

2013

Nex Venture

Nex Venture Team

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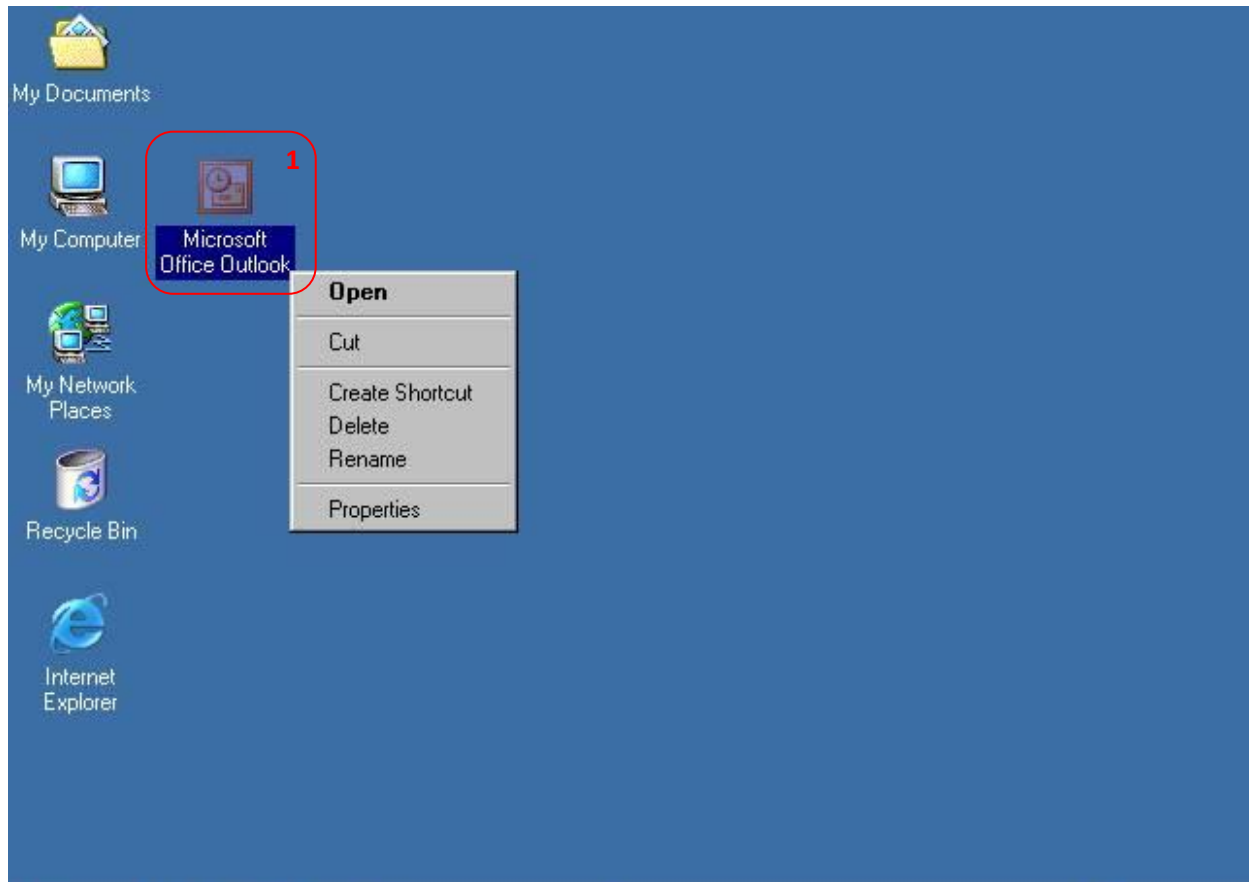
E-MAIL SETUP GUIDE

**OUTLOOK 2003
(POP) ARCHIVE**

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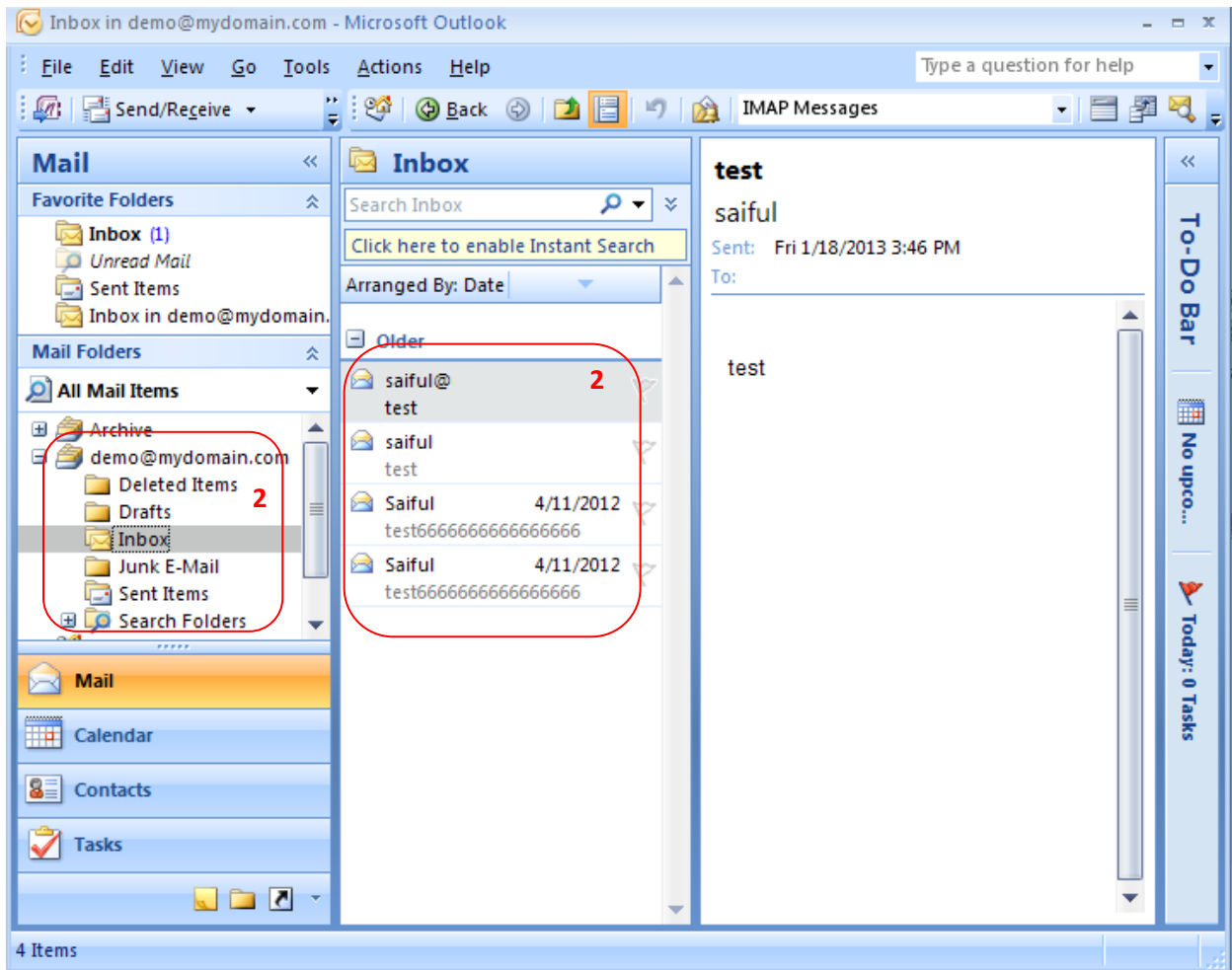
[DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.



