

2016

Nex Venture

Nex Venture Team



## E-MAIL SETUP GUIDE

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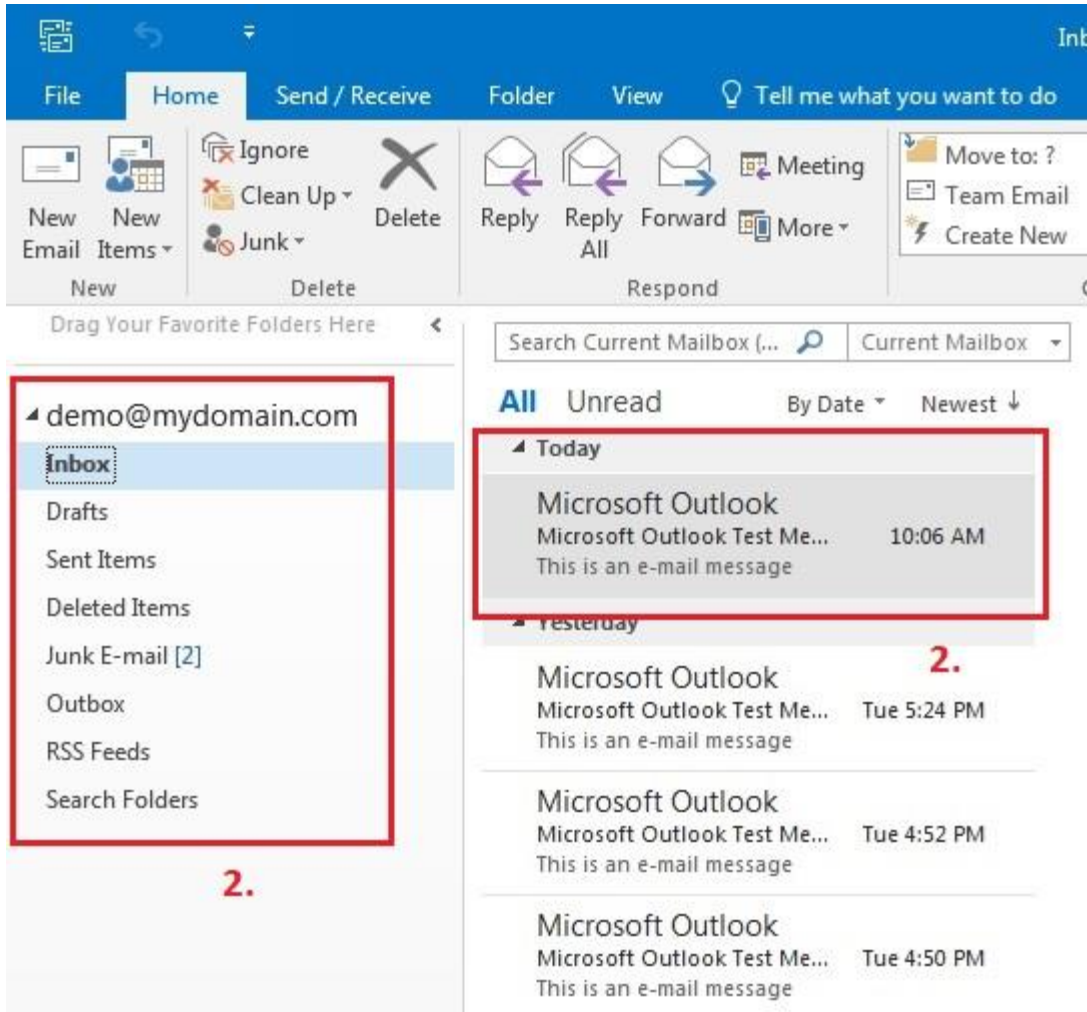
# Outlook 2016 (POP3 ARCHIVE)

## [DOCUMENTATION]

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



1) Open Outlook 2016.



2) Identify what email or folder you wish to archive.



Inbox - demo@mydomain.com - Outlook

# Account Information

3a.

demo@mydomain.com  
POP/SMTP

+ Add Account

## Account Settings

Change settings for this account or set up more connections.

