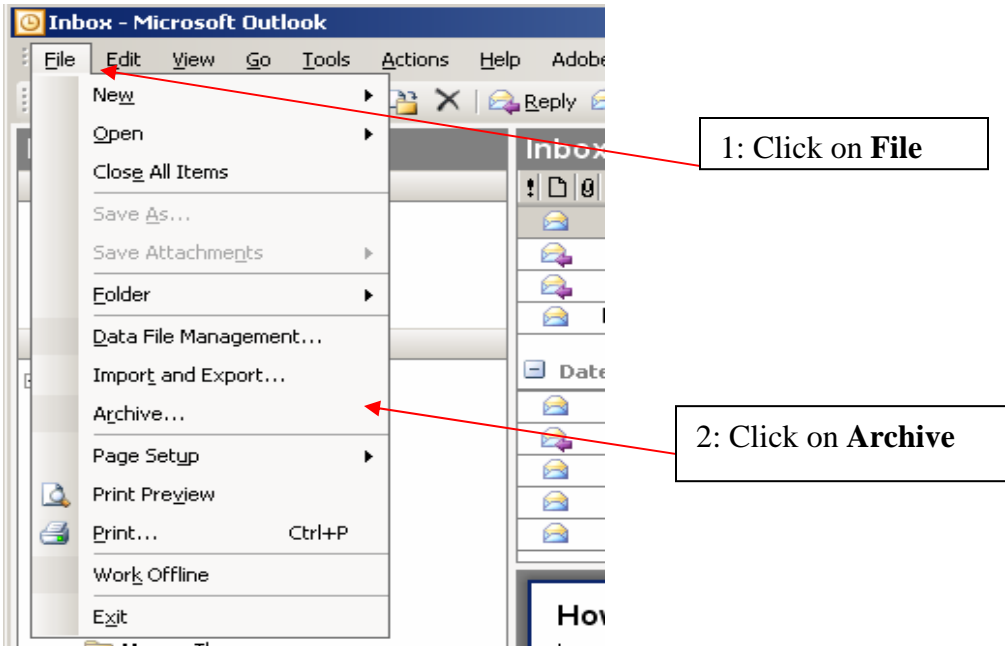


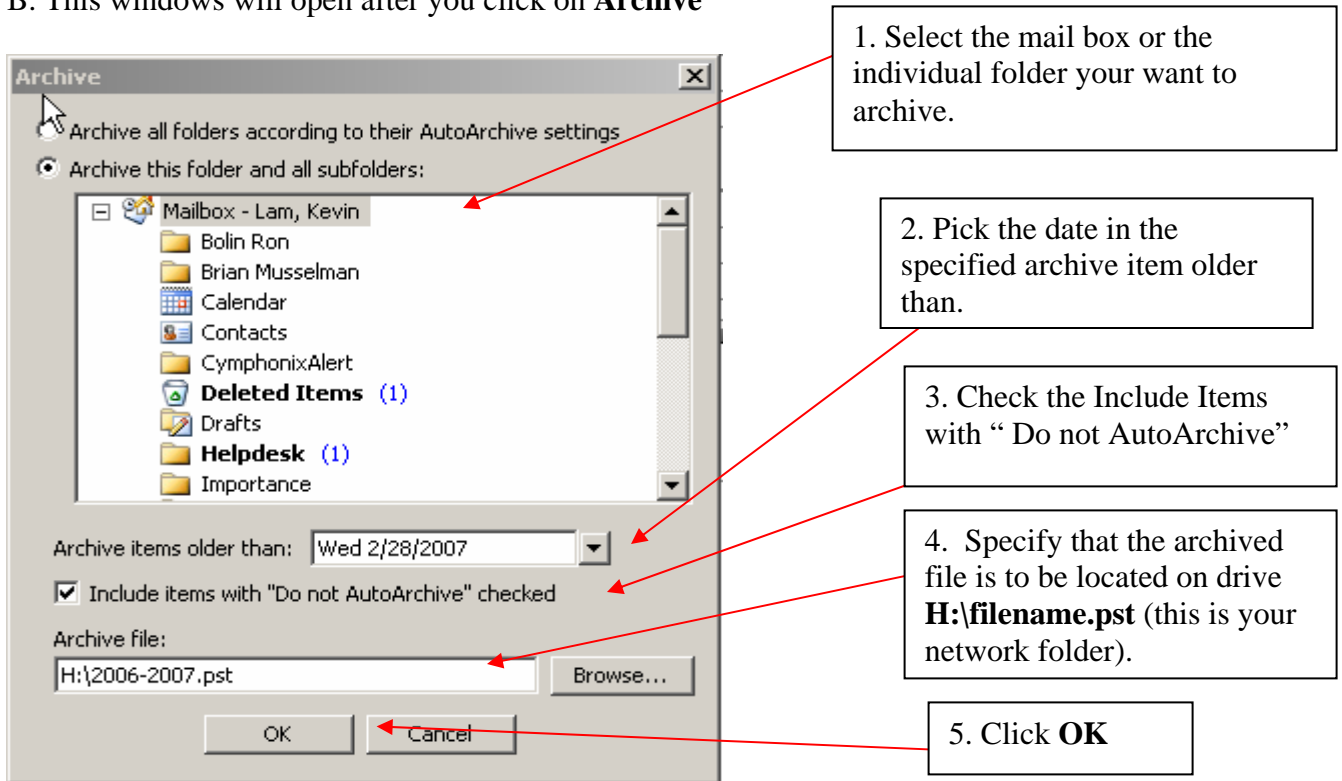
**Outlook 2003 Email Archive**  
Randolph Field ISD  
Written by: Kevin Lam

