

2013

Nex Venture

Nex Venture Team

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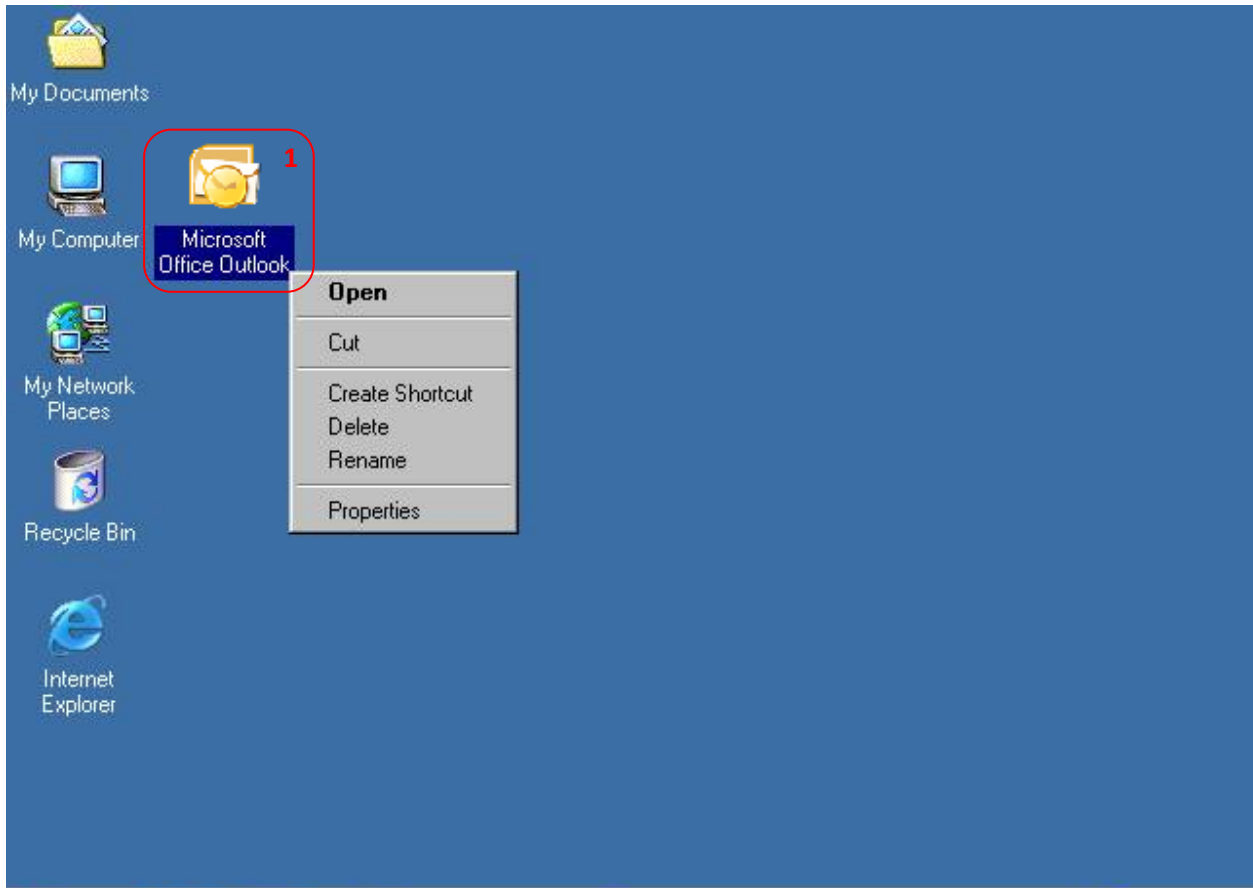
E-MAIL SETUP GUIDE

**OUTLOOK 2007
(POP) ARCHIVE**

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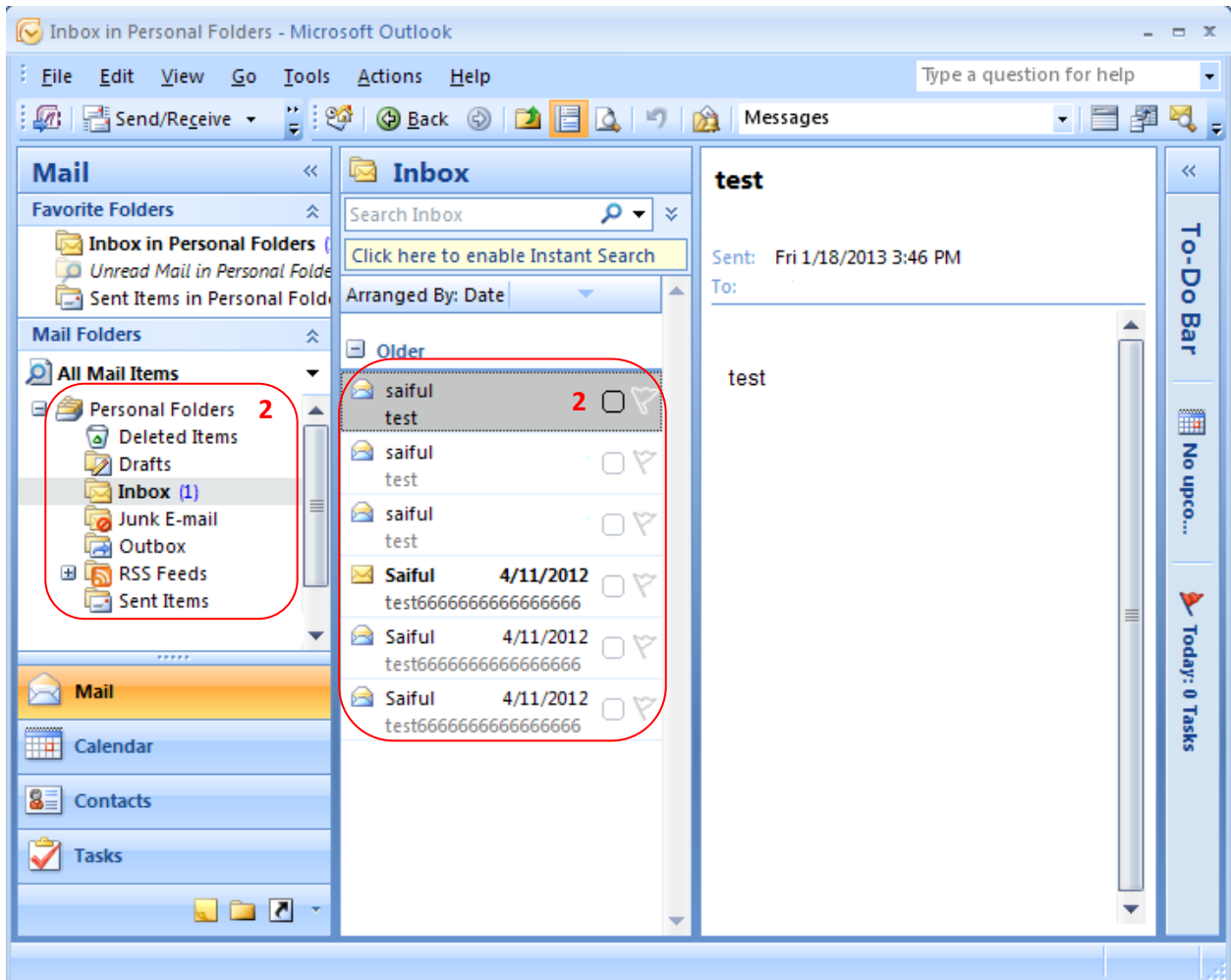
[DOCUMENTATION]