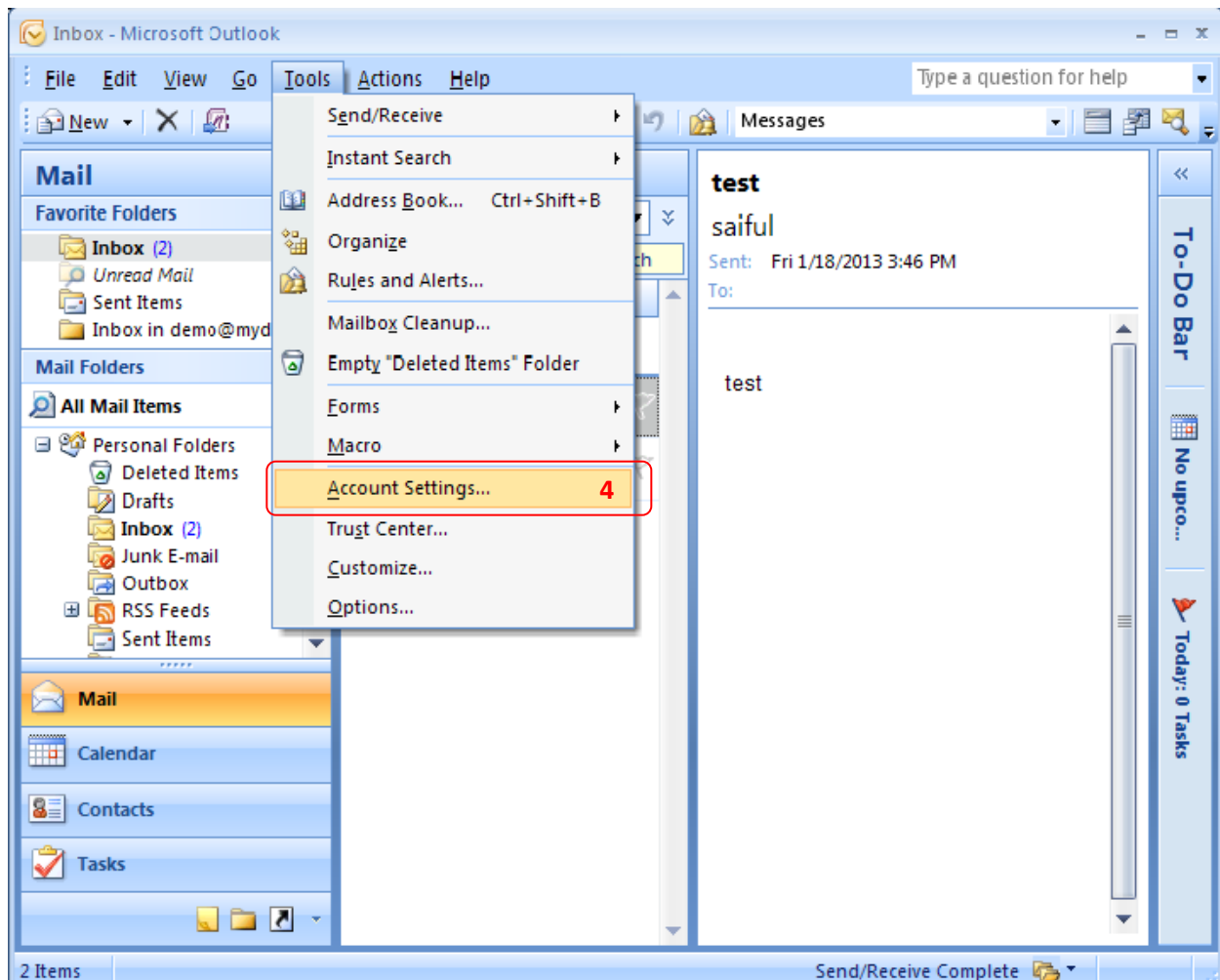
1. Open Outlook 2003





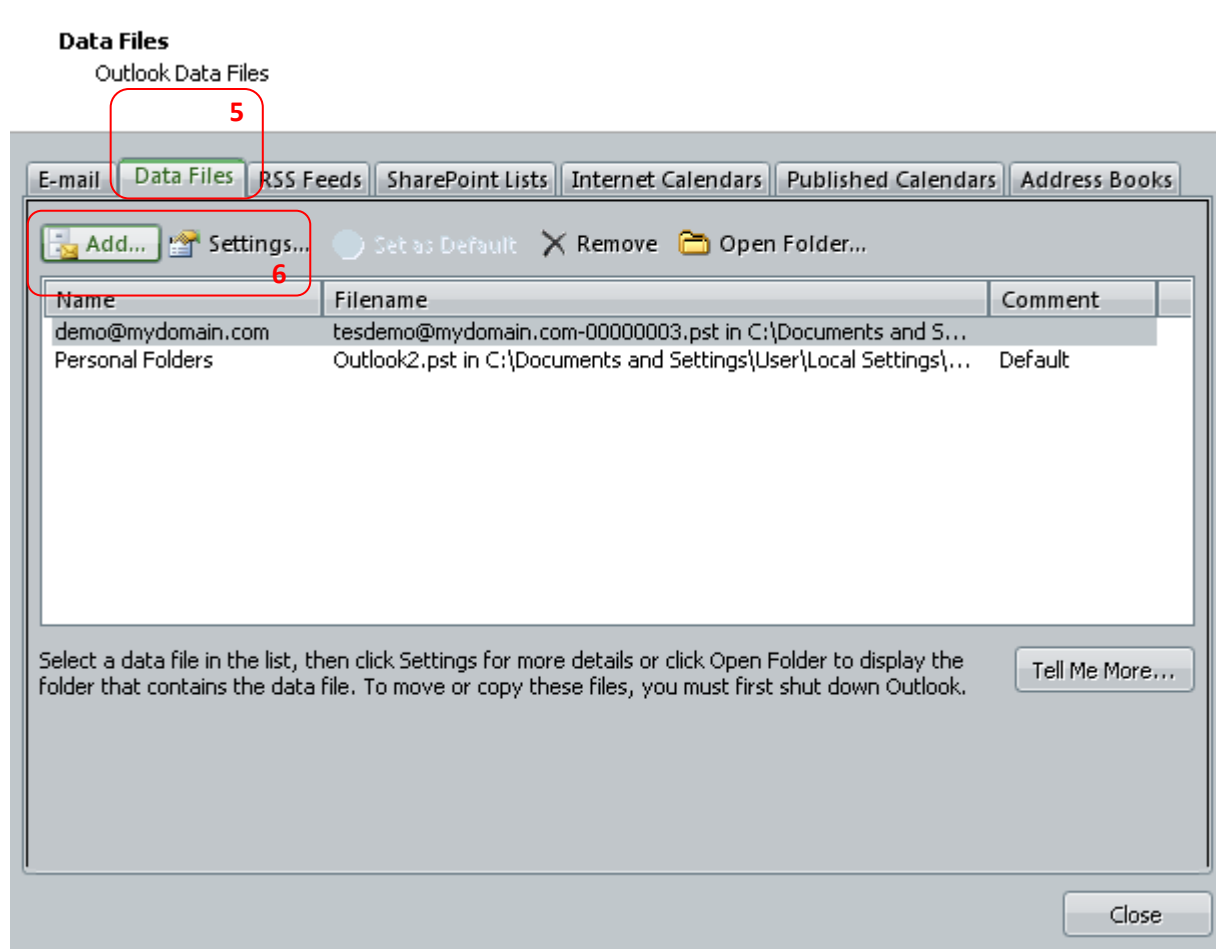
2. Identify what email or folder you wish to archive