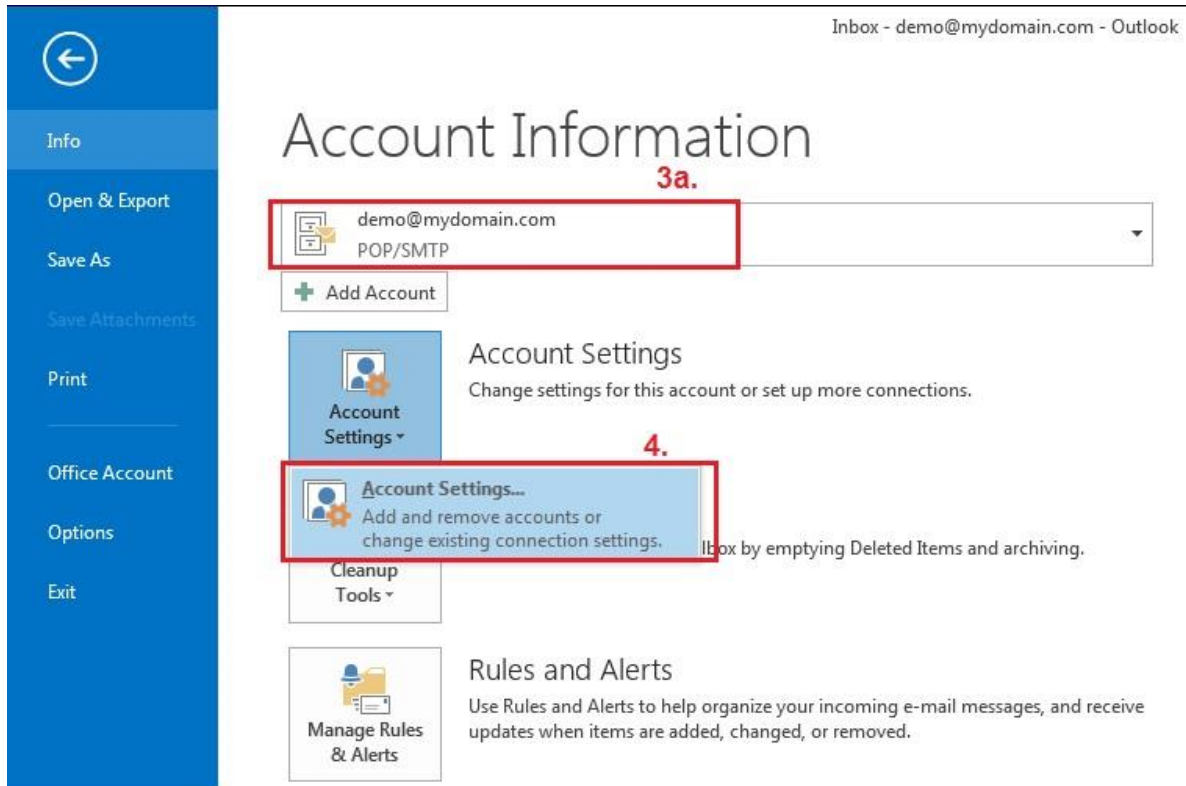
4.

Account Settings...  
Add and remove accounts or change existing connection settings.