These instructions will show you how to archive Outlook 2003 to your network folder **H:**

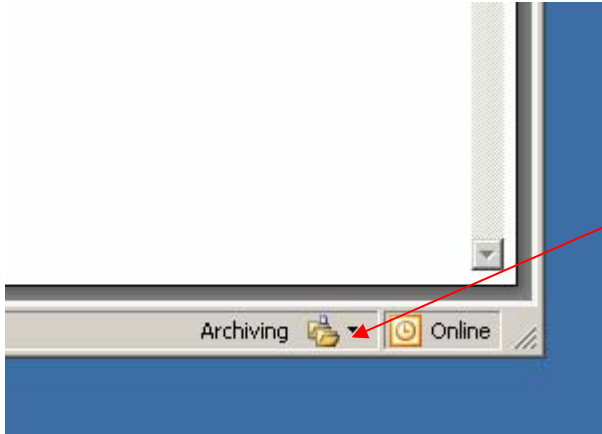
**A. Open Your Microsoft Outlook 2003**



**B. This windows will open after you click on Archive**

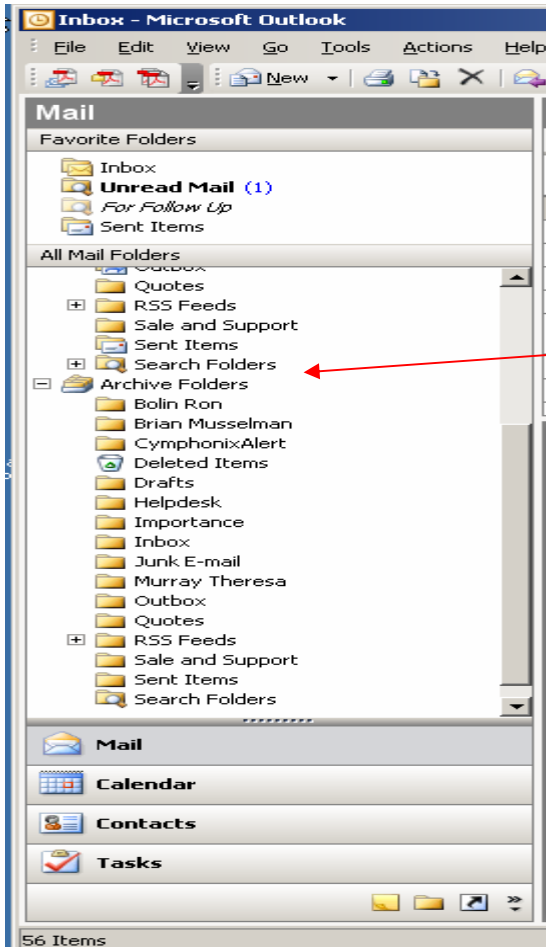


C. After your click on OK your will see the archive is in process. This process may take a while depend on how larger is your mail box.



