

2013

Nex Venture

Nex Venture Team



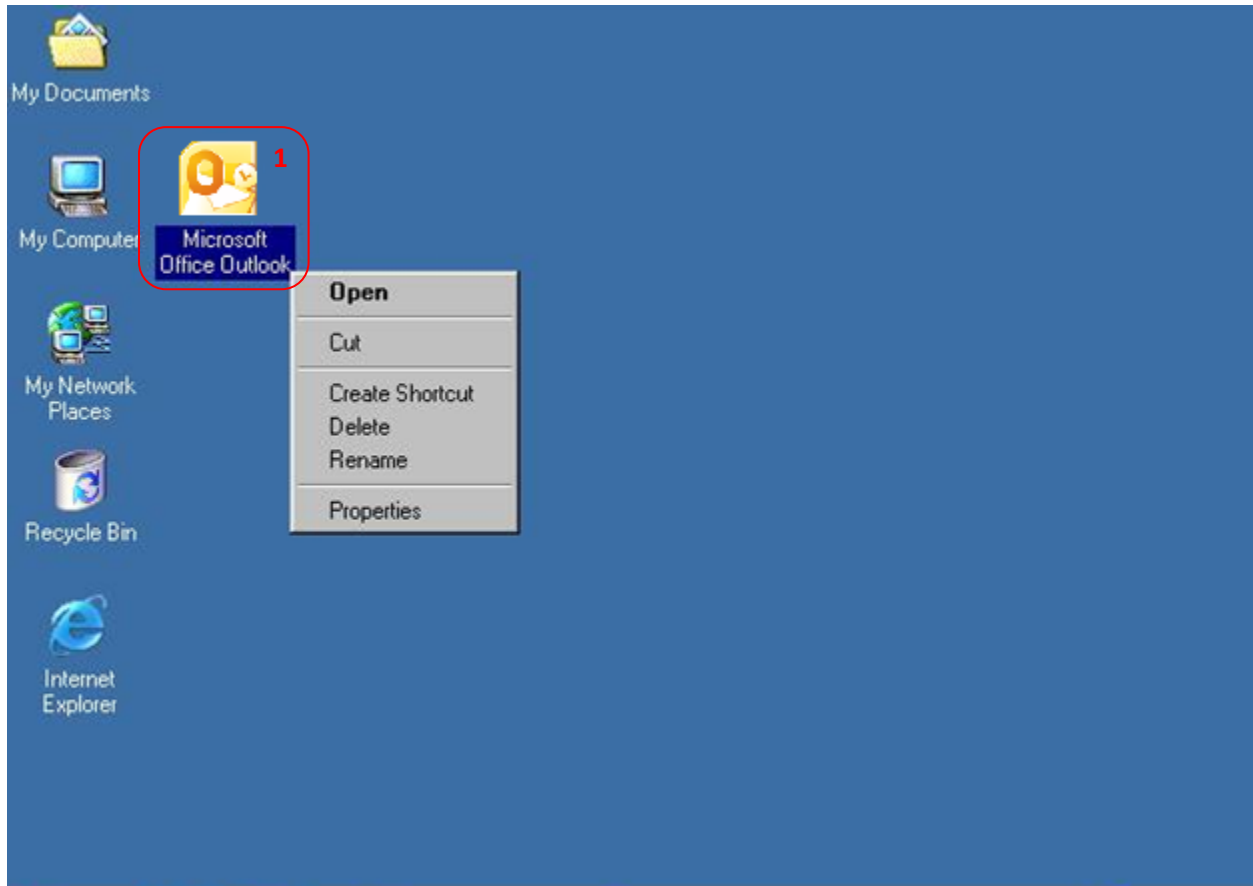
E-MAIL SETUP GUIDE

OUTLOOK 2010 (POP) ARCHIVE



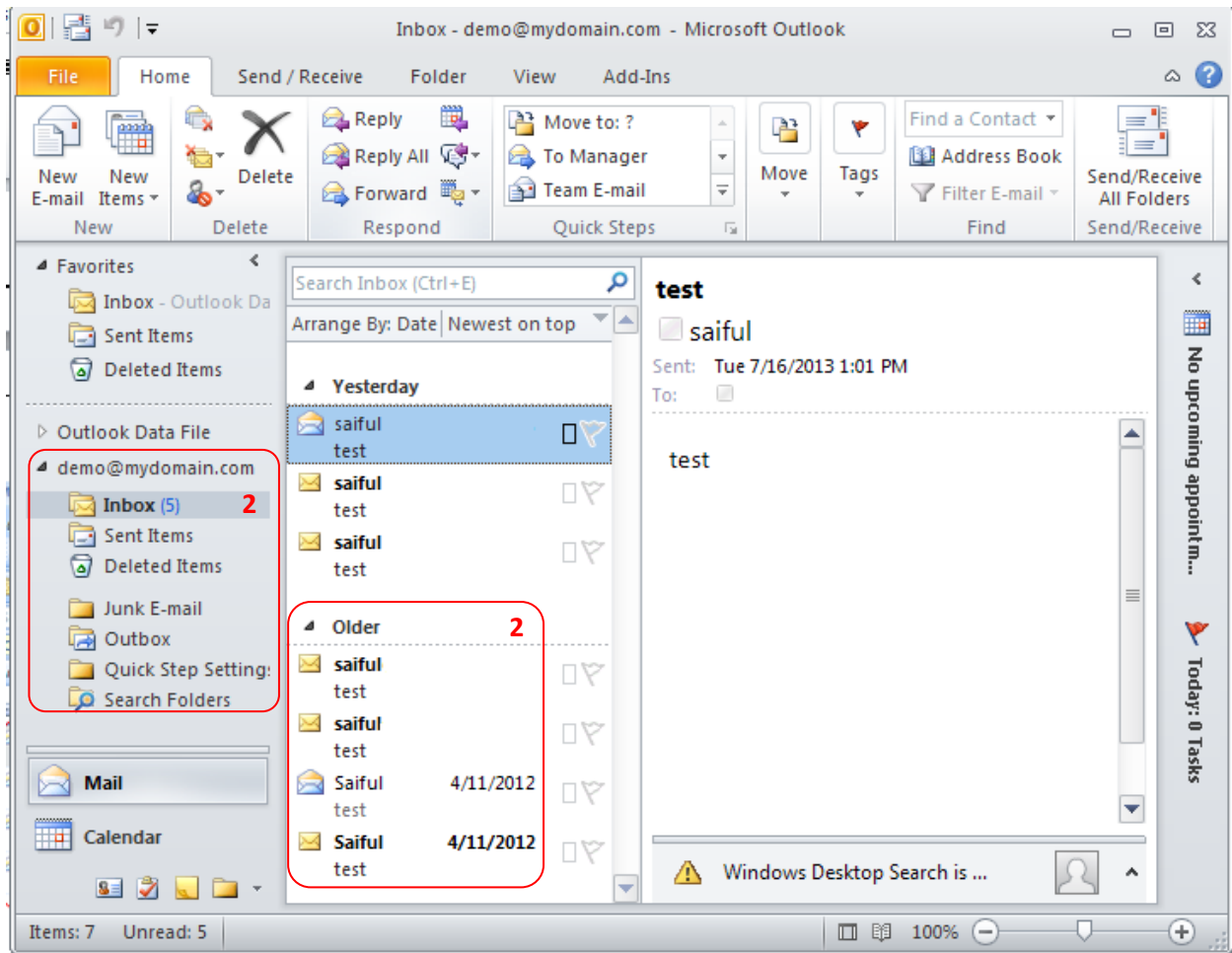
[DOCUMENTATION]