Cleanup Tools

## Rules and Alerts

Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

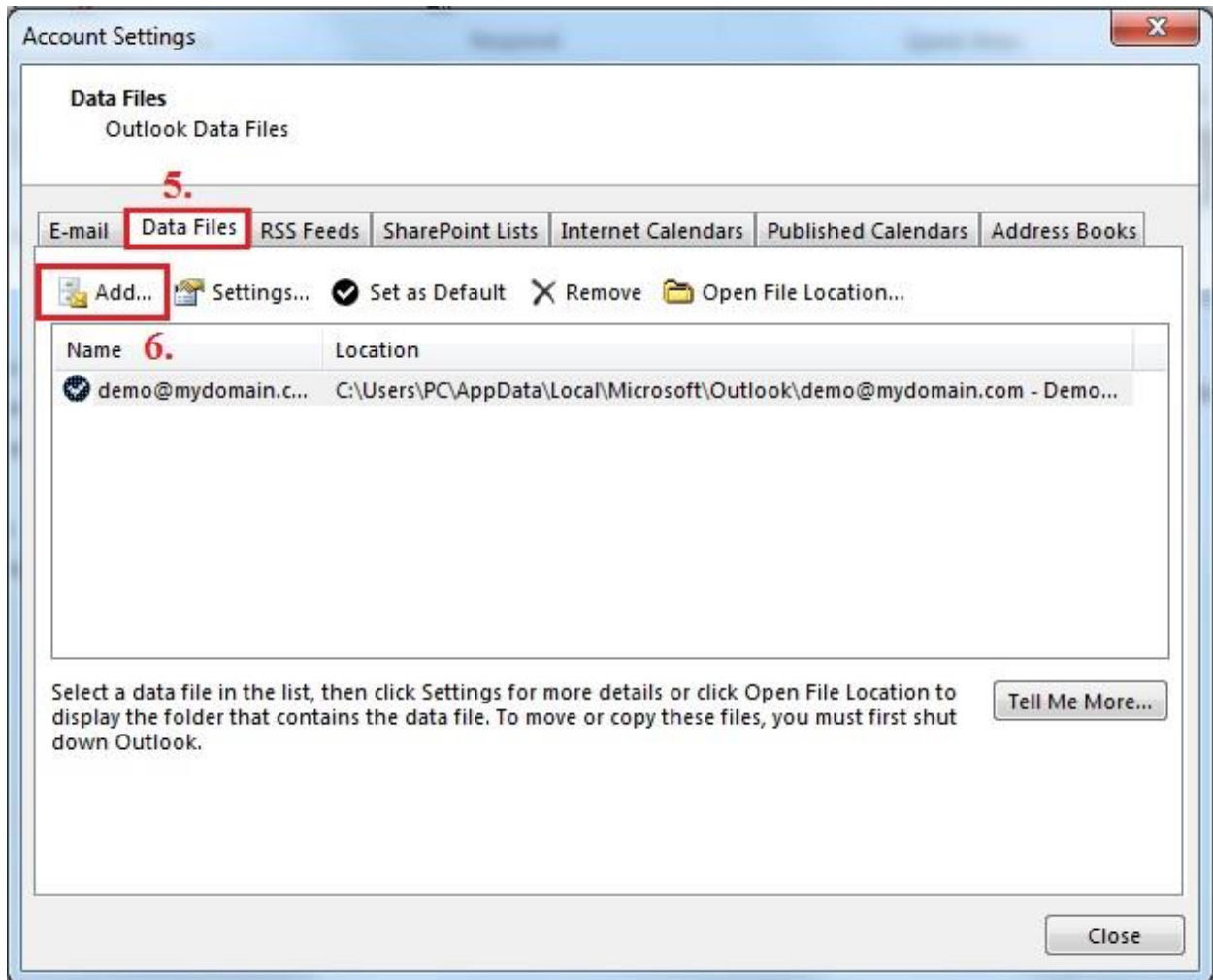
The screenshot shows the Outlook interface. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main area is titled 'Account Information'. At the top right, it says 'Inbox - demo@mydomain.com - Outlook'. Below the title, there's a dropdown menu showing 'demo@mydomain.com' and 'POP/SMTP', highlighted with a red box and labeled '3a.'. Below that is a '+ Add Account' button. Then there's an 'Account Settings' section with a sub-button 'Account Settings...' highlighted by a red box and labeled '4.'. Below that is a 'Cleanup Tools' button. At the bottom is a 'Rules and Alerts' section.

3) To archive, you need to create another PST file.

3a) Identify the outlook account is an IMAP or POP3.

4) Proceed to File Tab >> Info >> Account Settings Button >> Account Settings...