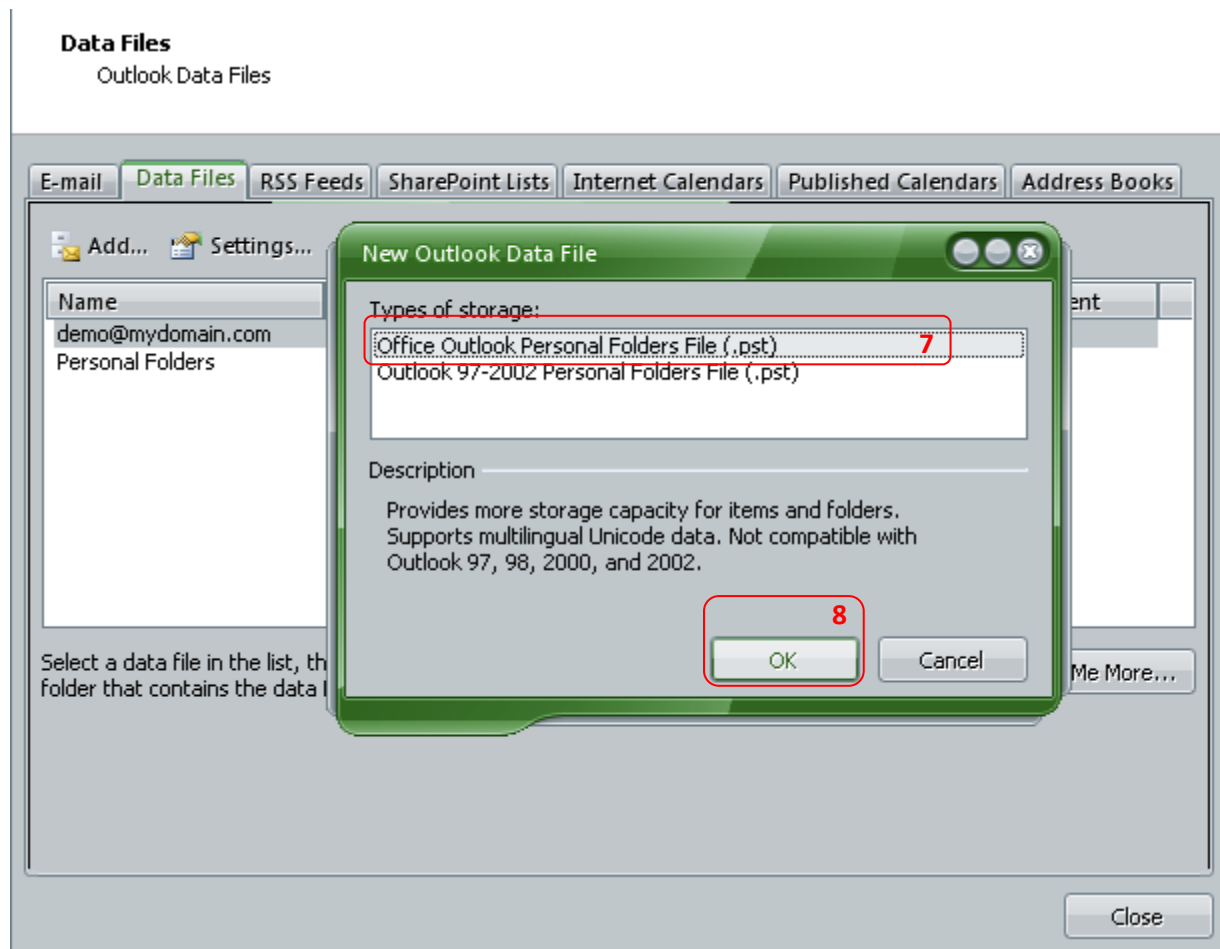
3. To archive, you need to create another PST file
4. Select
Tools >> Accounts Settings...





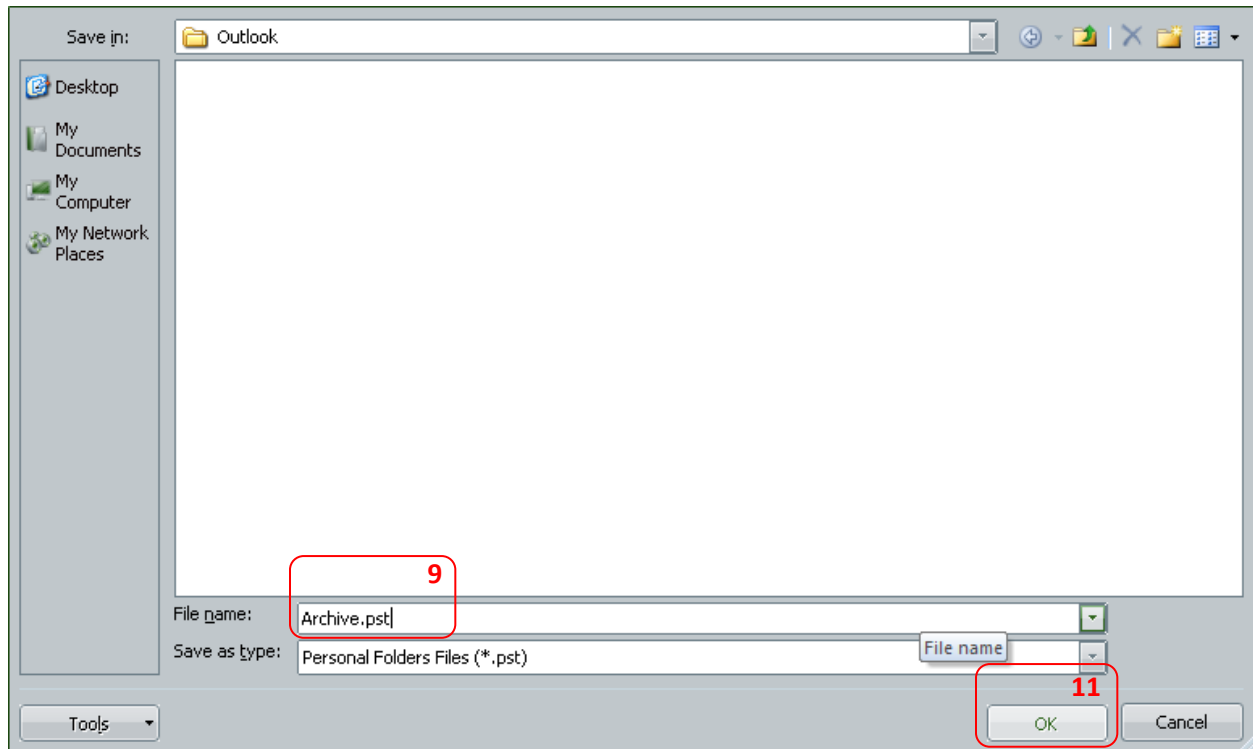
5. Select
Data files Tab
6. Click "Add"