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



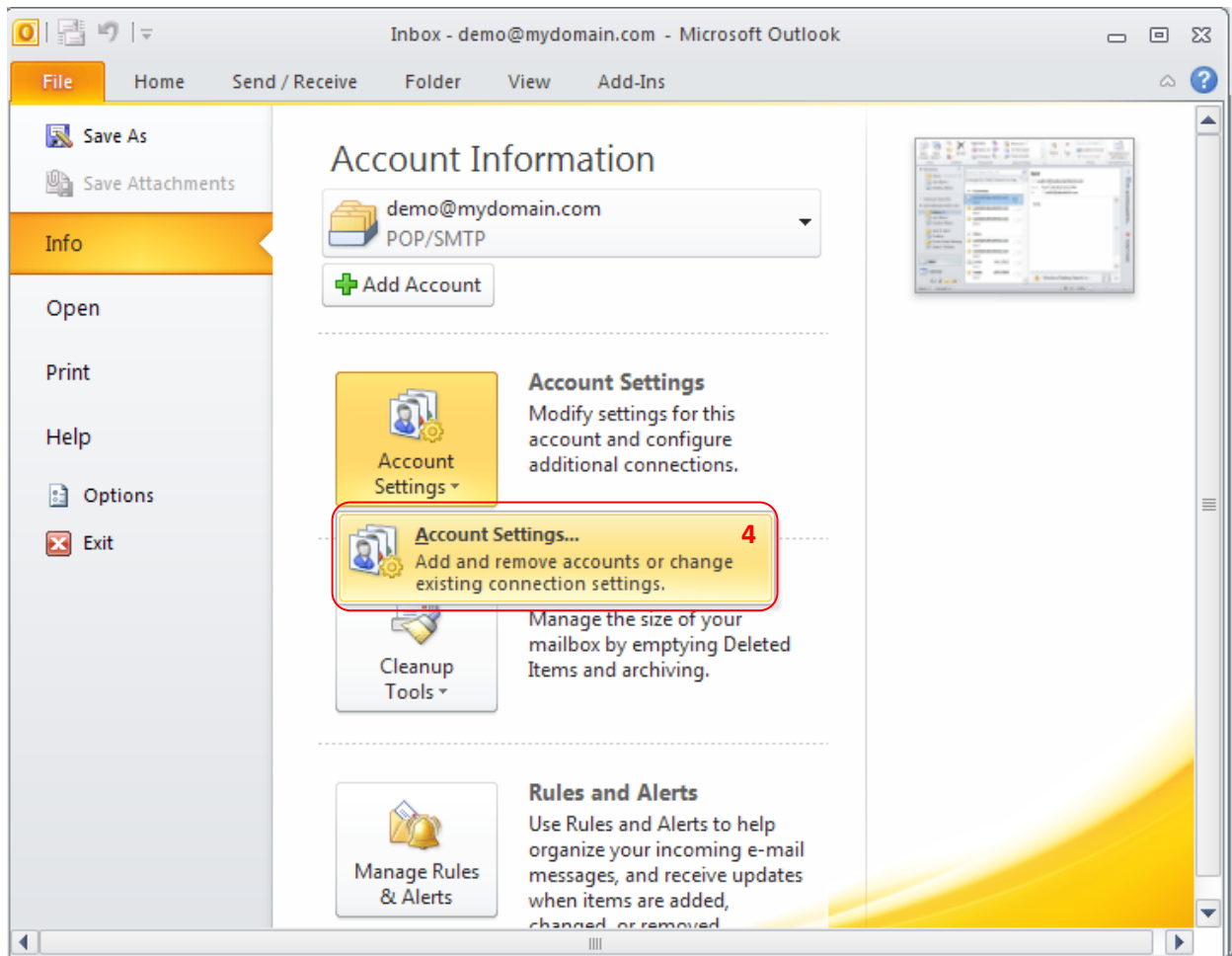
1. Open Outlook 2010