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



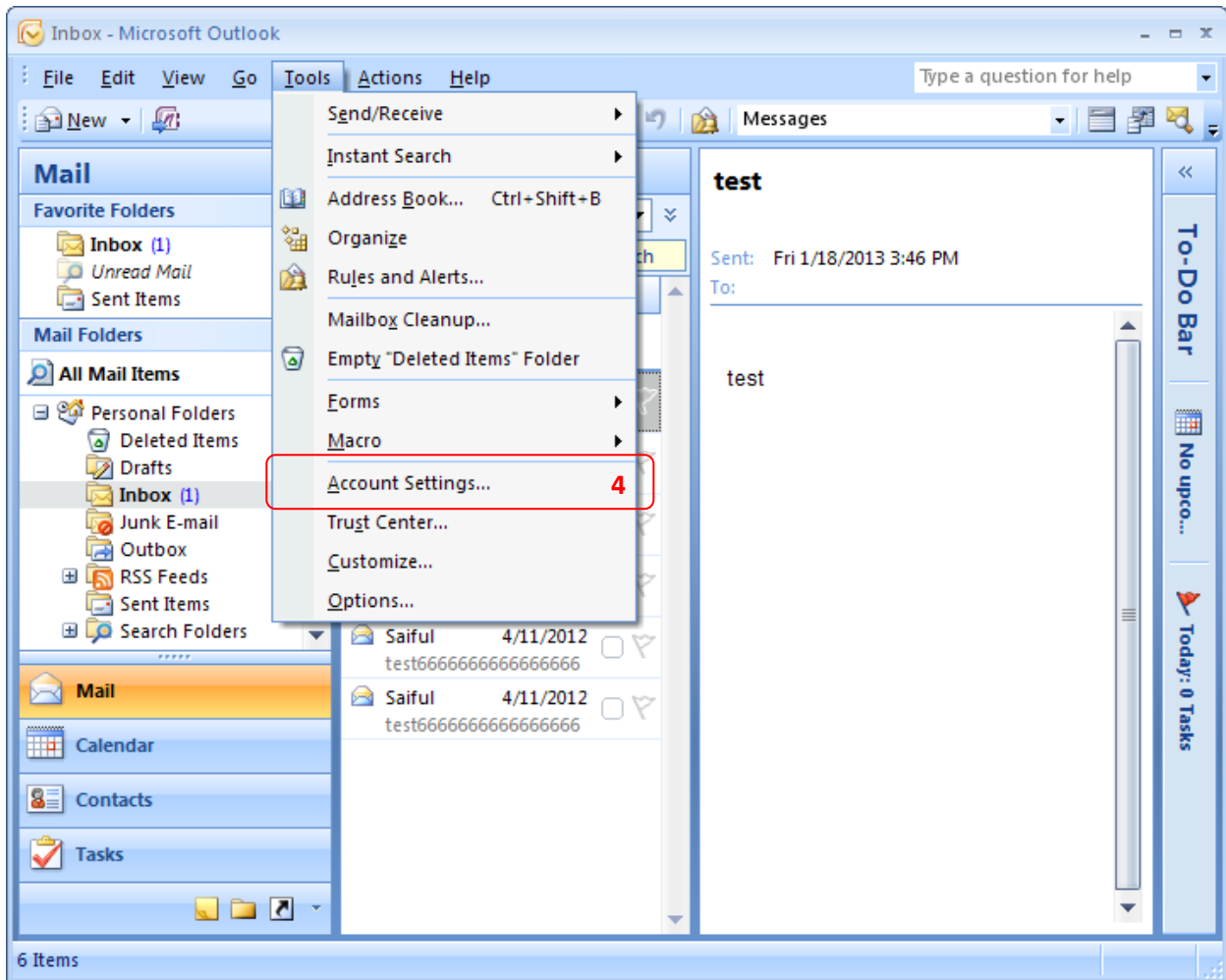
1. Open Outlook 2007





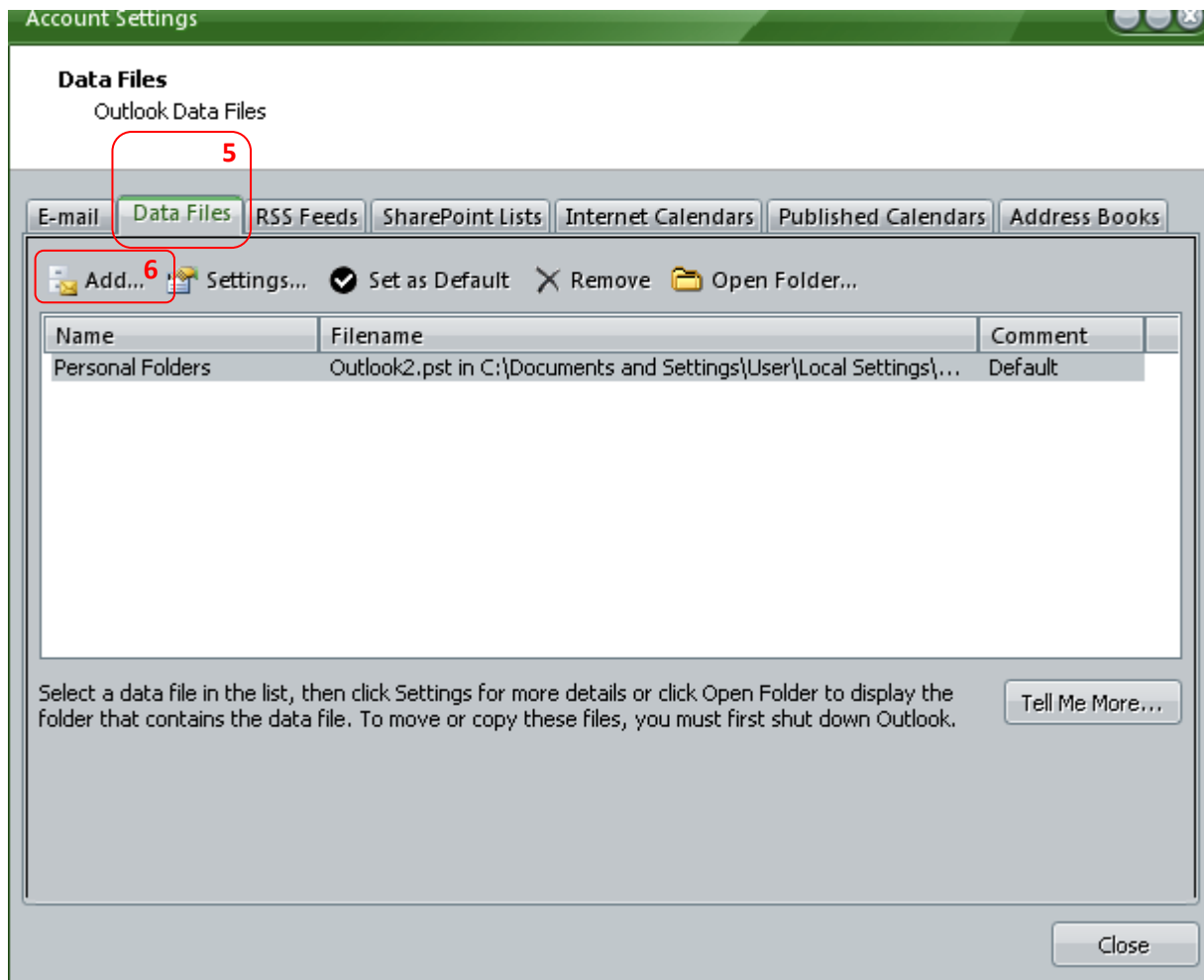
