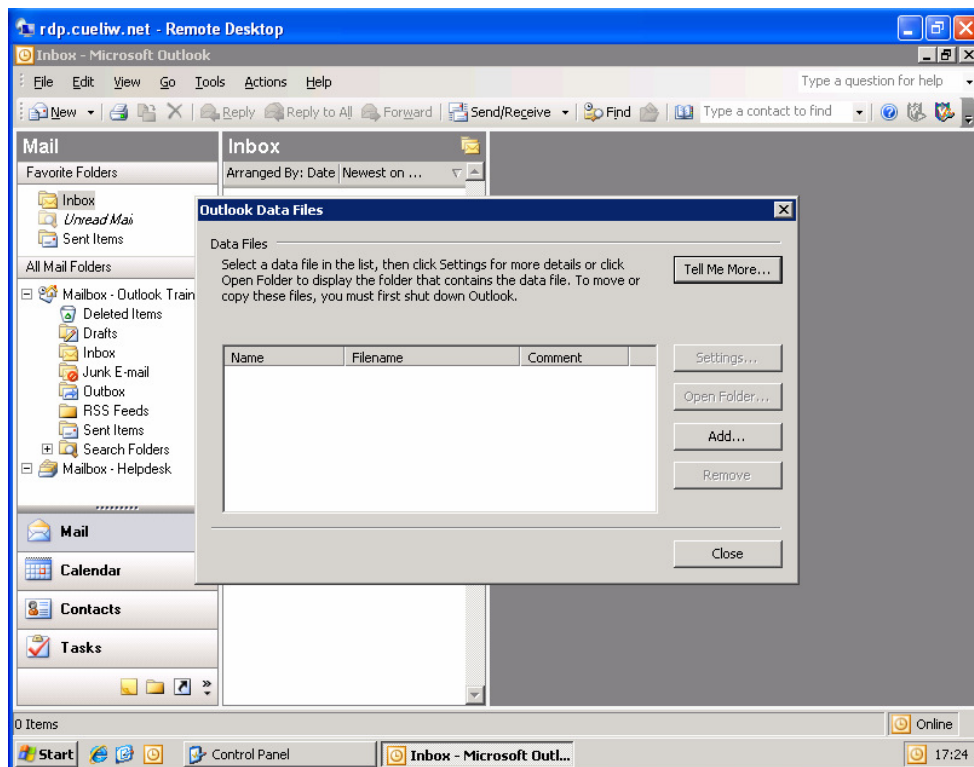
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### Overview

If your email archives are missing from Outlook users can follow the procedure below to reconnect these archives. If you experience any difficulties while following this guide please contact the CUE Helpdesk.