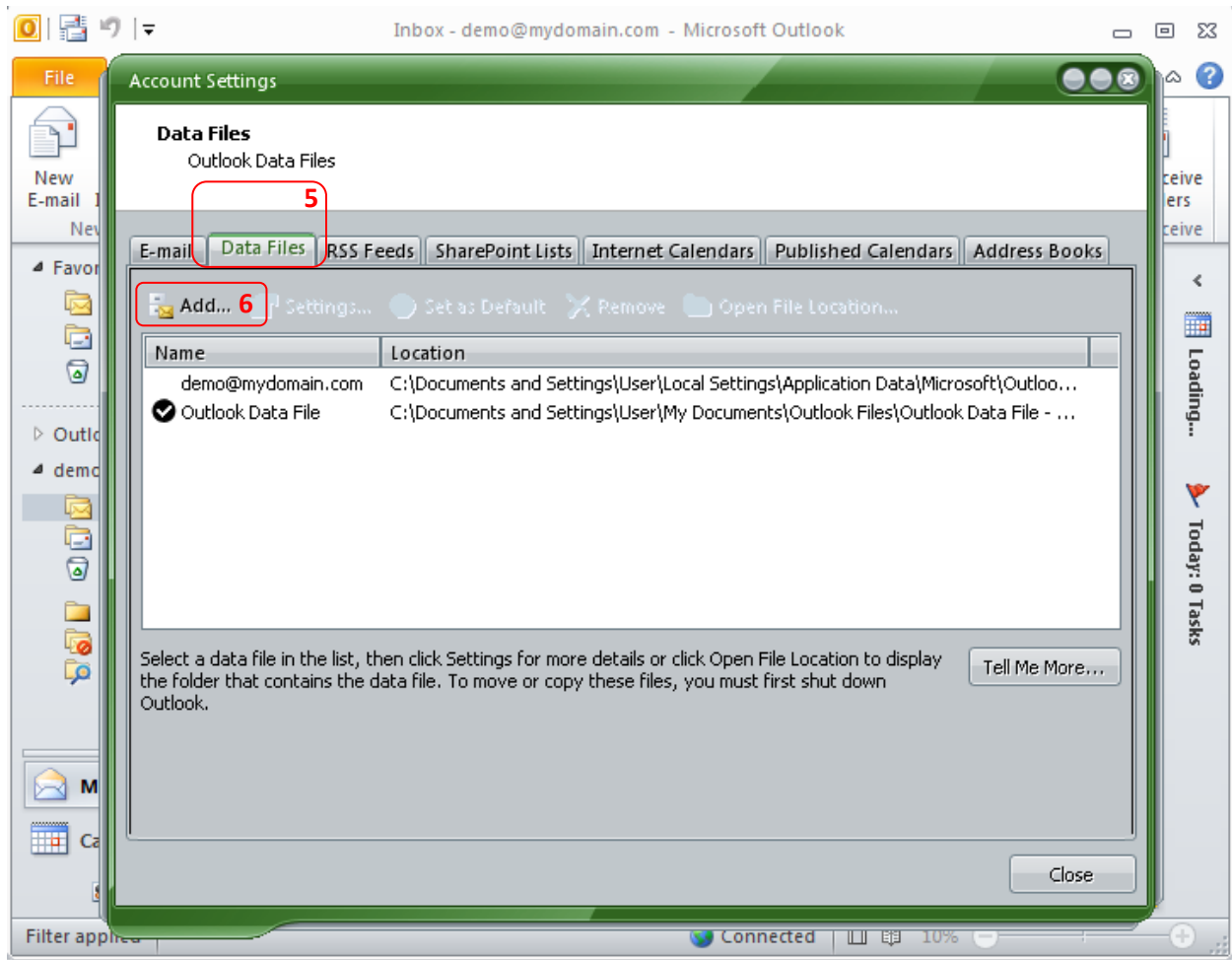
2. Identify what email or folder you wish to archive