2. Identify what email or folder you wish to archive





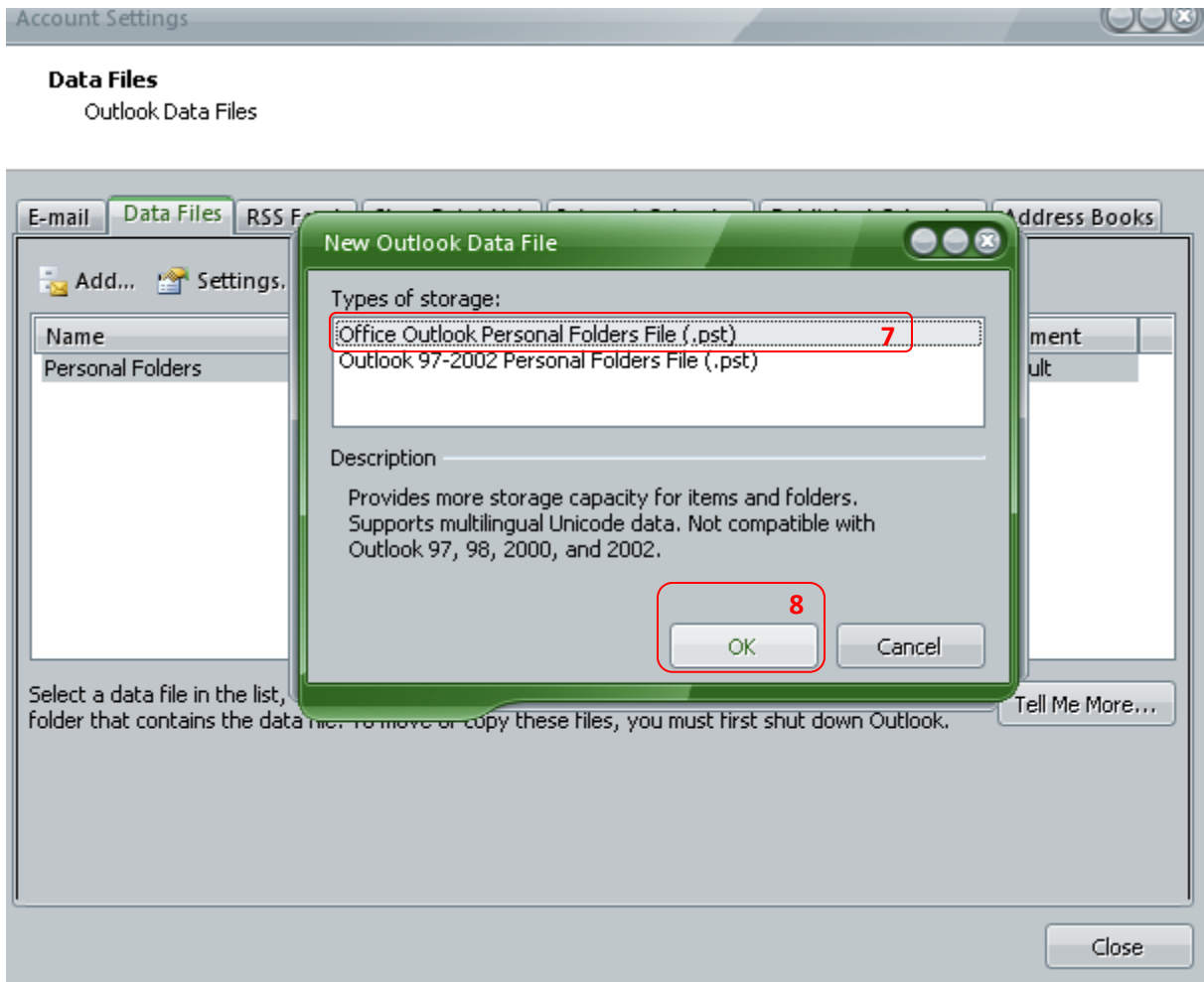
3. To archive, you need to create another PST file
4. Select
Tools >> Email Accounts...