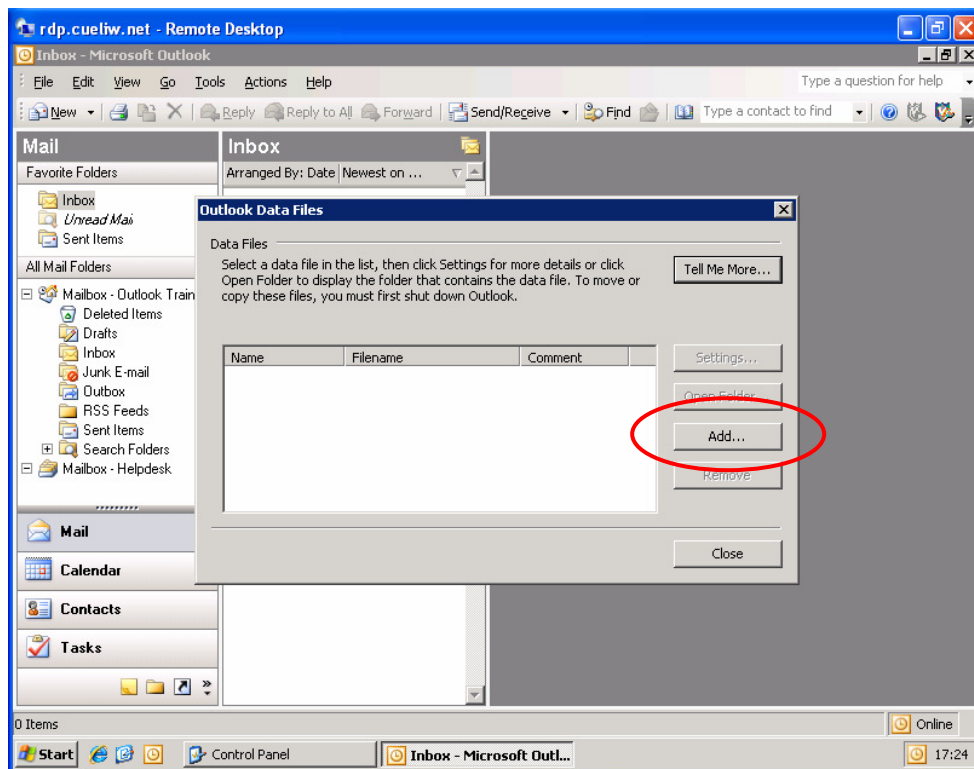
### Procedure

1. Open Outlook and click **File > Data File Management**

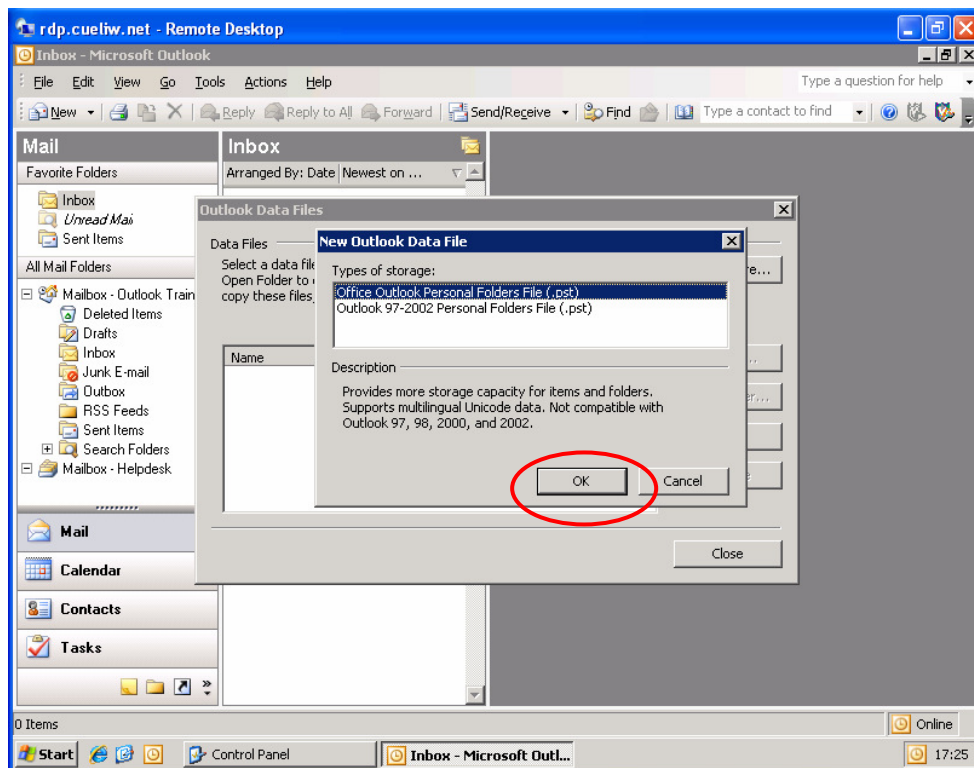


*Note: If **Data File Management** is not available you may need to extend the options list by clicking the down arrow at the end of the menu.*

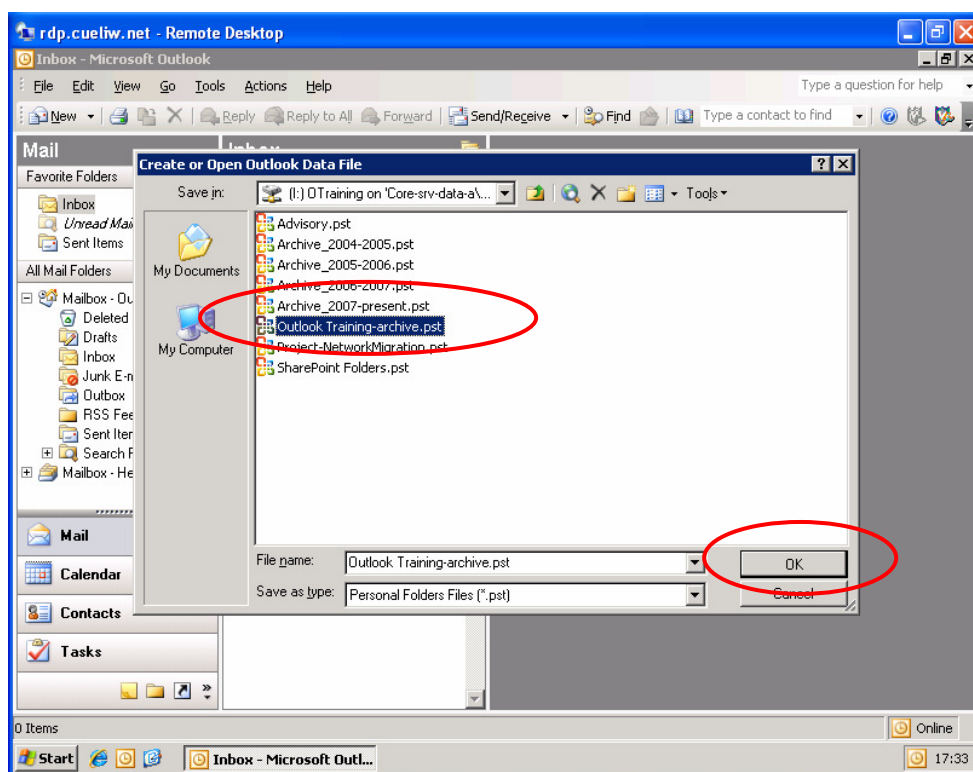
## 2. Click Add...