7. Select "Office Outlook Personal Folders File (.pst)"
8. Click Ok



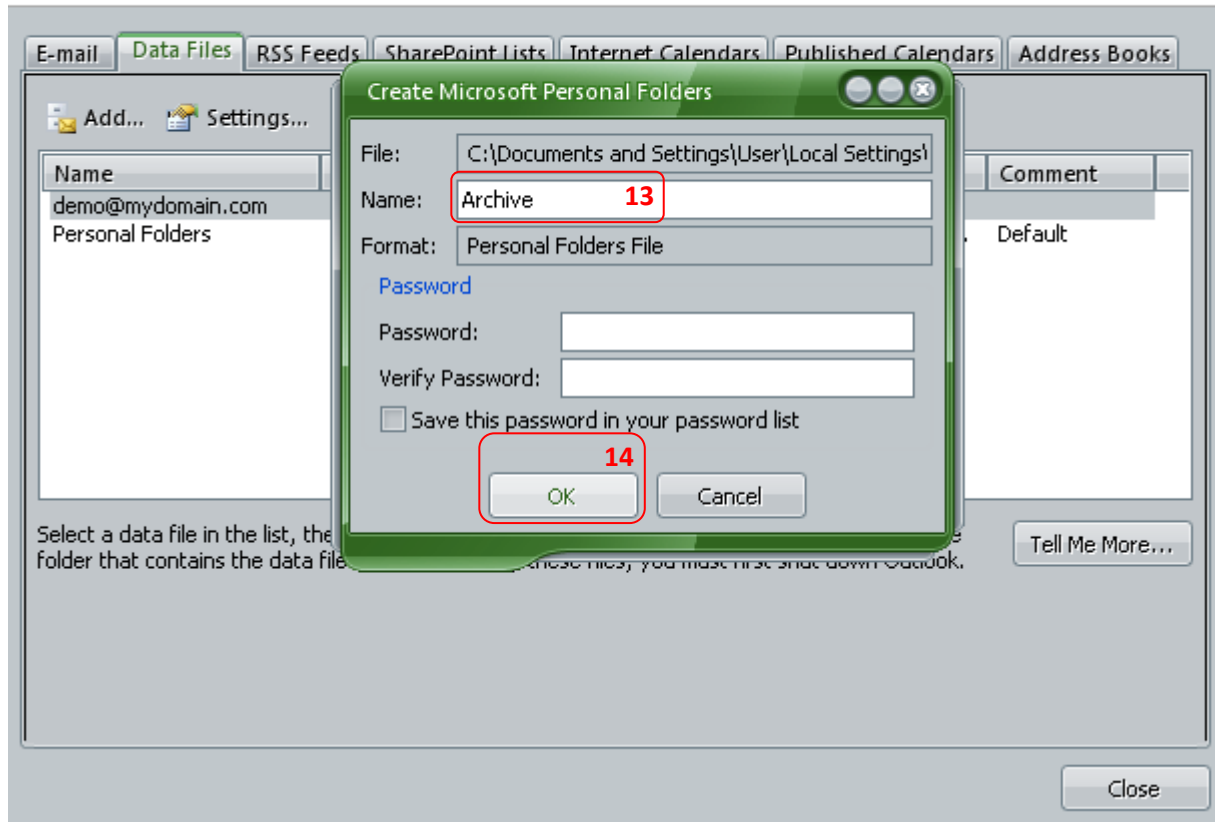


9. Please assign a name to your PST file.
In this example we will use "Archive"
10. Please DO NOT leave the name as "Personal Folder"
11. Click Ok



Data Files

Outlook Data Files

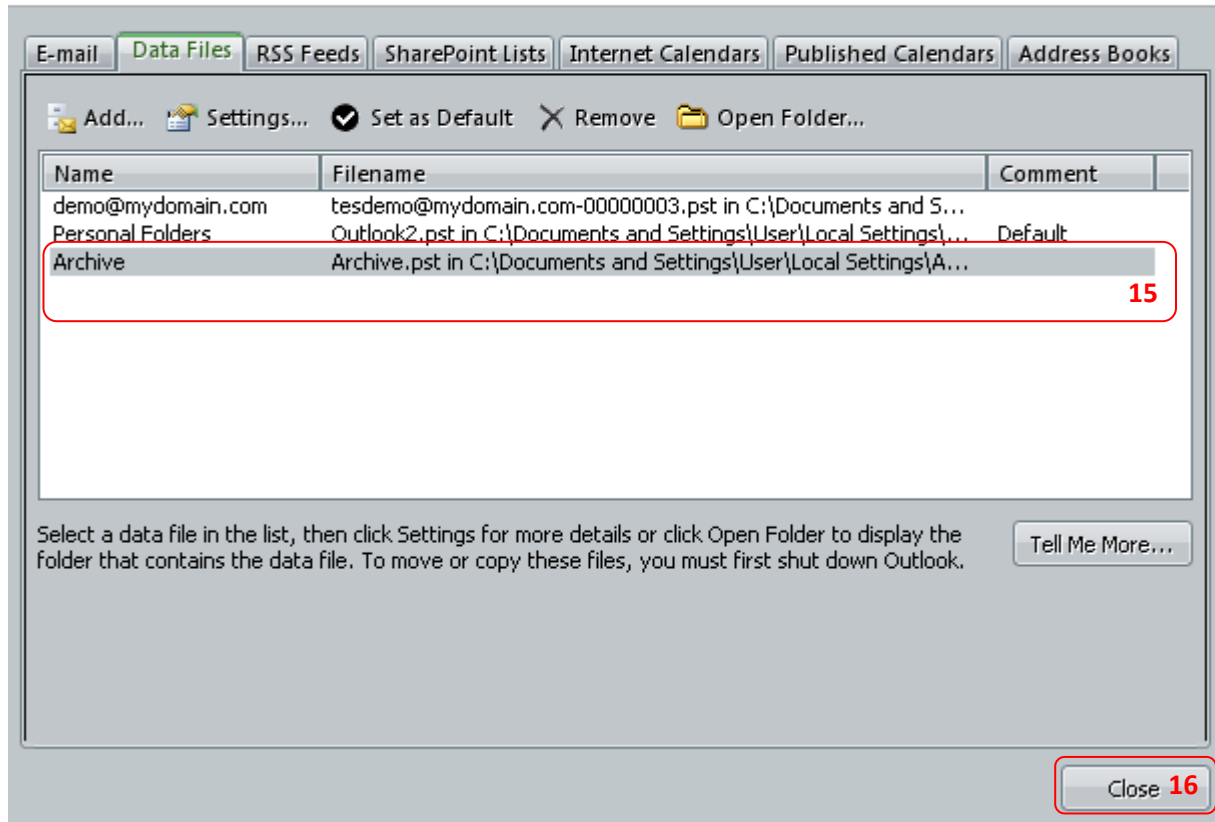


12. Ensure that you rename the name from Personal Folder to your assigned name.
In this example, we used "Archive".
13. It is advisable to assign the same name as the PST file named.
14. Click Ok once named.