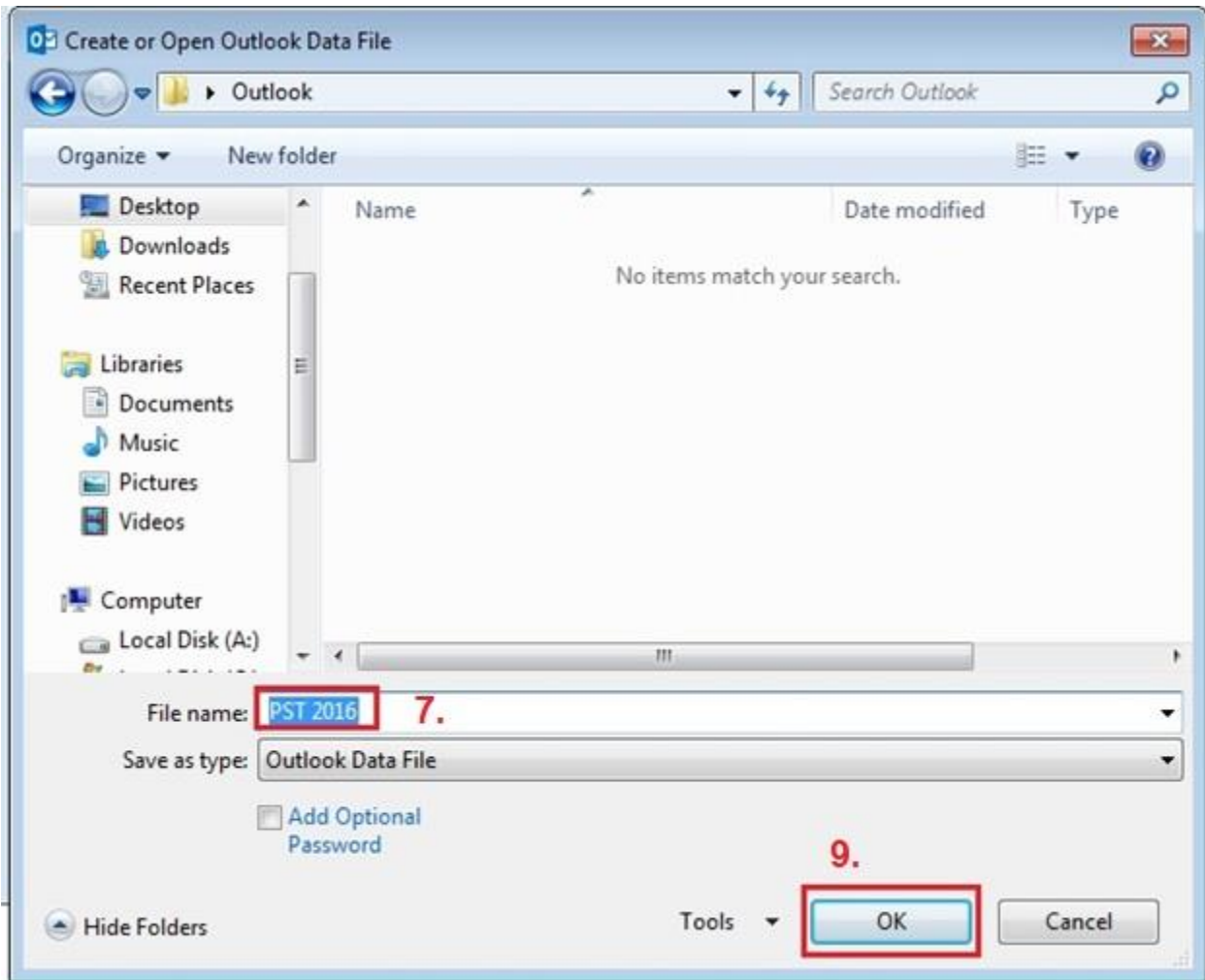




5) Select Data files Tab.

6) Click "Add".





