



قوسٲ بٲسائٲ اٲي ڪر لٲائٲ
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View Archived Emails

Microsoft Outlook

View Archived Emails in Microsoft Outlook

1. Open Microsoft Outlook. The archived emails should be automatically listed on the left sidebar and ready to view on Microsoft Outlook (see Figure 1).

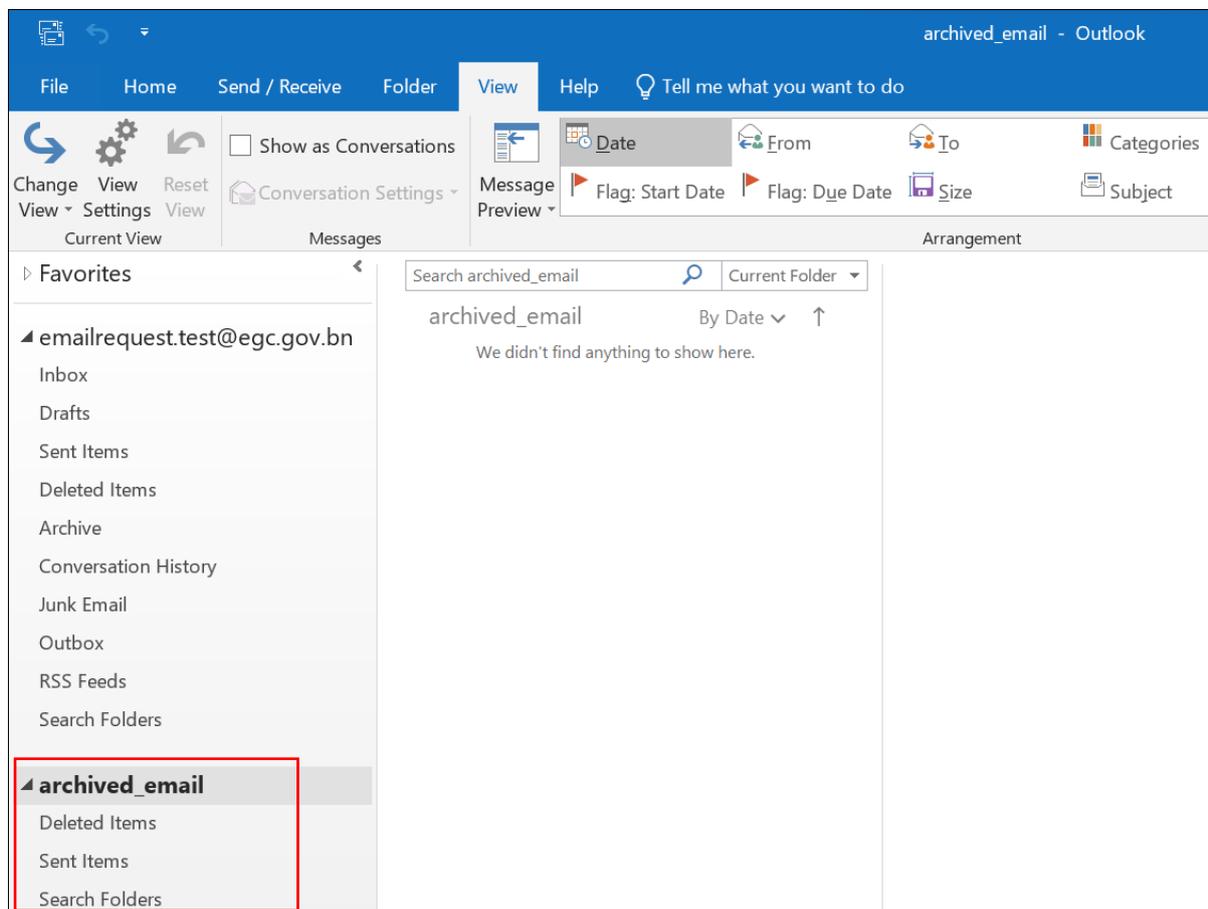


Figure 1: Viewing archived emails

Please only proceed to the steps below if the archived emails are not added to Microsoft Outlook.