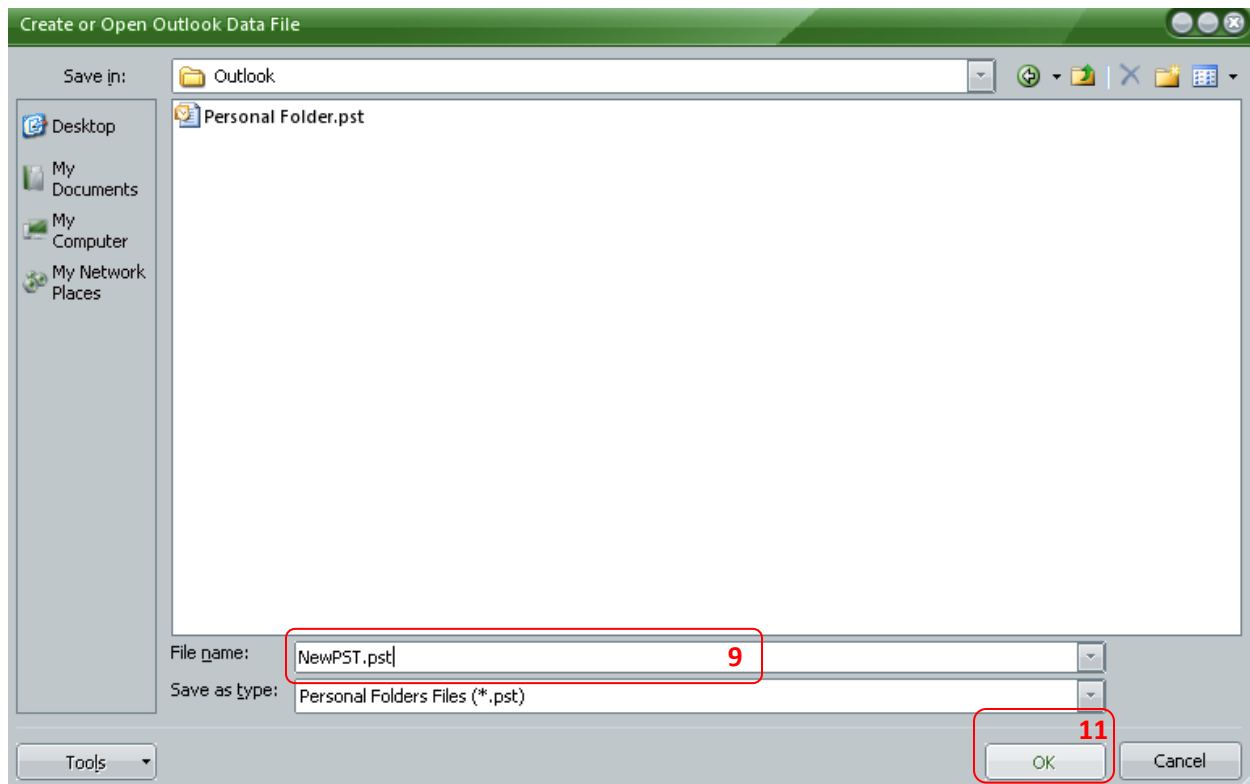
5. Proceed to the "Data Files" tab
6. Click "Add..."