## 3. Click OK

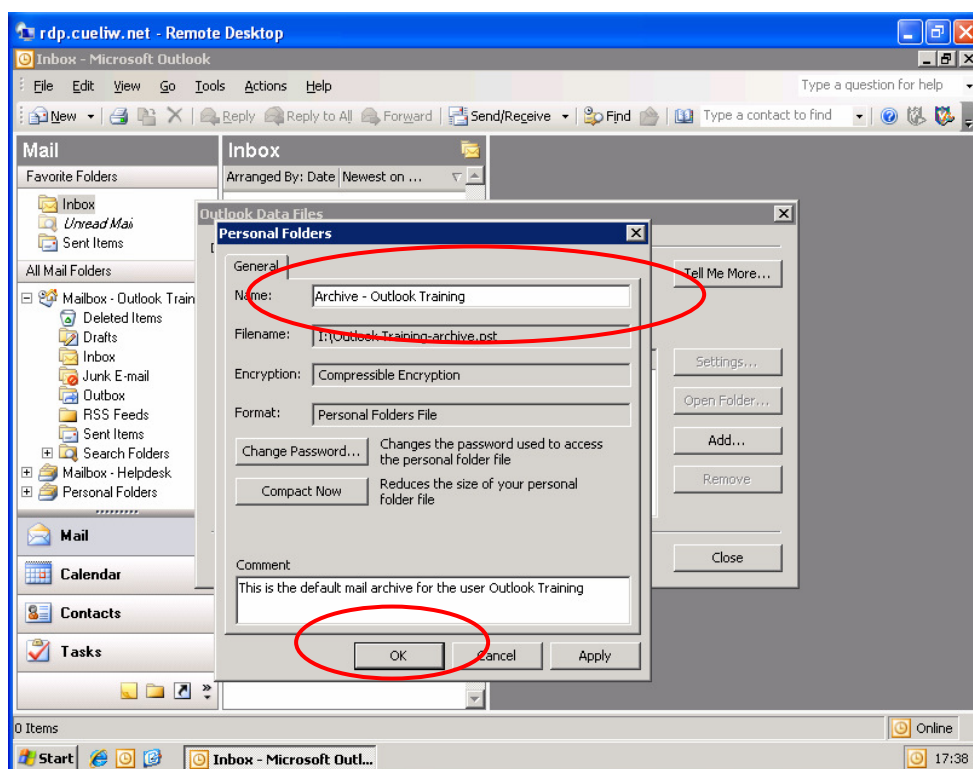


4. Navigate to your I: drive, select the archive file and click **OK**.  
Your default archive file is *username-archive.pst*