Data Files

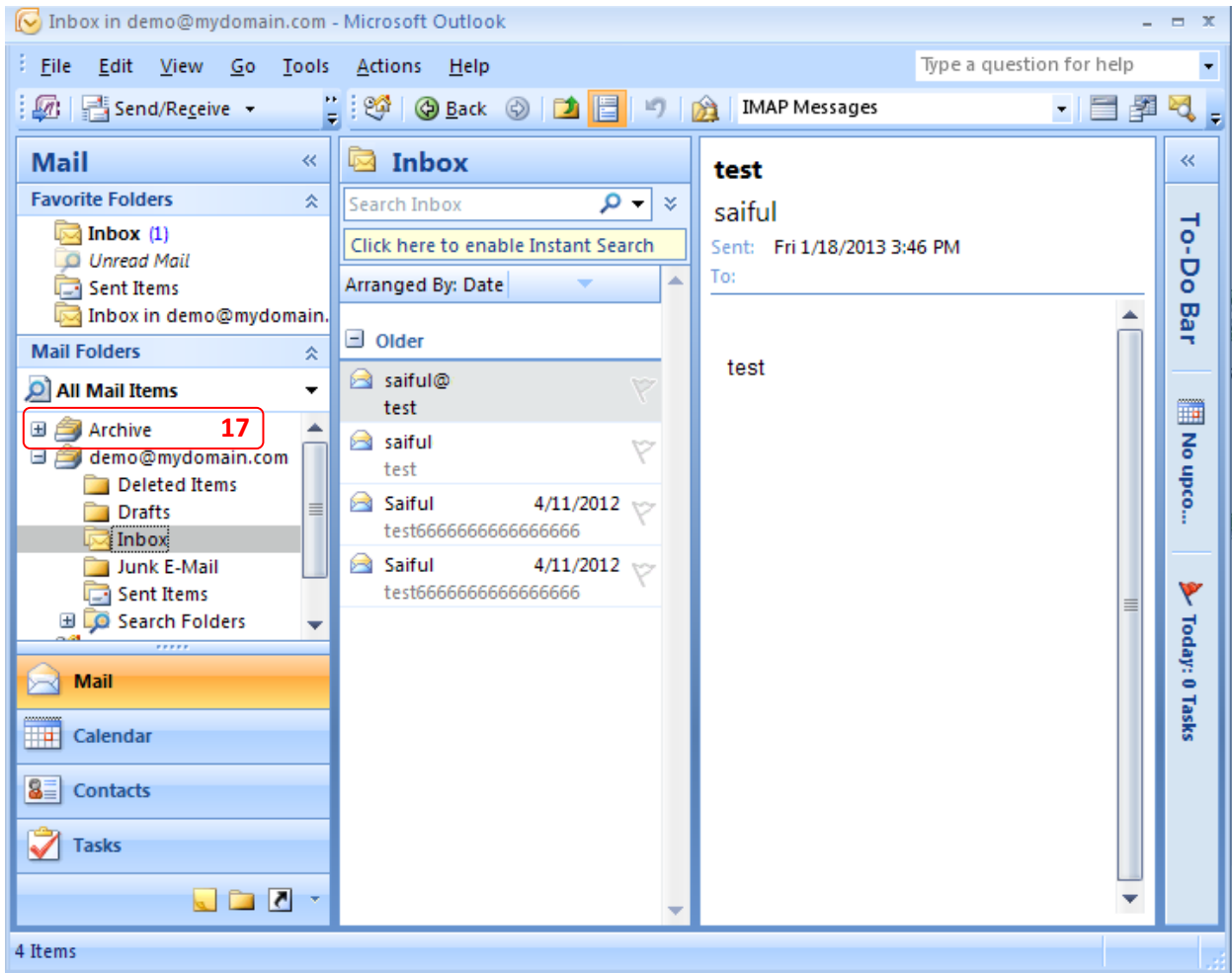
Outlook Data Files



15. Verify the Archive PST is created.

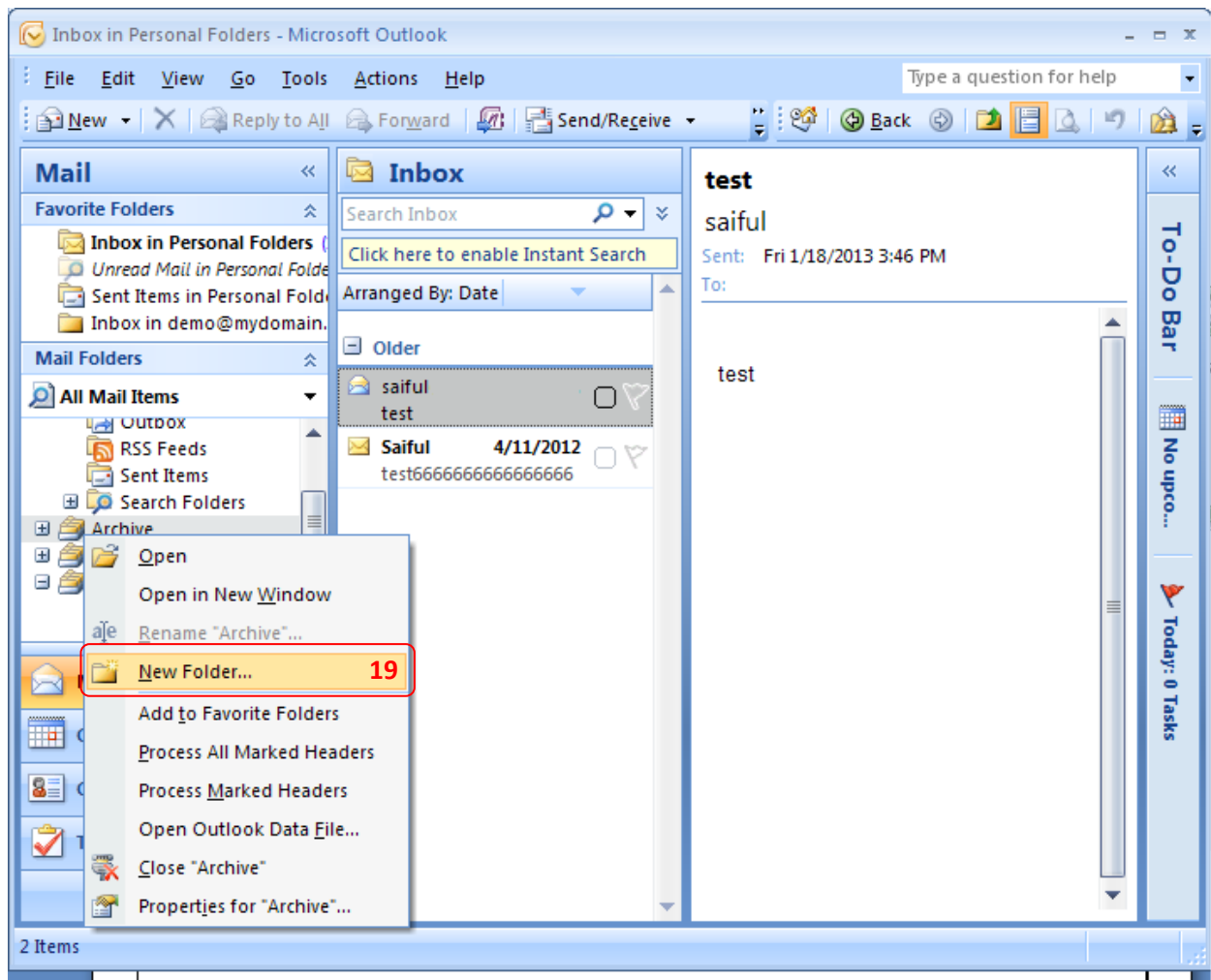
16. Click "Close"