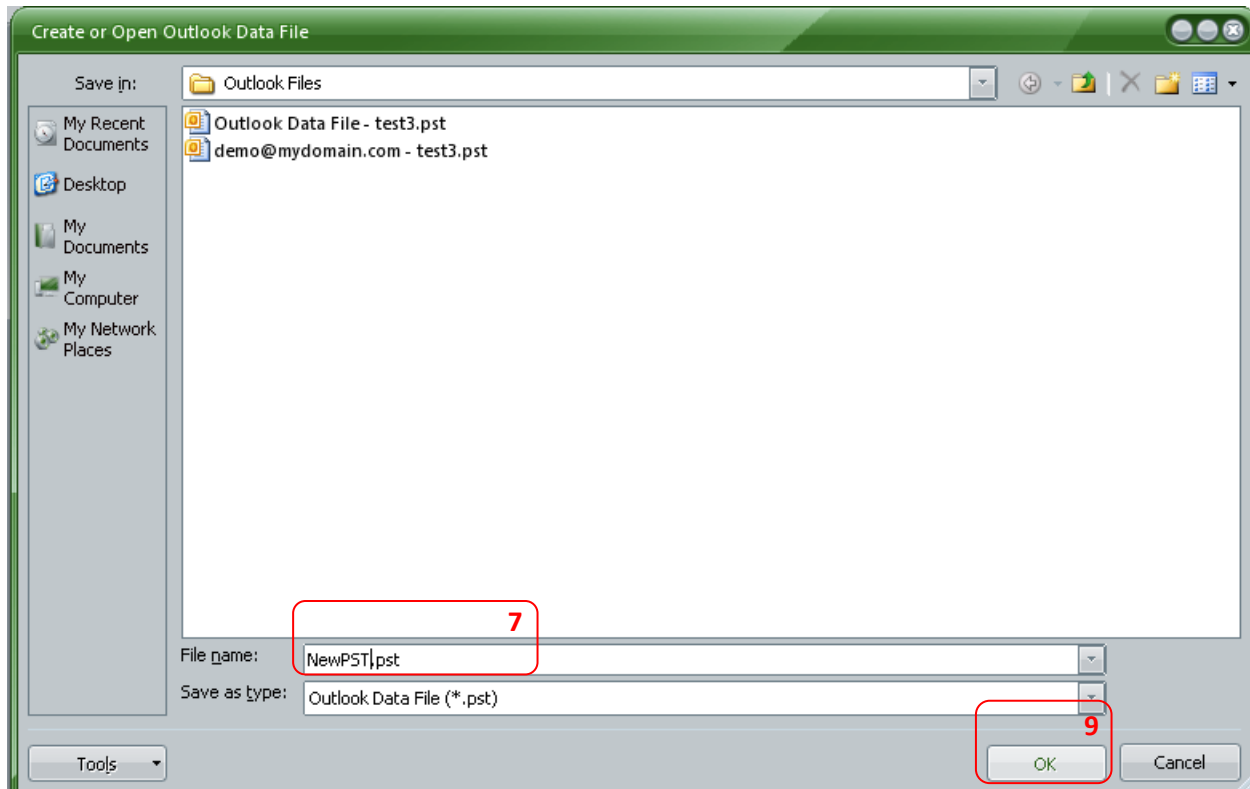
3. To archive, you need to create another PST file
4. Proceed to
File Tab >> Info >> Account Settings Button >> Account Settings...