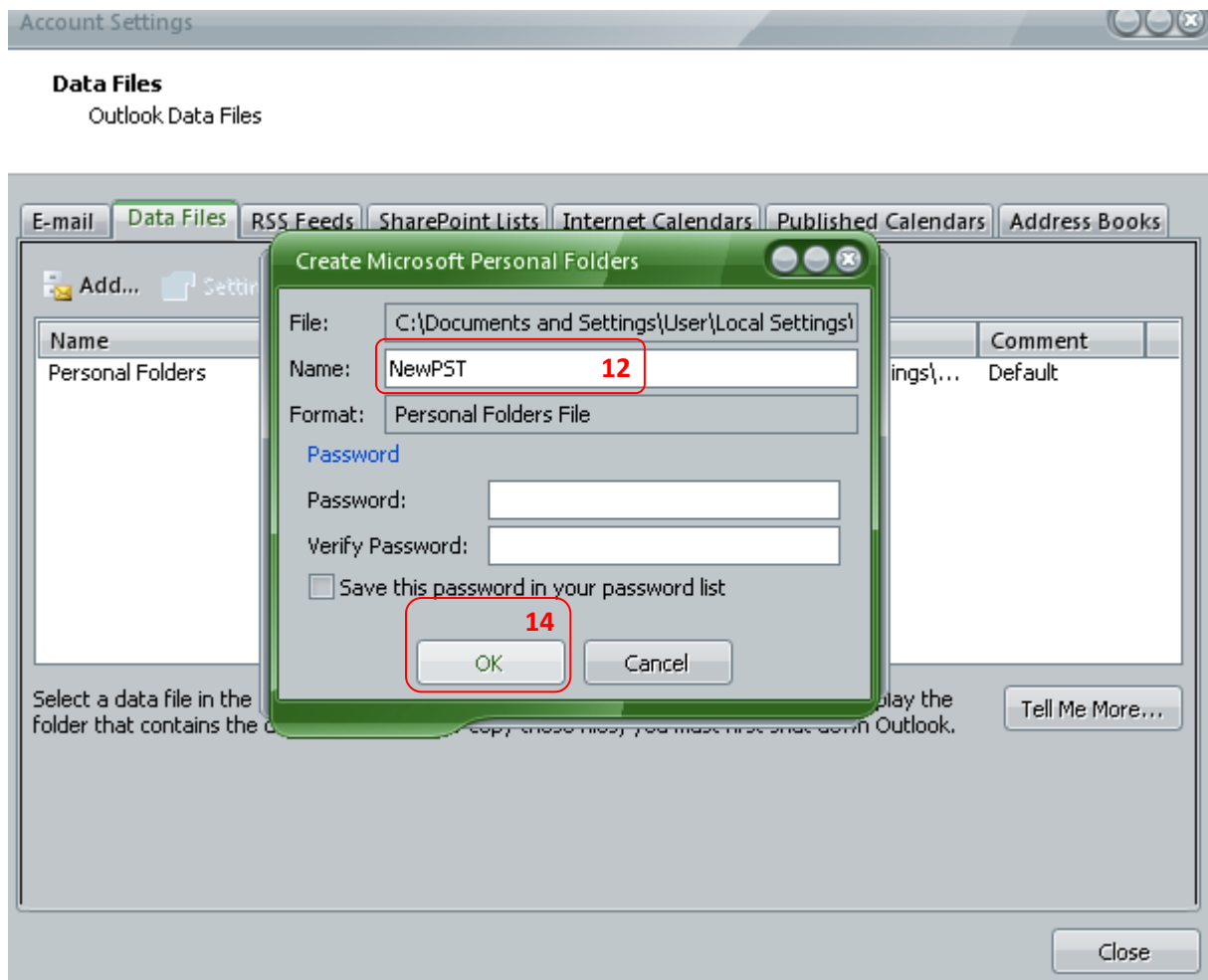
7. Select "Office Outlook Personal Folders File (.pst)"
8. Click Ok





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





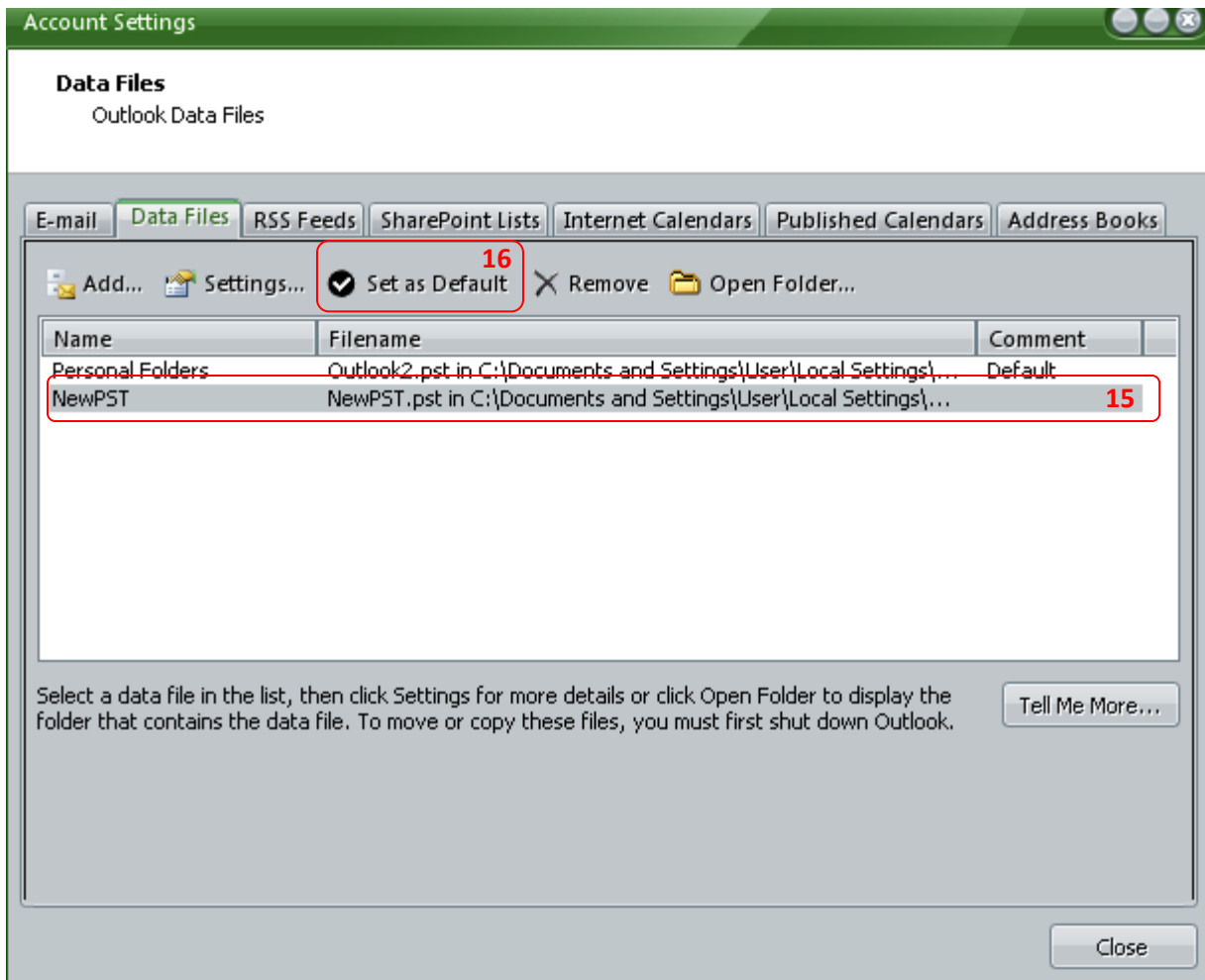
12. Ensure that you rename the name from Personal Folder to your assigned name.