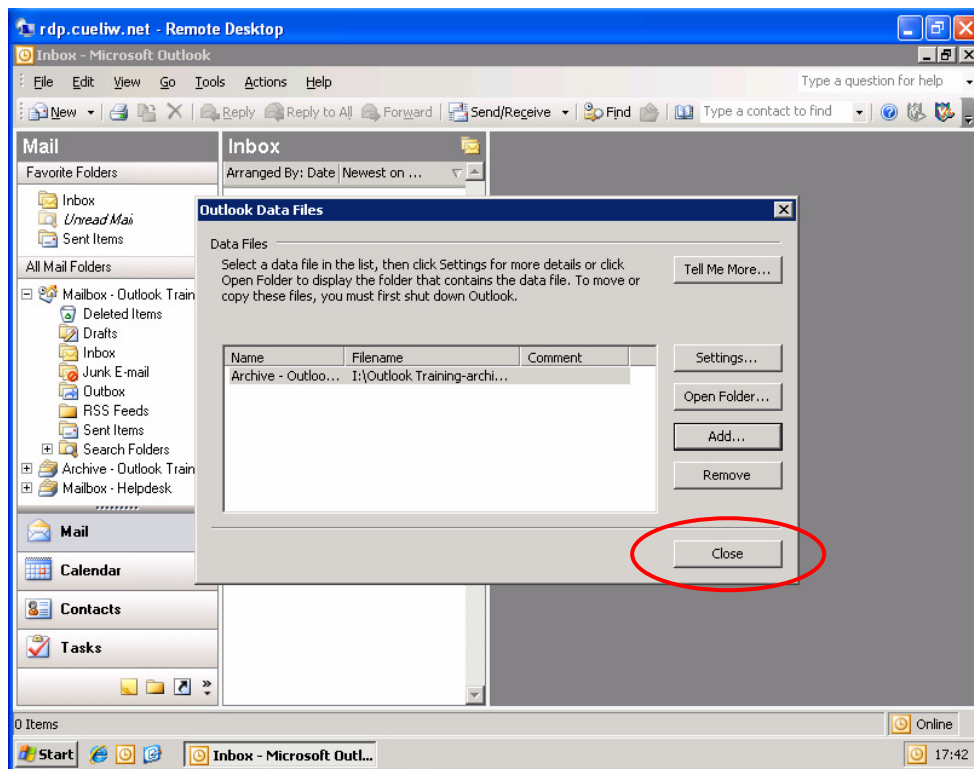


*Note: Only one archive can be added at a time. If you need to add additional archive files you will need to repeat this procedure again.*

5. Give your archive an appropriate name, an optional a description, and click **OK**. The name is how the archive will appear within Outlook



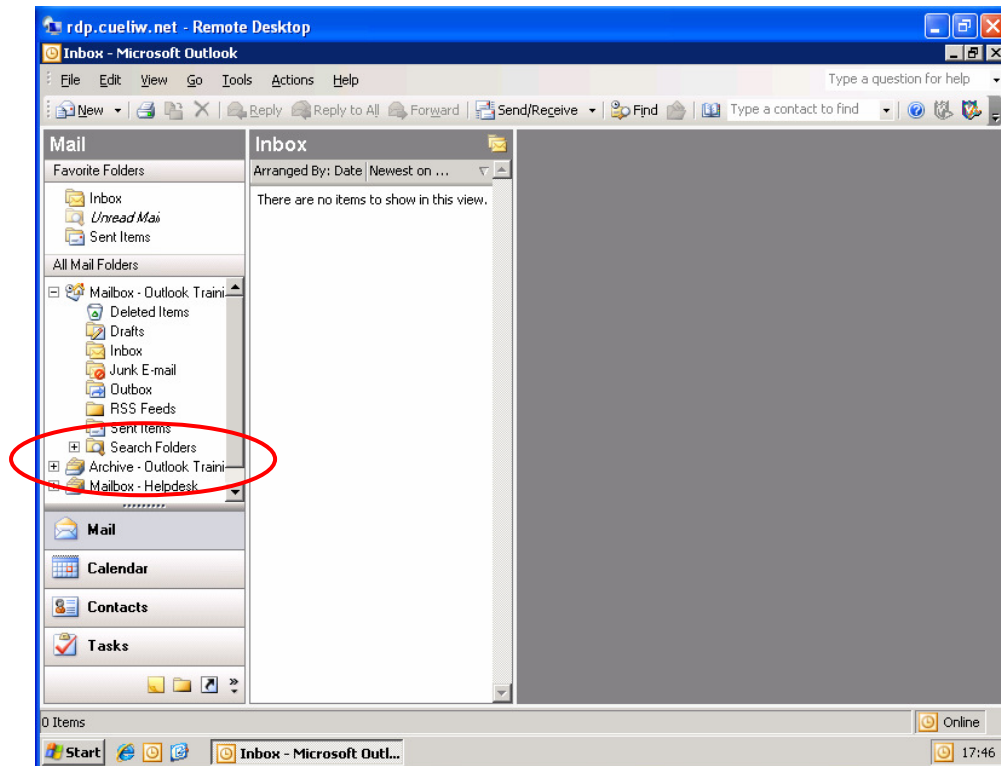
## 6. Click Close



*Note: If you need to add additional archive files simply click Add to repeat the procedure from step 3.*

## Checking Your Work

You can confirm that the archive has been added by opening Outlook and checking for the presence of the archive:



## Contacting the CUE Helpdesk

If you encounter any problems while following this 'How To...' please contact the CUE Helpdesk via email ([helpdesk@cad.coventry.ac.uk](mailto:helpdesk@cad.coventry.ac.uk)), instant message a member of the helpdesk (Systems and Networking) or by telephoning internal extension 8888.

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