17. The Archive PST should appear

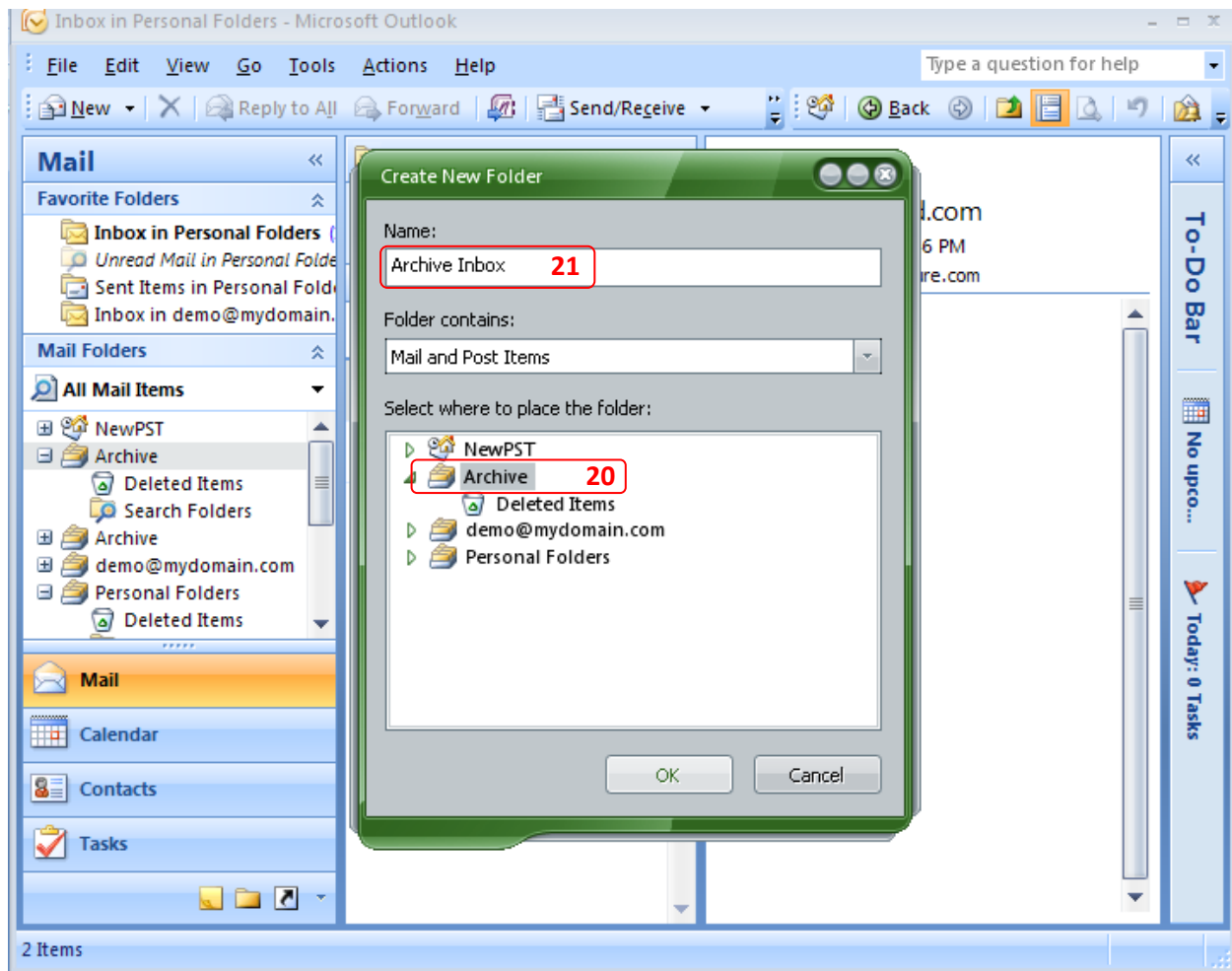




18. Right Click the Archive PST

19. Select New Folder

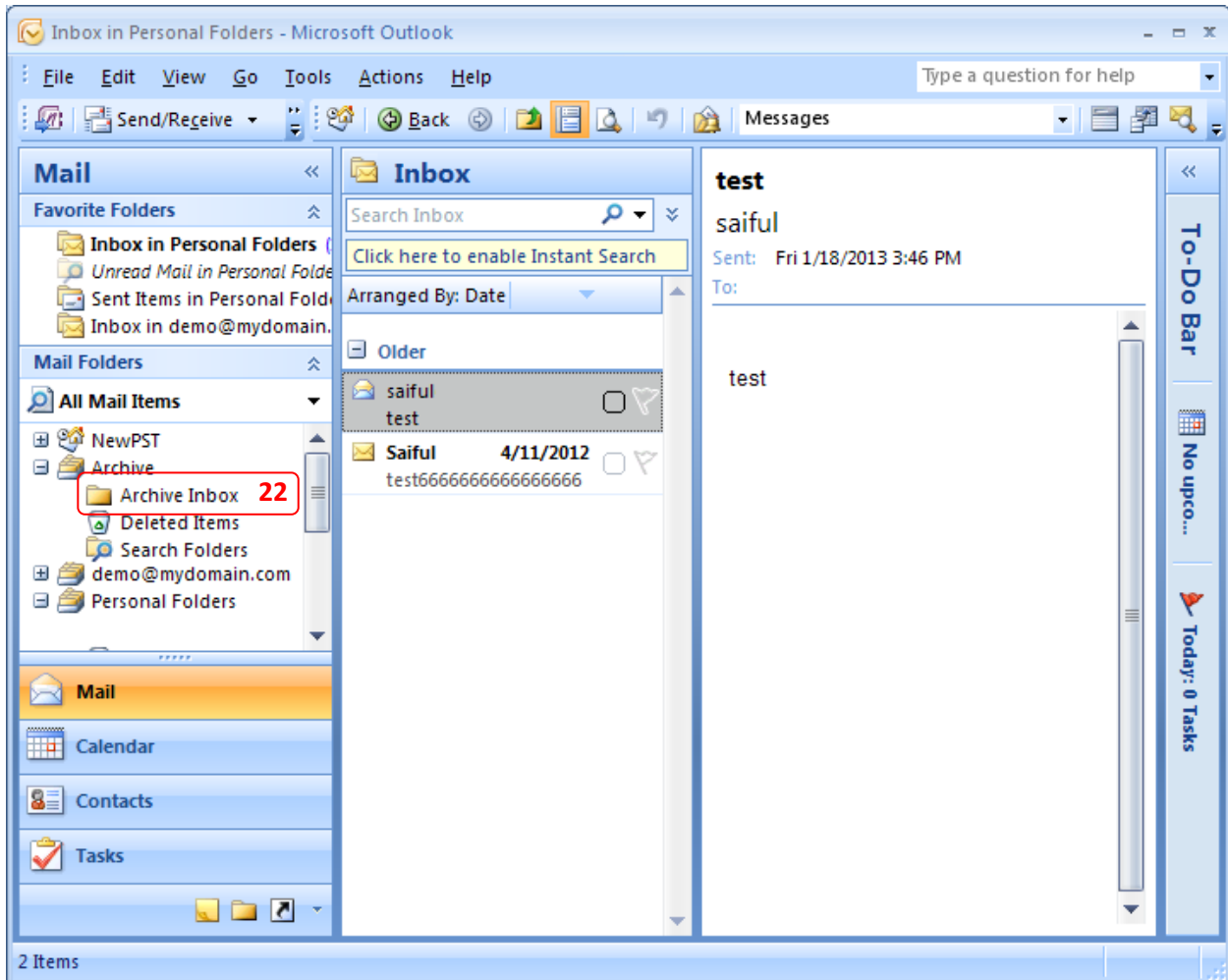




20. Select the Archive PST and press on the Arrow Symbol

