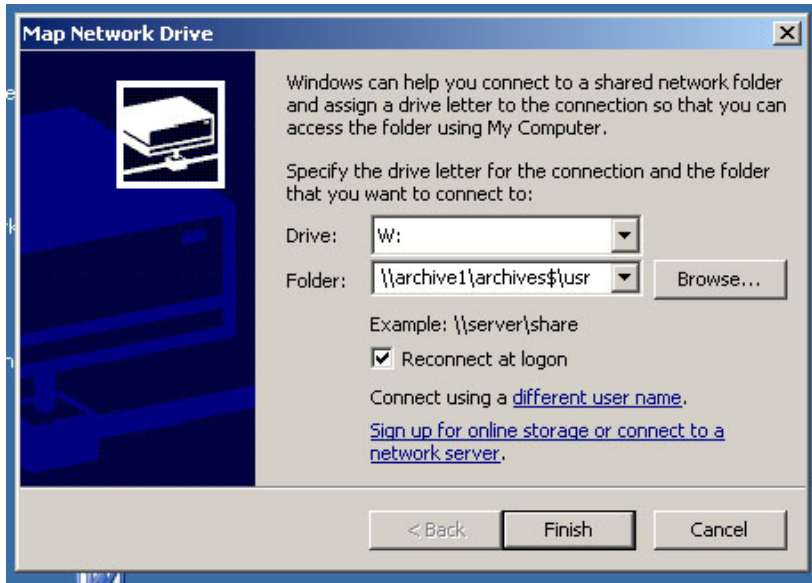


How to Access Your Archive

The following steps are to show you how to access your archive folder inside Outlook. The first thing to do is to **'Map a Network Drive'** to the following location:

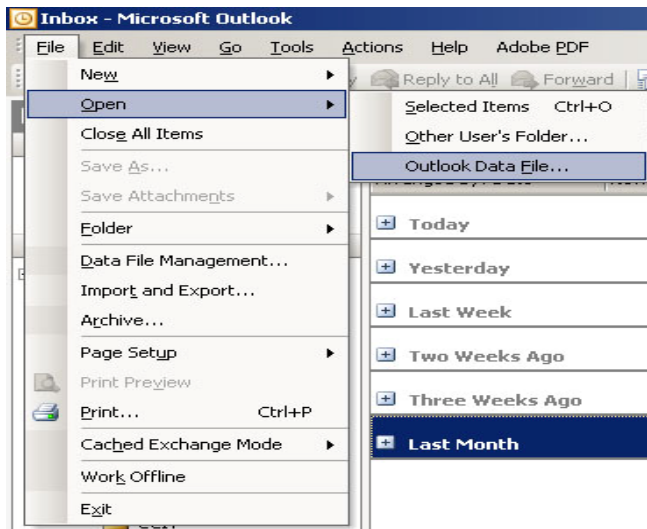
[\\archive1\archives\\$\YourNetID](\\archive1\archives$\YourNetID)



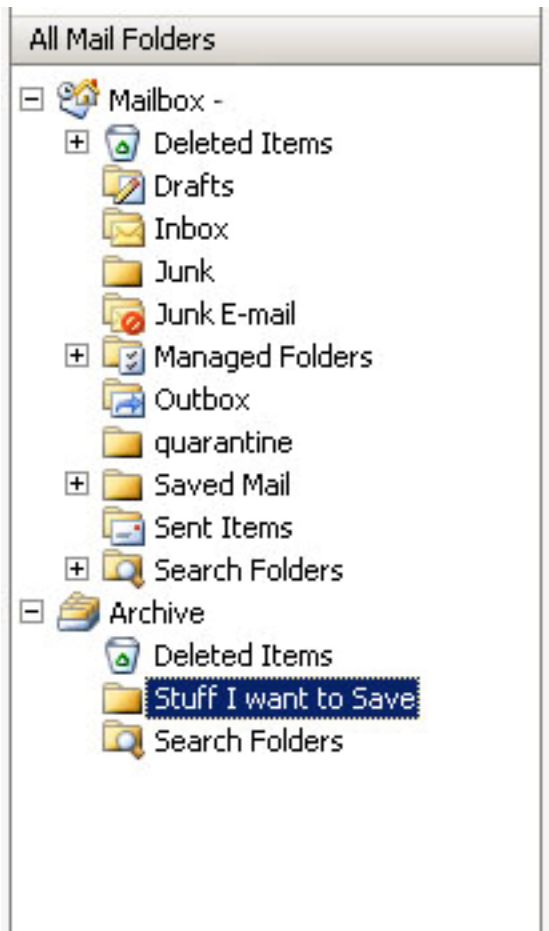
For more information on mapping a network drive, see the How-To Map a Network Drive document.

If this step is done correctly, a new window will open up and you will see a file called Archive.pst or another **.pst file**. This is your archive that we need to bring into Outlook.

To do that you must open up Outlook and click **File -> Open -> Outlook Data File**



Click 'My Computer' on the left hand side and then double click on the **drive that you just mapped**. Double click on your **Archive.pst** file and now your archived emails will now be under Archive on the left hand side of your mailbox.



If you have any problems with this process, please email medhelp@musc.edu.