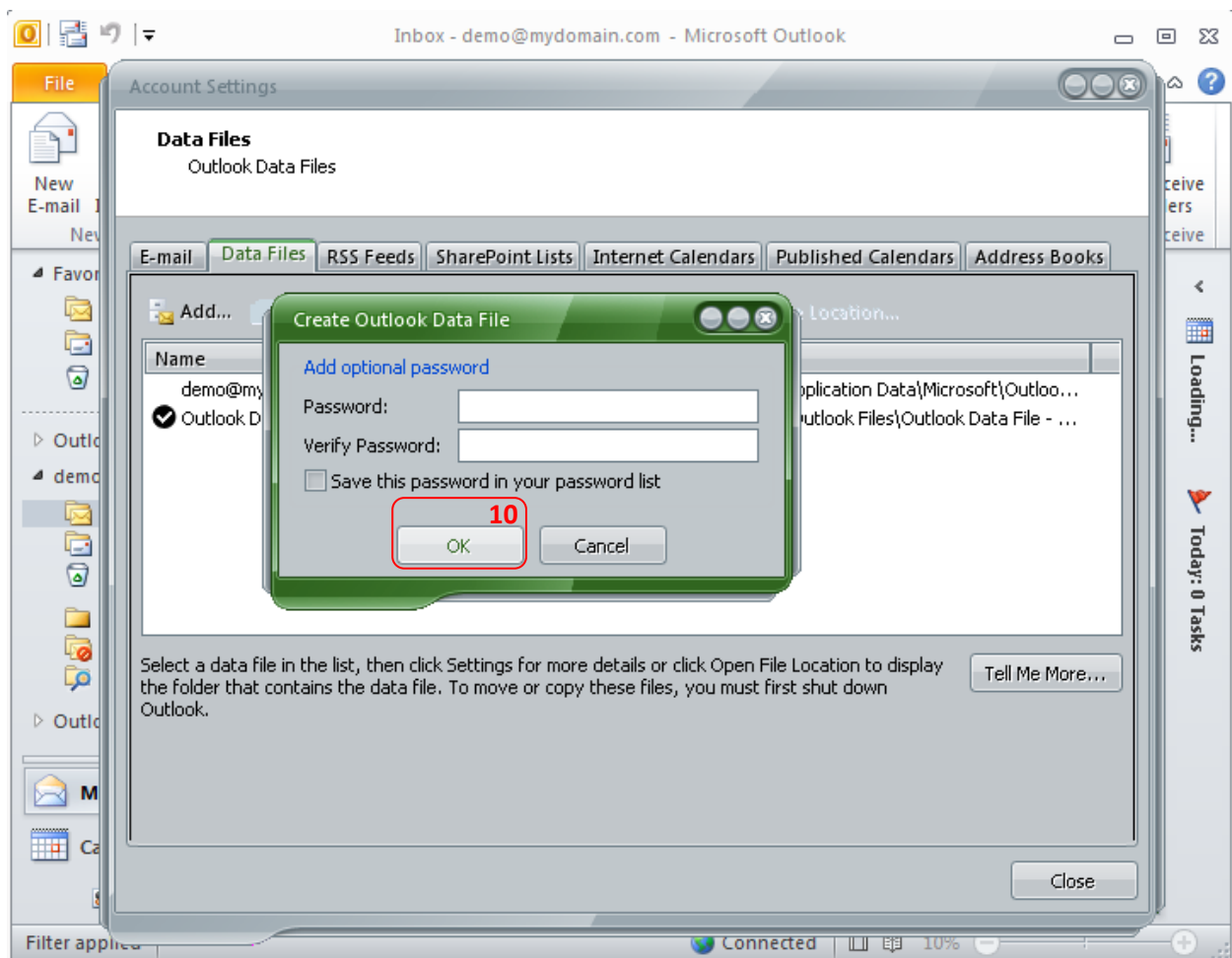
5. Select
Data files Tab
6. Click "Add"