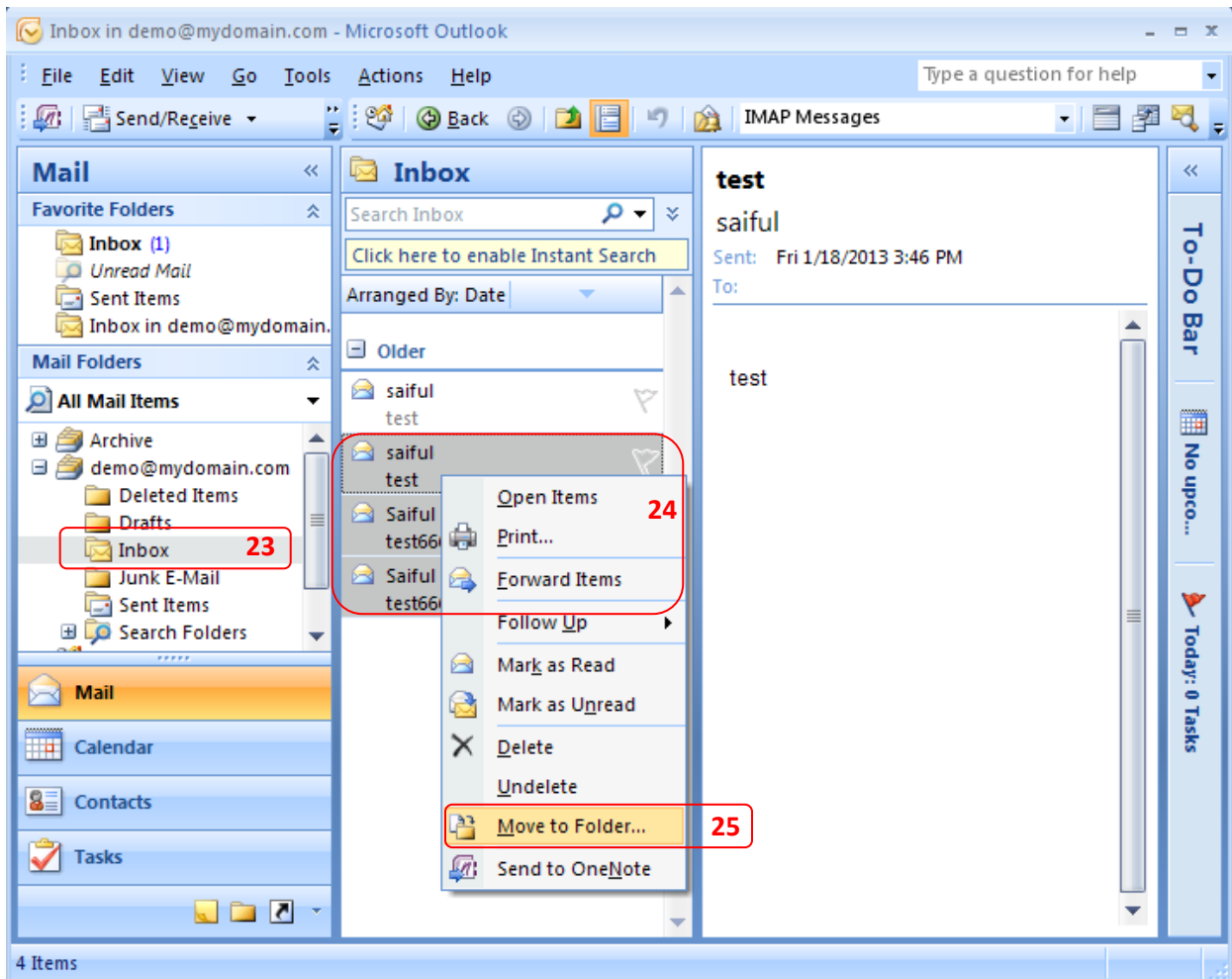
21. On the name portion, name the folder you wish to backup.
In this example, it is called Archive Inbox.





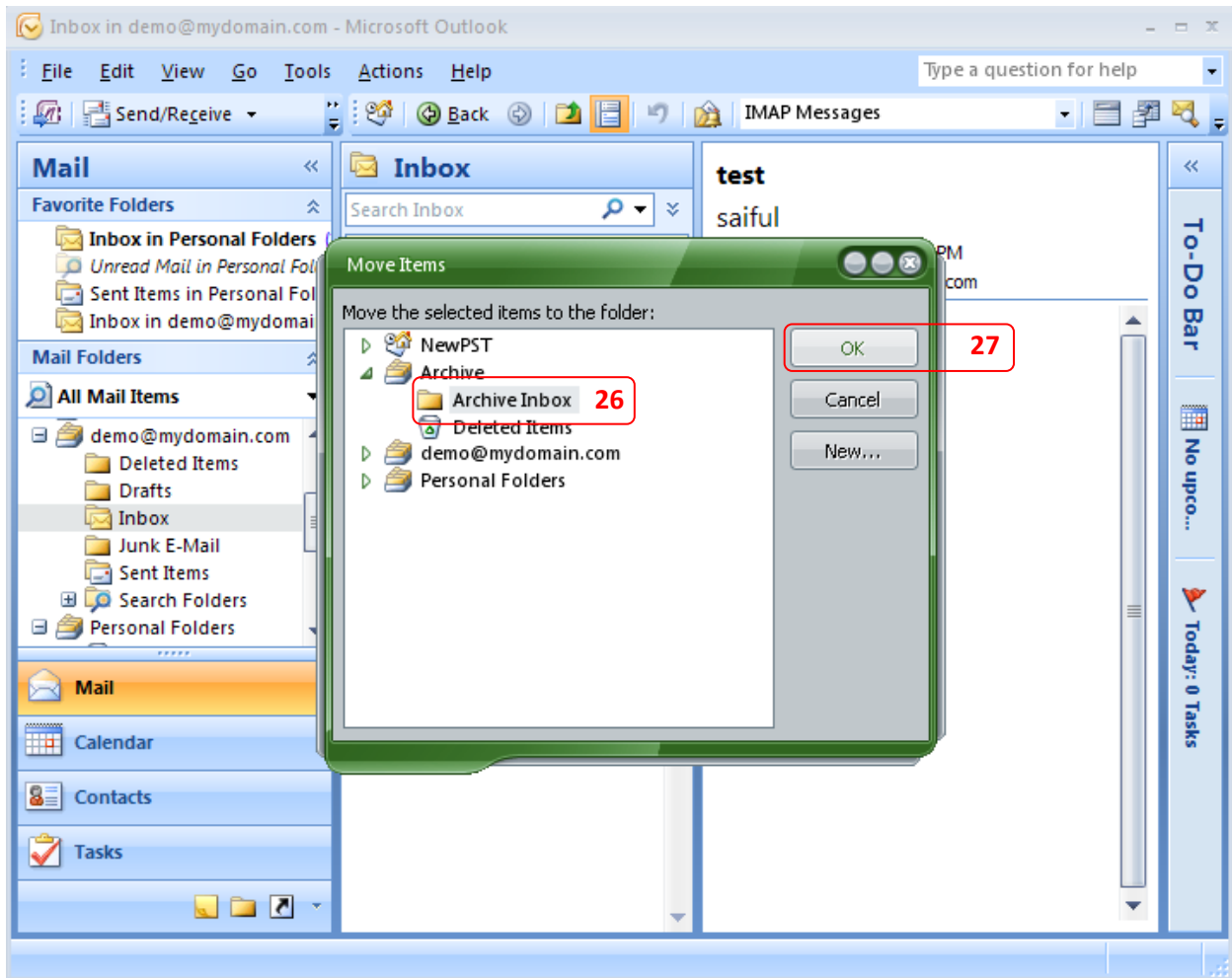
22. The new Archive Inbox folder is now created.