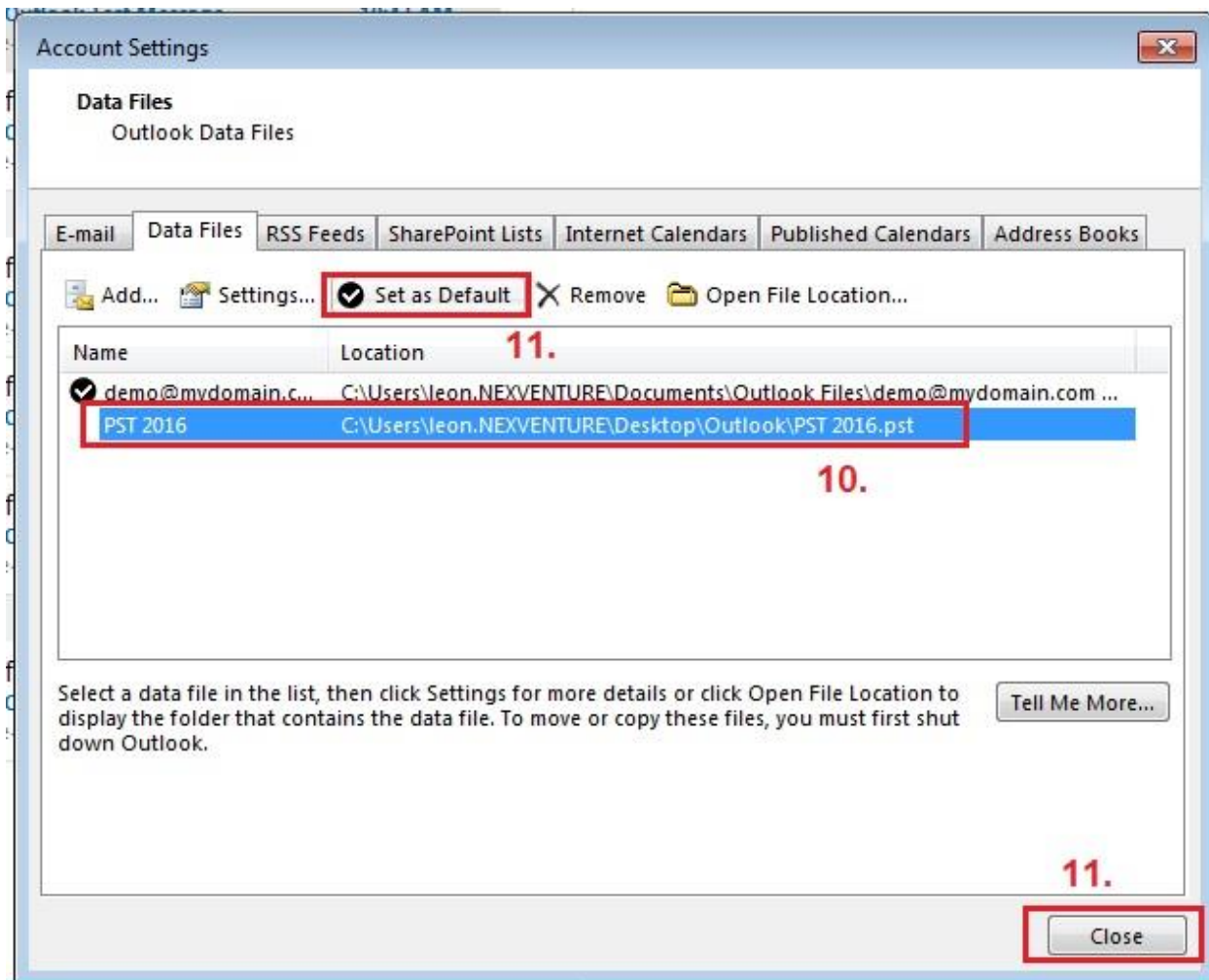
7) Please assign a name to your PST file.

In this example we will use "PST 2016".

8) Please DO NOT leave the name as "Personal Folder".

9) Click Ok.