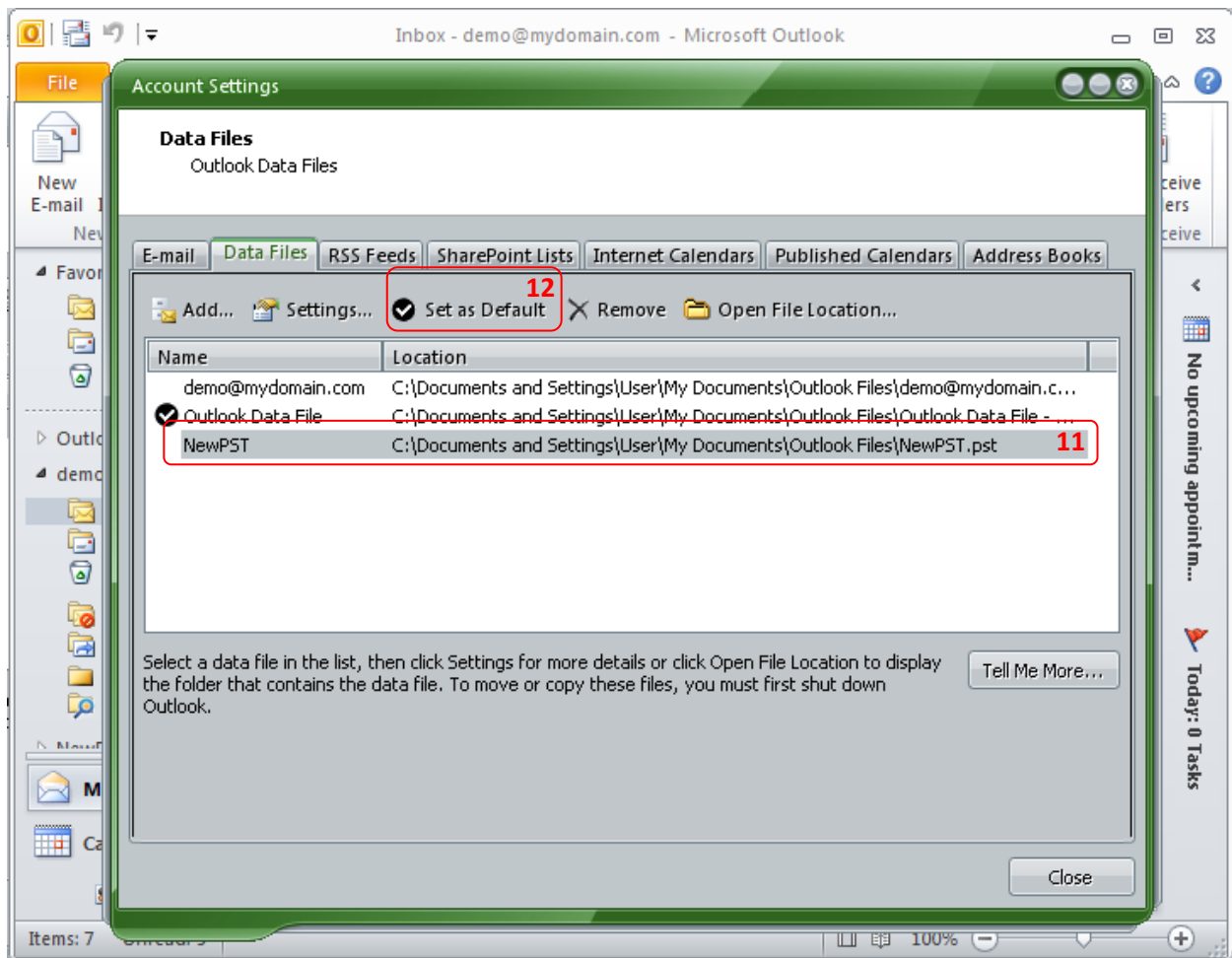
7. Please assign a name to your PST file.
In this example we will use "NewPST"
8. Please DO NOT leave the name as "Personal Folder"
9. Click Ok