23. Proceed to the folder which you want to archive.
In this example, it is the Inbox folder
24. Select the mails you want to archive.
25. After selecting, Right click and select Move to Folder

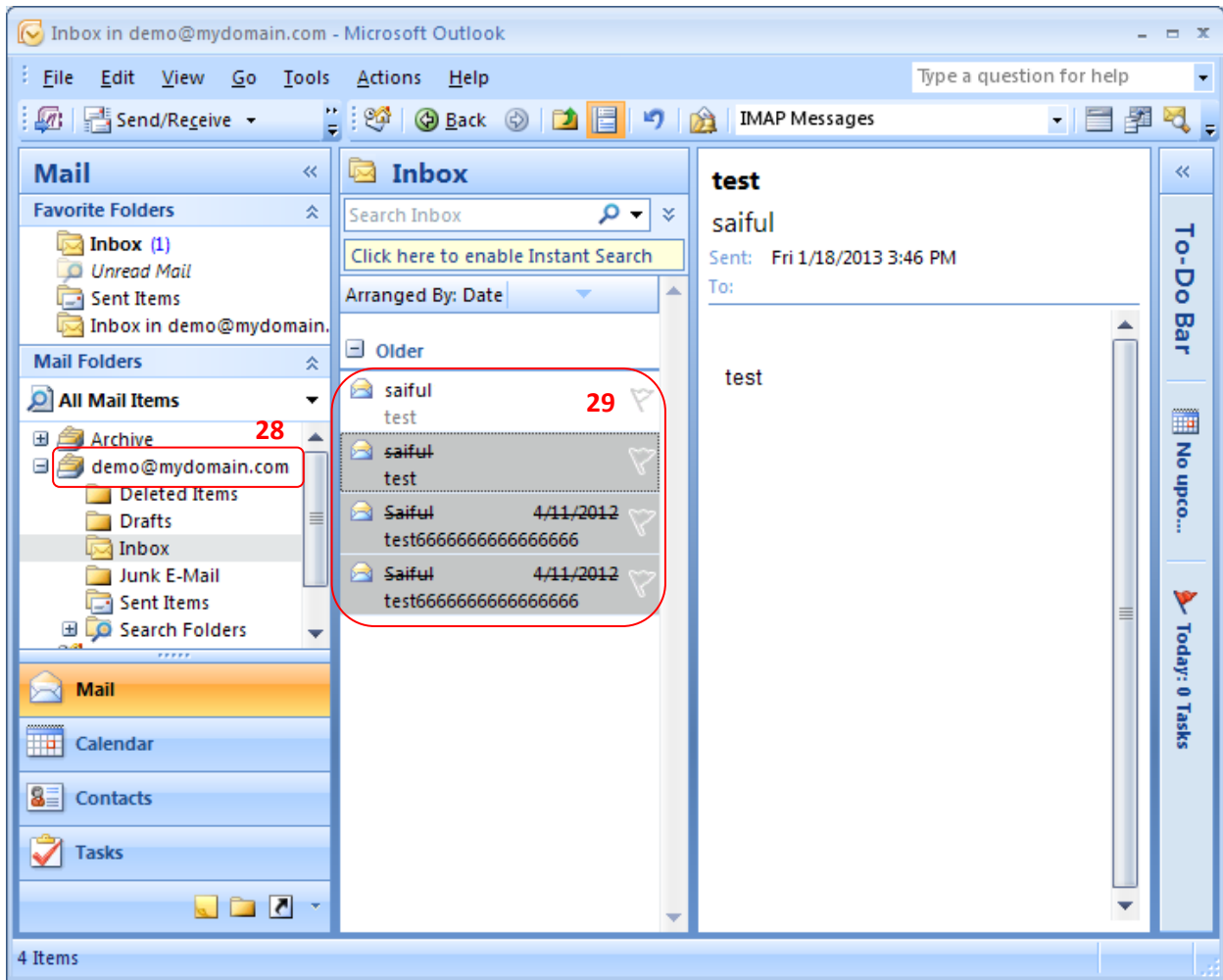




26. Select the destination folder for where to move the mails to.

27. Click OK once selected

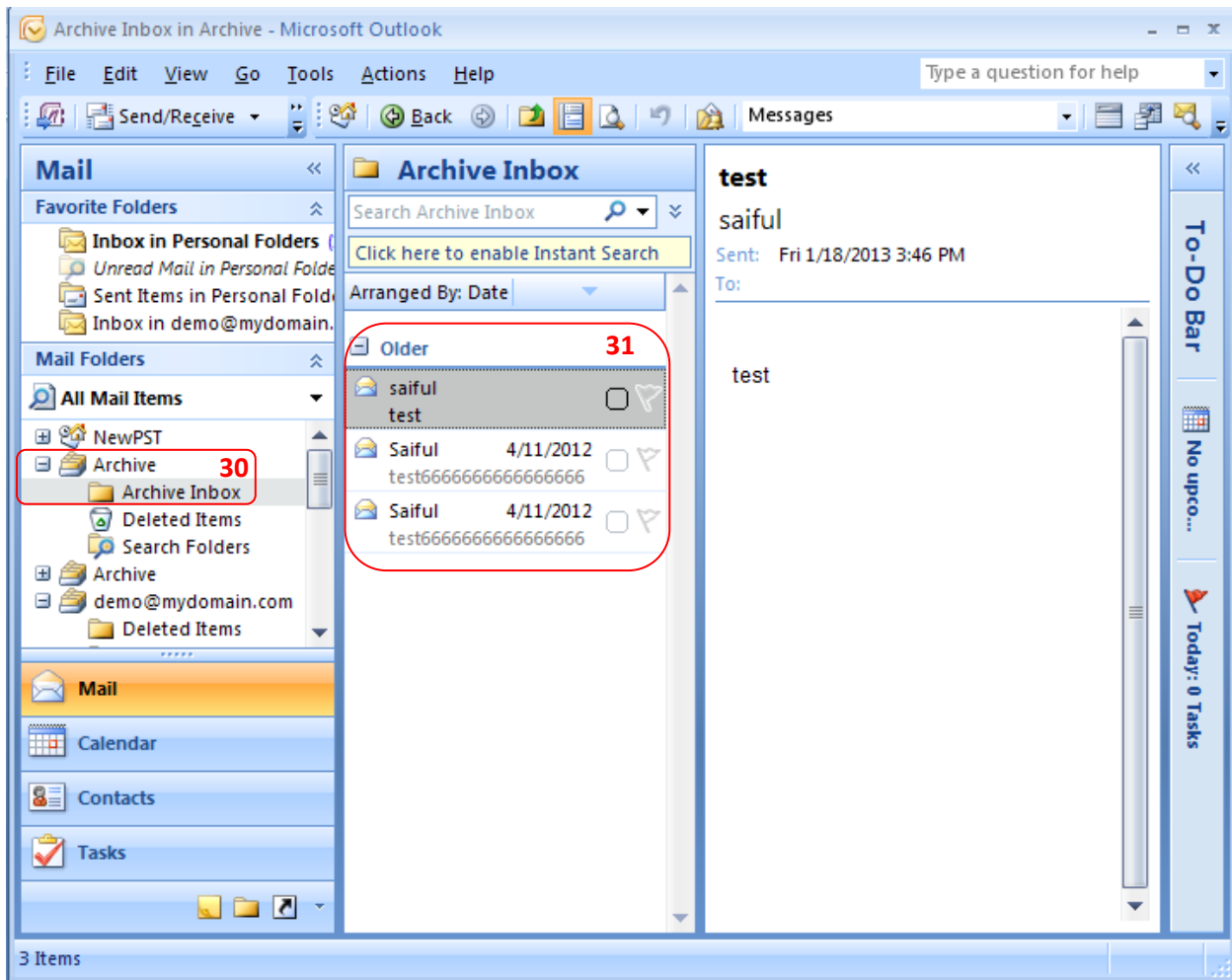




28. Select the Inbox which the emails were originally located

29. The transferred emails should now have a strike across them.
This indicates that the emails are due to deletion.





30. Proceed to the Archive Inbox Folder

31. The emails moved should be located here now

32. You are done with archiving your email in Outlook 2007 (IMAP)