2. Select **File** (refer to Figure 2).

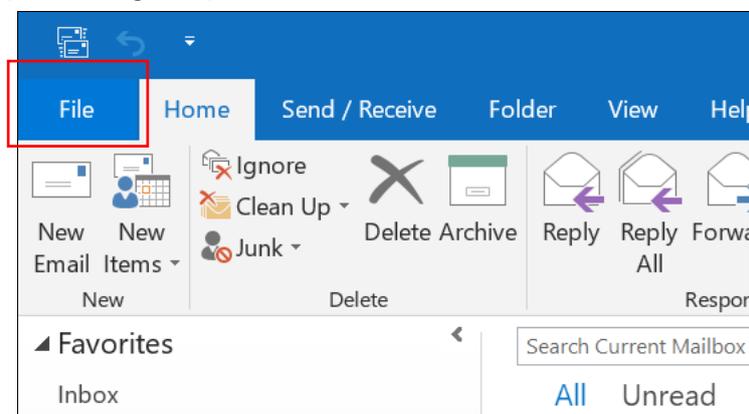


Figure 2: Select File

3. Go to **Open & Export**, then select **Open Outlook Data File** (refer to Figure 3).

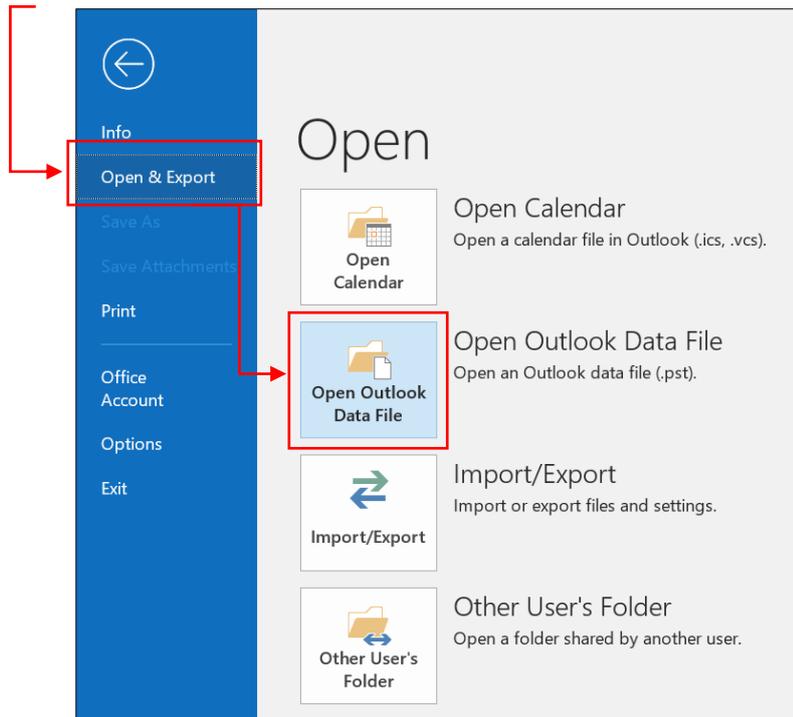


Figure 3: Open Outlook Data File

4. Locate the archived file in your Document folder (default location: Outlook Files folder) and select OK (see Figure 4).

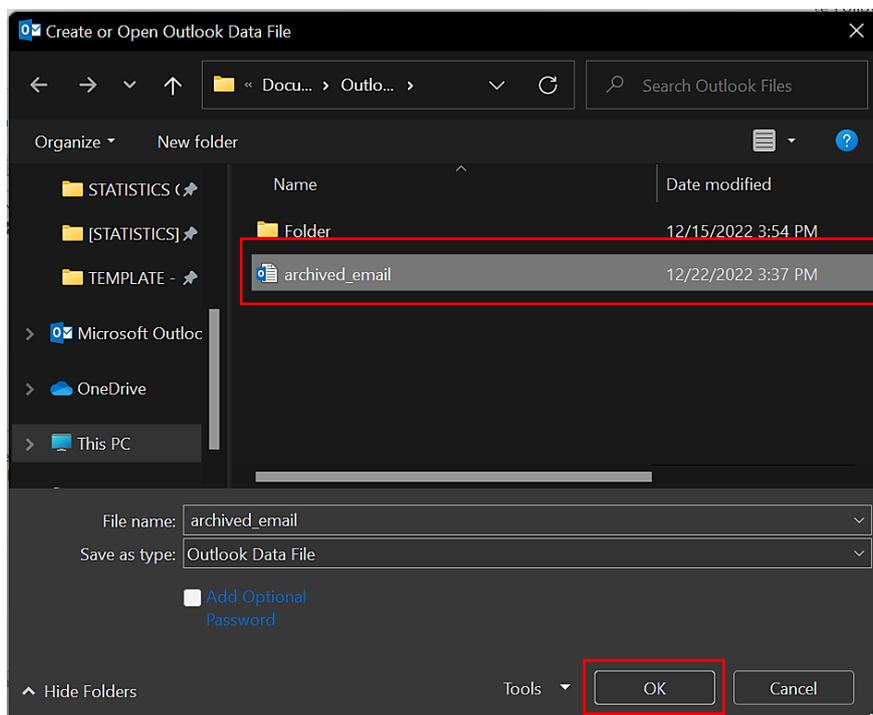


Figure 4: Locate the archived email file

- The archived email should be listed and available to view on the left pane on Microsoft Outlook (see Figure 5).