10. Click Ok

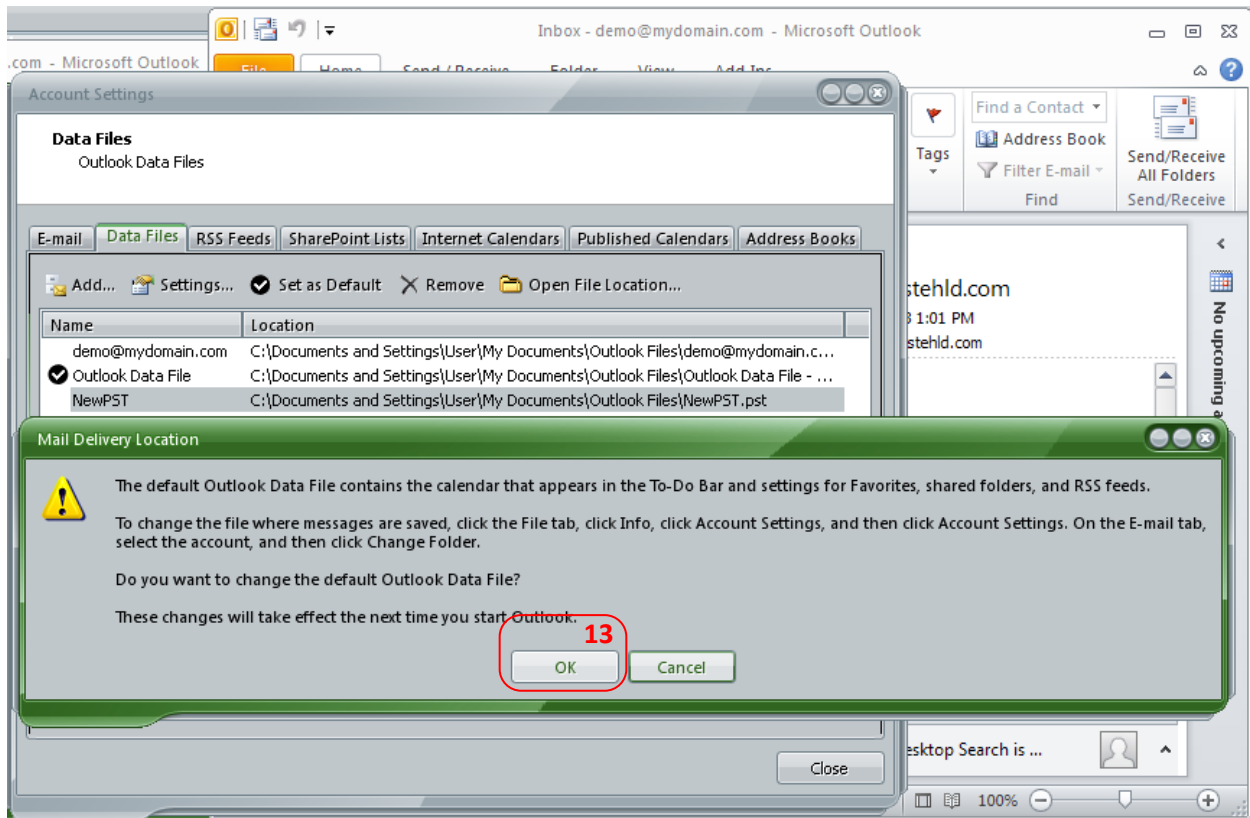




11. Verify the NewPST PST is created.

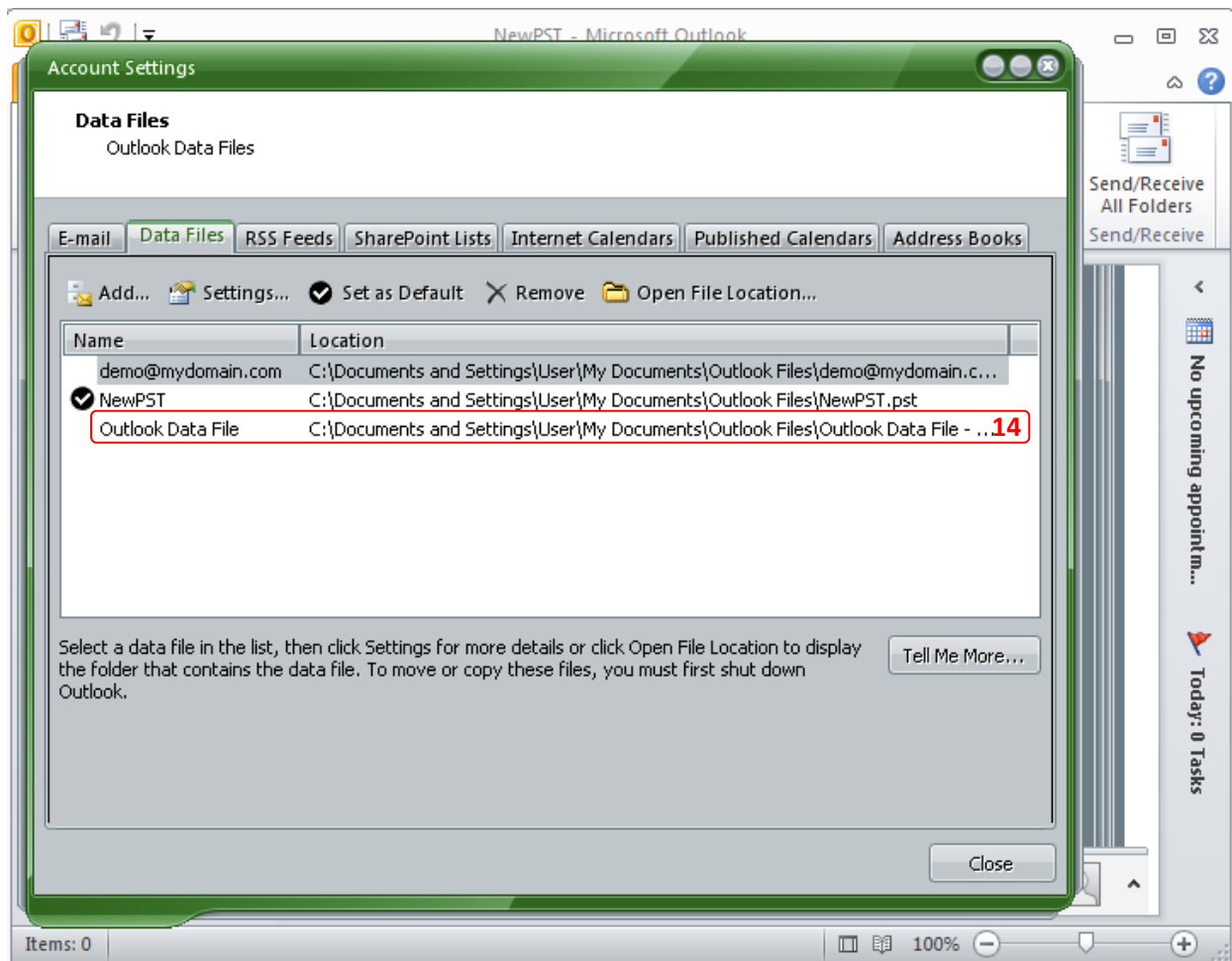
12. Click "Set as Default"