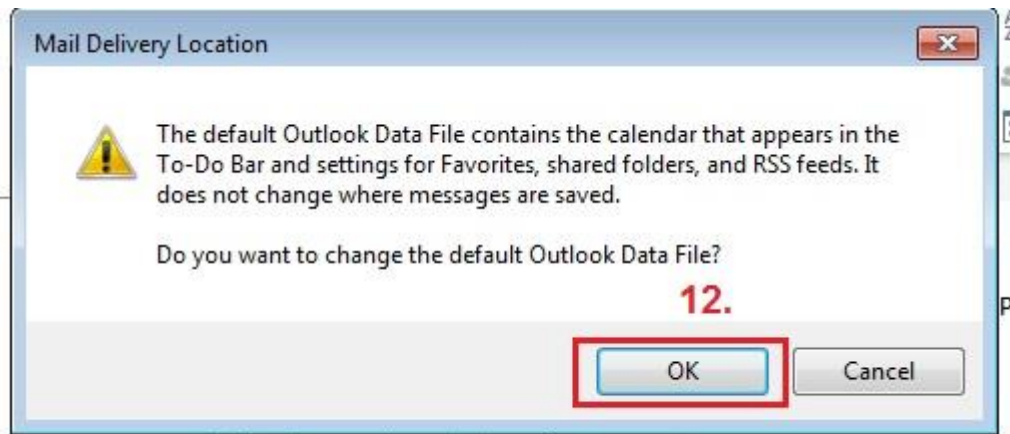




10) Verify the Archive PST is created and select it.

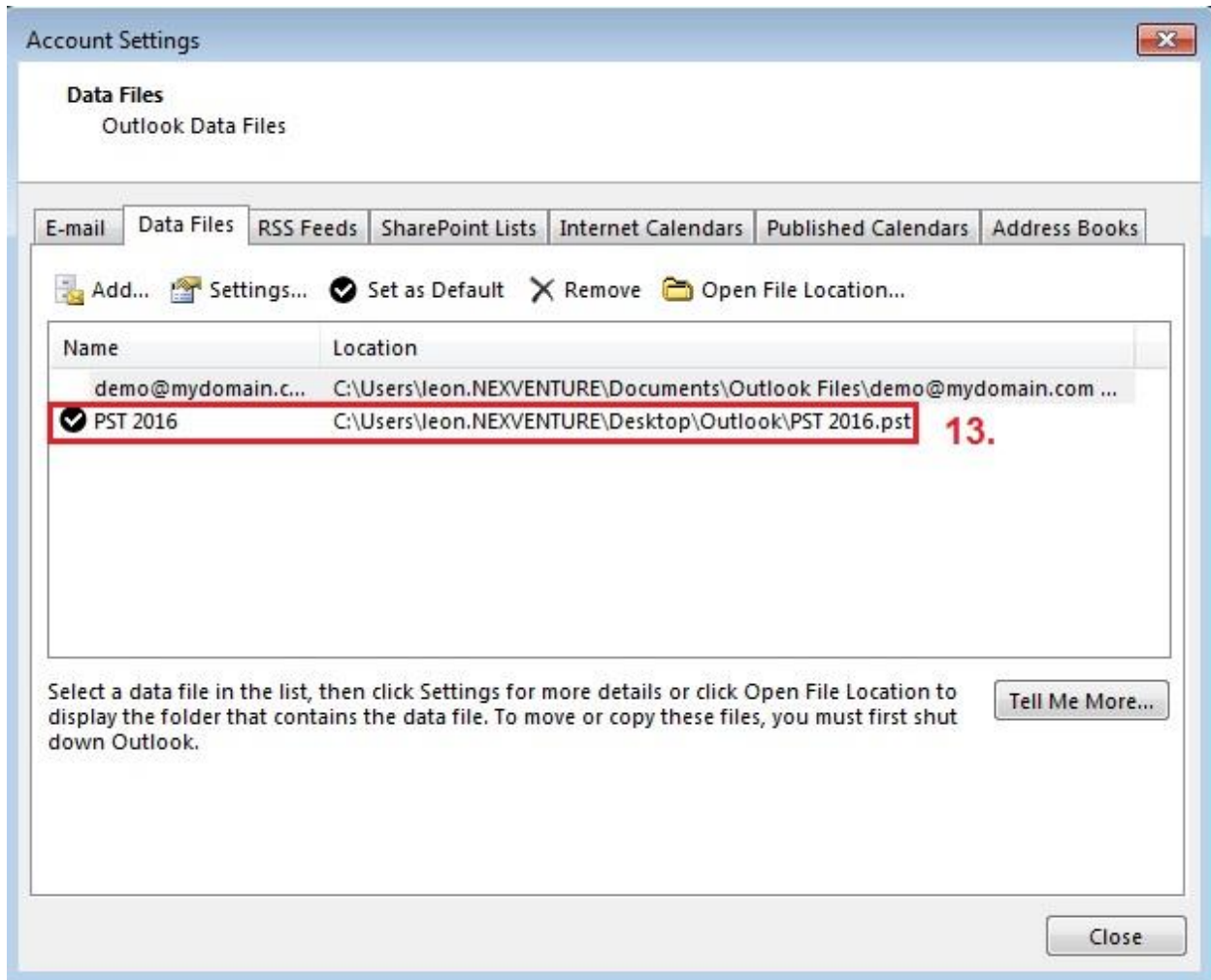
11) Click "Set as Default" and click close.