In this example, we used "NewPST".

13. It is advisable to assign the same name as the PST file named.

14. Click Ok once named.

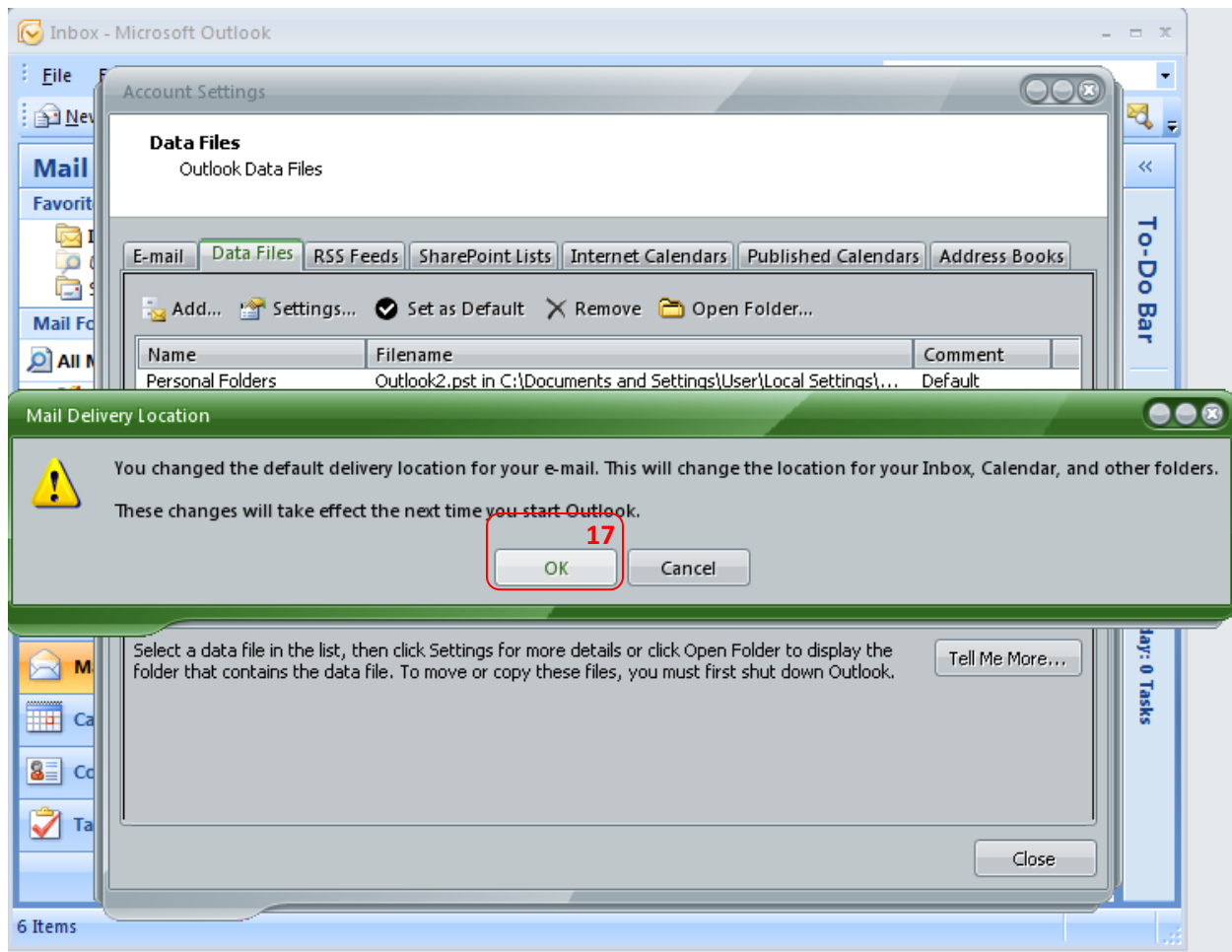




15. Your new PST is created. Select the new PST

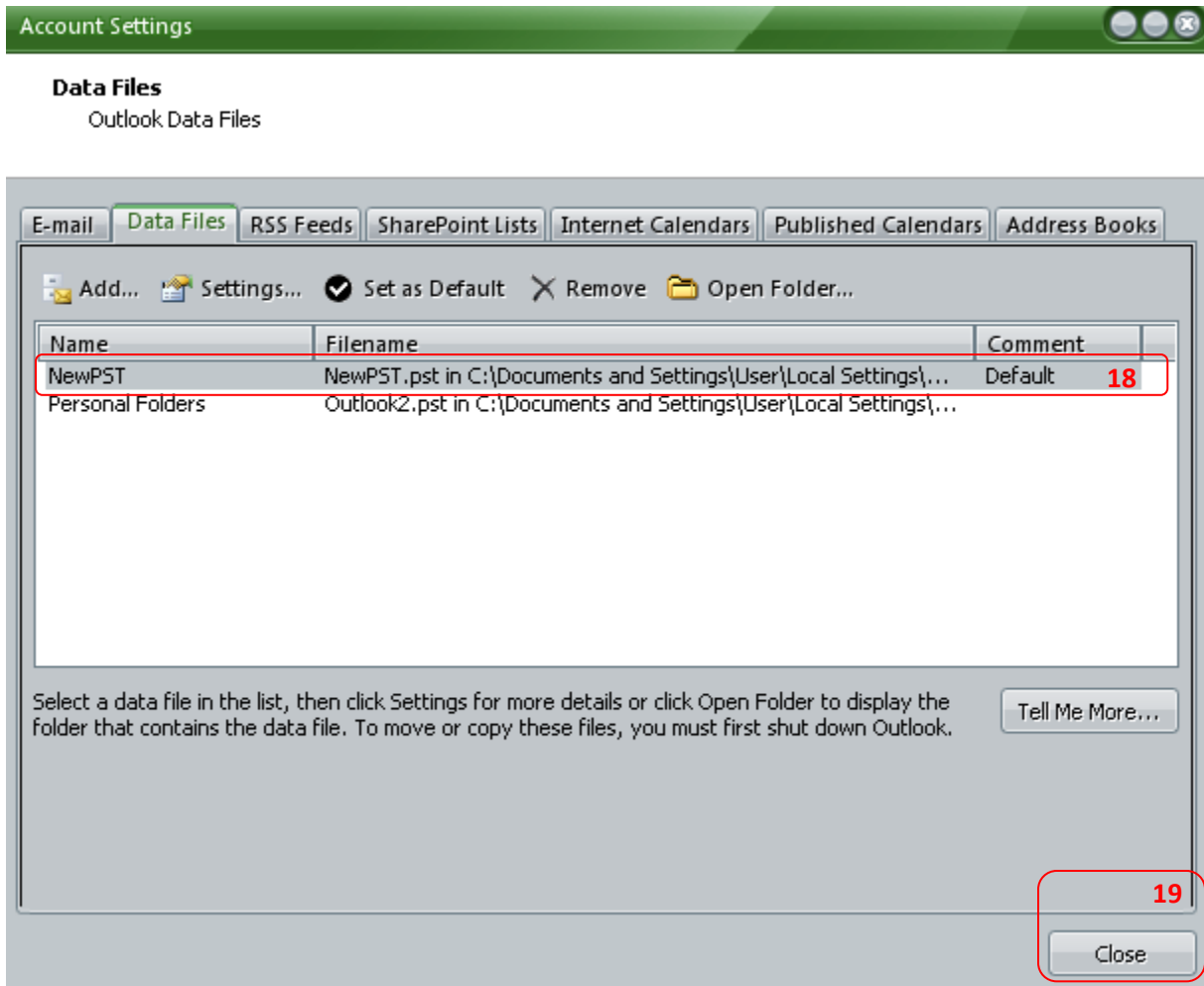
16. Click on "Set as Default"