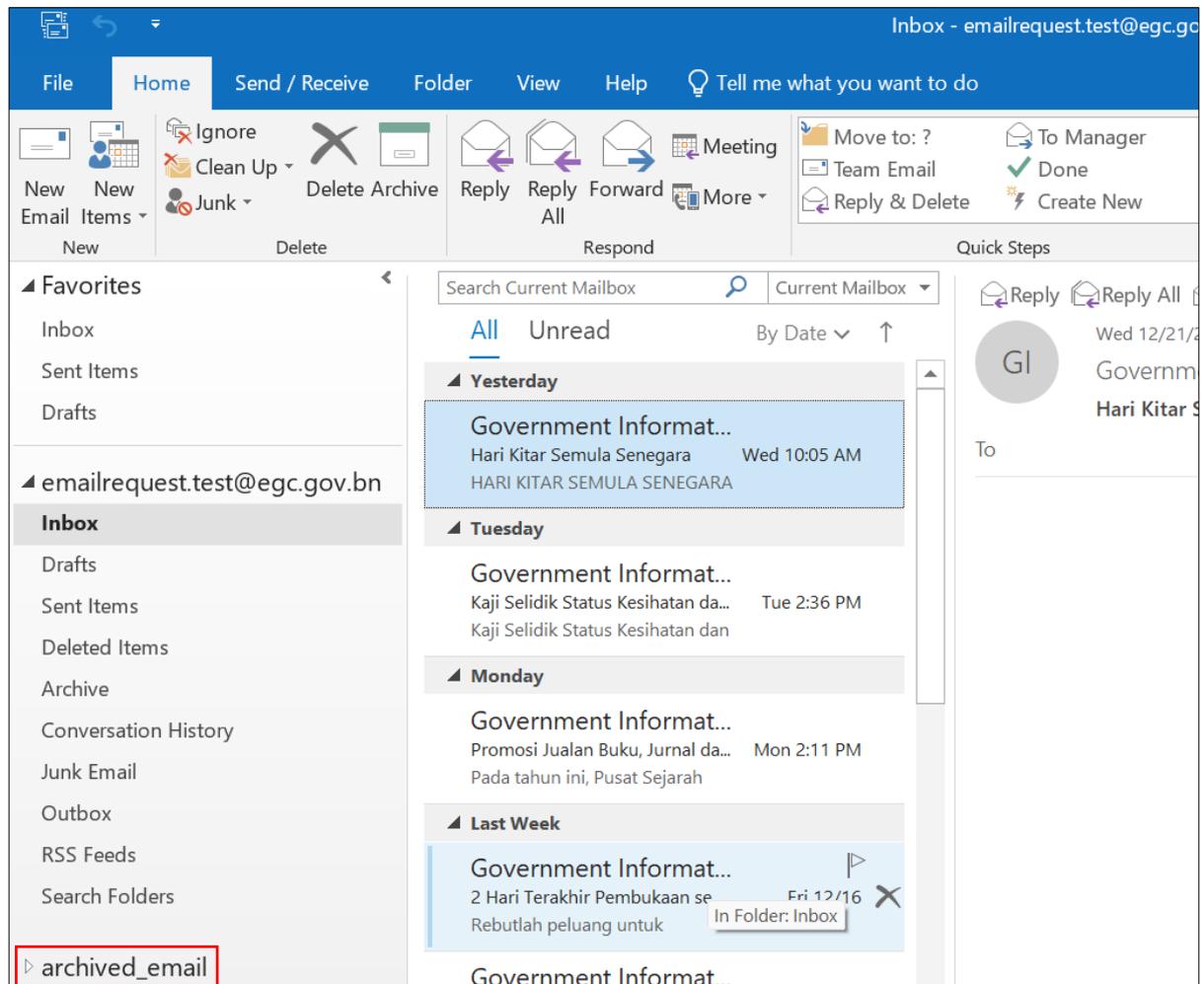


Figure 5: Viewing archived email