12) The above message should appear. Click OK.





- 13) The new default PST should be reflected with a tick at the side.
- 14) Proceed to restarting your Outlook.







# Account Information

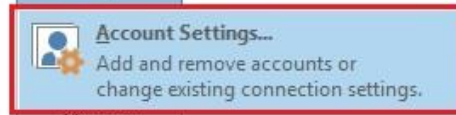
demo@mydomain.com  
POP/SMTP

+ Add Account



## Account Settings

Change settings for this account or set up more connections.



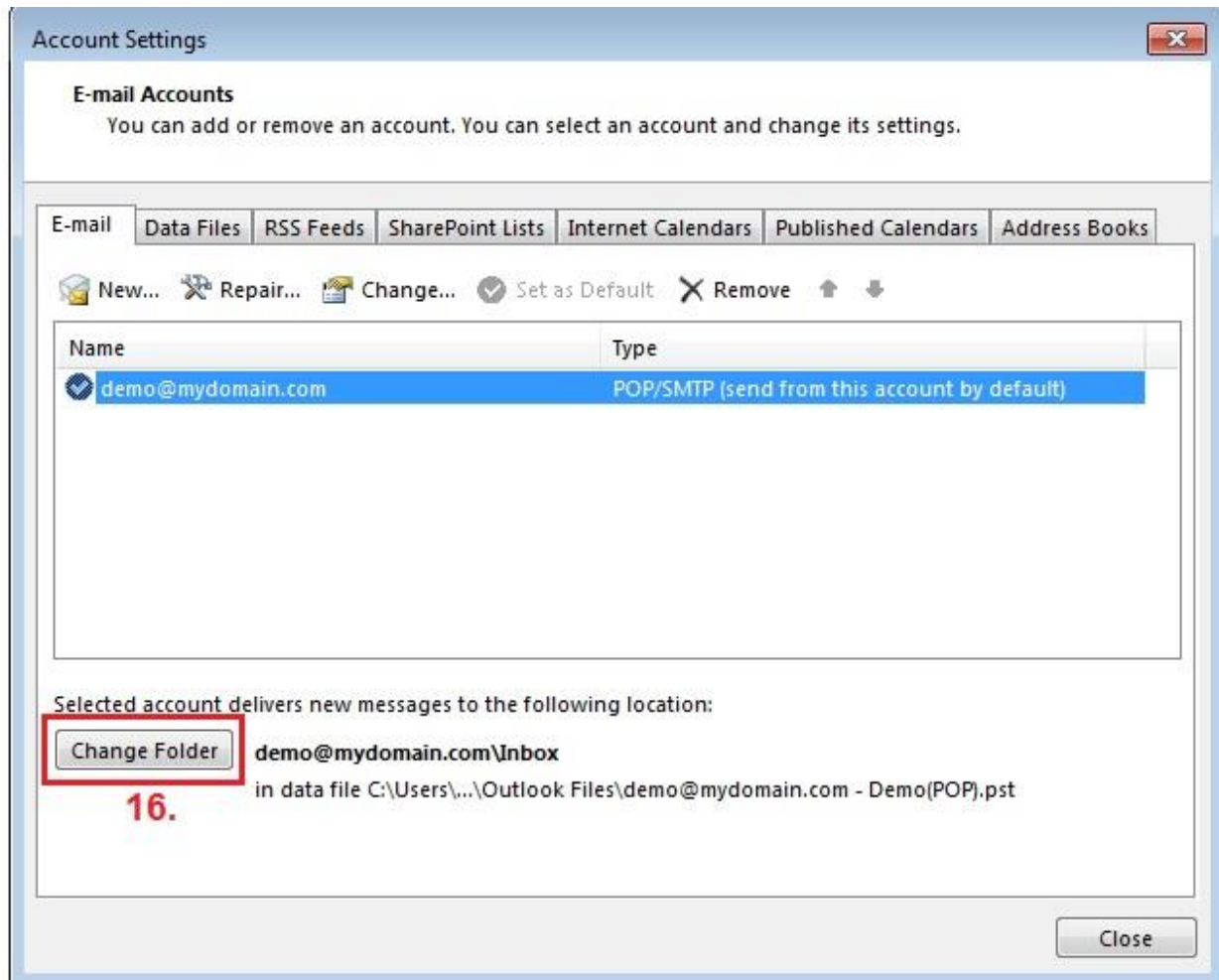
**15.**

Add and remove accounts or change existing connection settings.

Inbox by emptying Deleted Items and archiving.