17. The above should appear. Click on "OK"

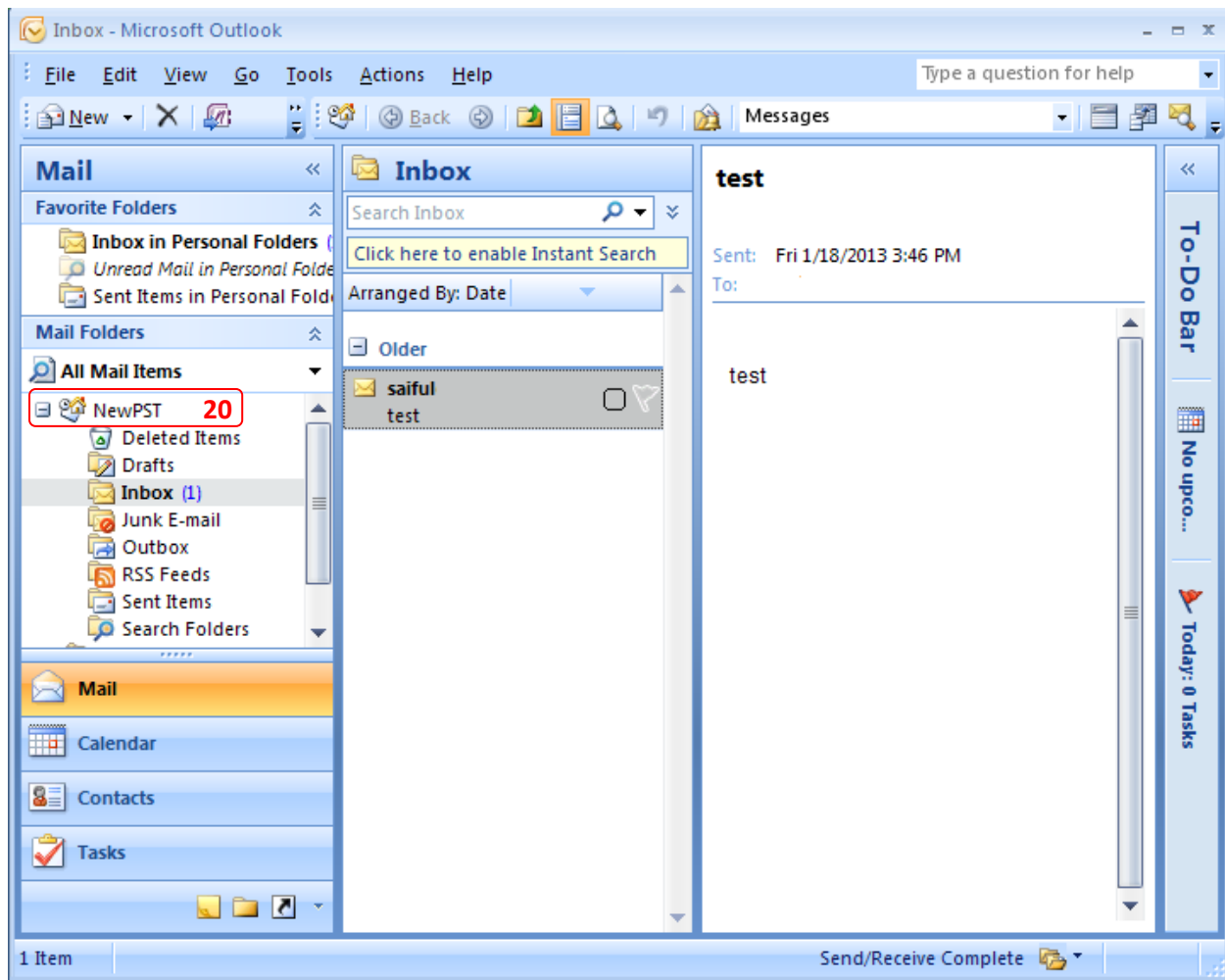




18. The new PST file should be reflected as the new Default PST file. The comments should reflect "Default"

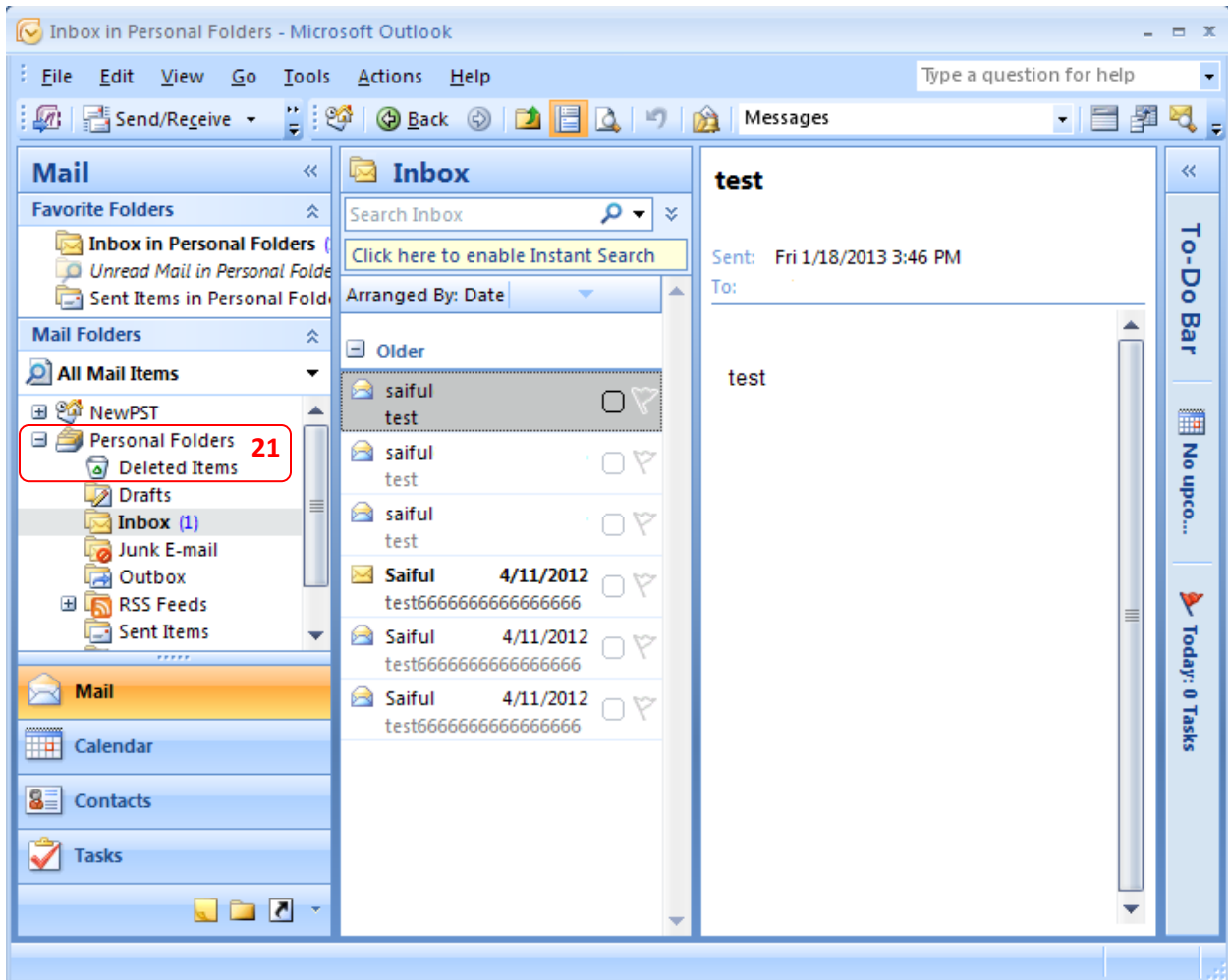
19. Click on Close and restart your outlook client.





20. The new PST should be reflected as the main PST now.





21. The old PST file should still be there however as not the default receiving PST.

22. Your PST is now archived