13. The above message should appear. Click OK.

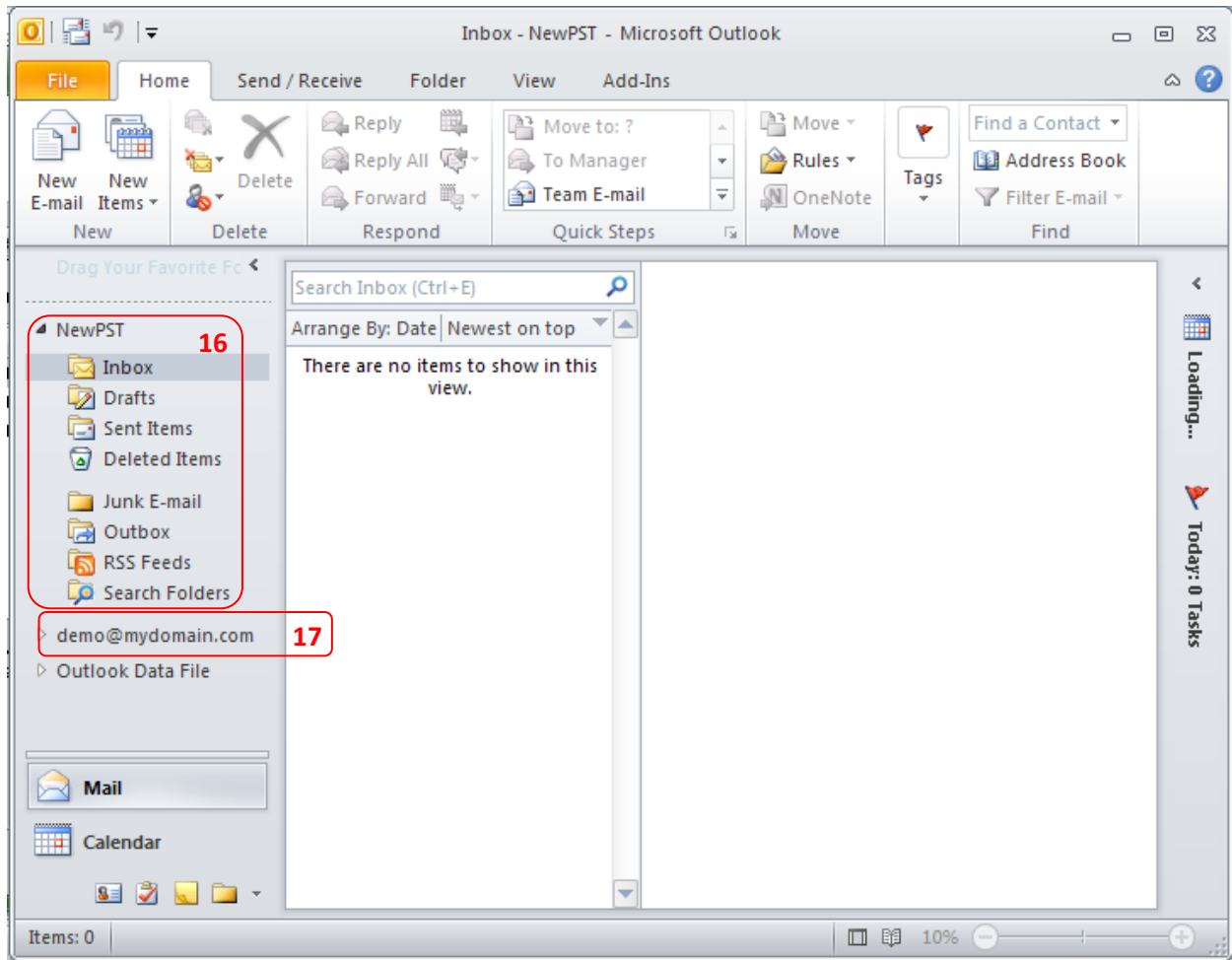




14. The new default PST should be reflected with a tick at the side.

15. Proceed to restarting your Outlook.





16. The new PST should be reflected as the new PST

17. Your old PST should still be around reflected at the bottom

18. Your PST is now archived

