

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).

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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



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

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File Home Send / Receive	Folder View Help ${ig Q}$ Tell me what you want to do				
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New Delete	Respond Quick Steps				
▲ Favorites 《	Search Current Mailbox				
Inbox	All Unread By Date → ↑ Wed 12/21/2				
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Inbox	▲ Tuesday				
Drafts Sent Items	Government Informat Kaji Selidik Status Kesihatan da Tue 2:36 PM Kaji Selidik Status Kesihatan dan				
Archivo	▲ Monday				
Conversation History Junk Email	Government Informat Promosi Jualan Buku, Jurnal da Mon 2:11 PM Pada tahun ini, Pusat Sejarah				
Outbox	▲ Last Week				
RSS Feeds Search Folders	Government Informat				
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Figure 5: Viewing archived email