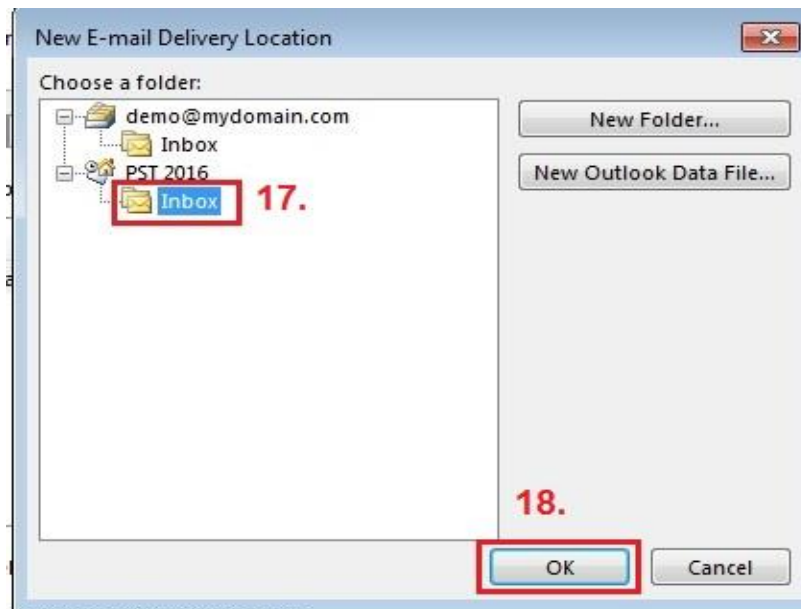
15) Proceed to File Tab >> Info >> Account Settings Button >> Account Settings...





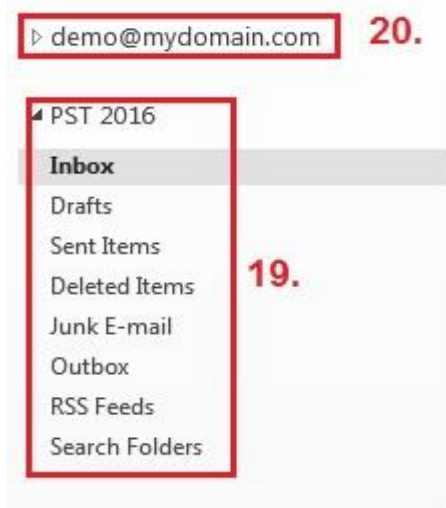
16) At the Account Settings page, click on Change Folder.





17) Select the new PST created which is “PST 2016” inbox.

18) Click “Ok”.



19) Your new PST will be receiving the new emails now.

20) Your old PST should still be around.

21) Your Old PST is now archived.

22) You are done with archiving your email in Outlook 2016 (POP3).