Archive in process

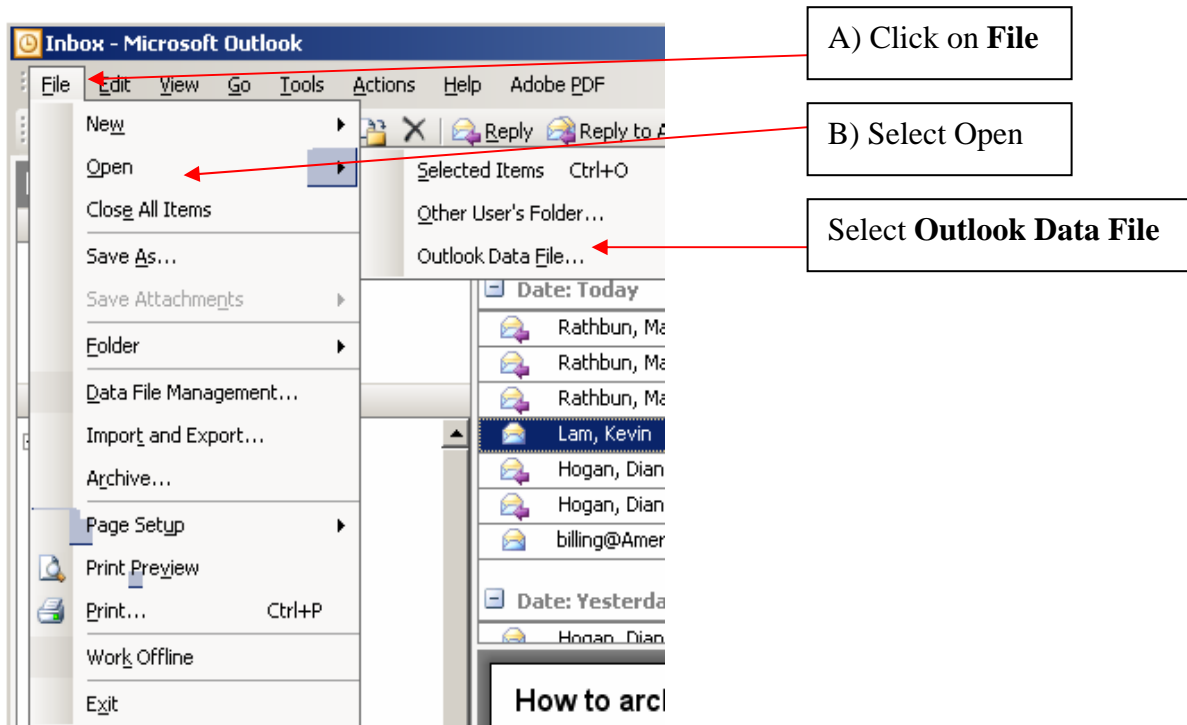
D. After the archive complete, the Archive Folders will show in your All Mail Folder.



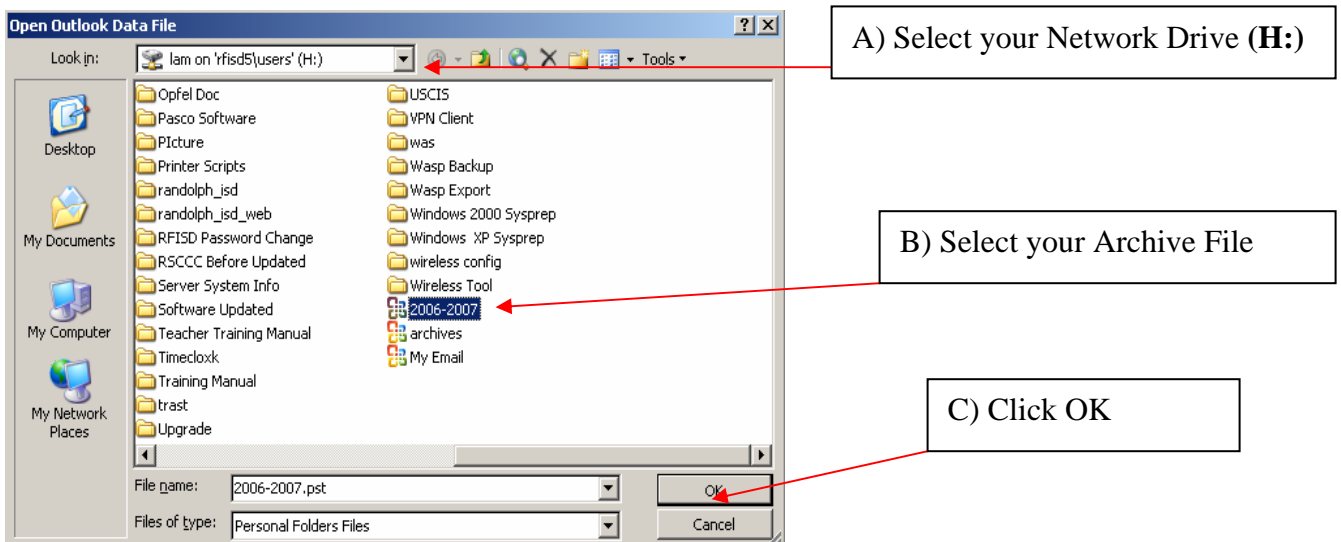
This Archive Folder is stored on your network folder, if anything happen to your computer, you can always retrieve your **Outlook** mail, contact, etc....

If you don't see the above Archive Folders when you computer not on the network, or you like to see your archive at different computer, you can follow these step below.

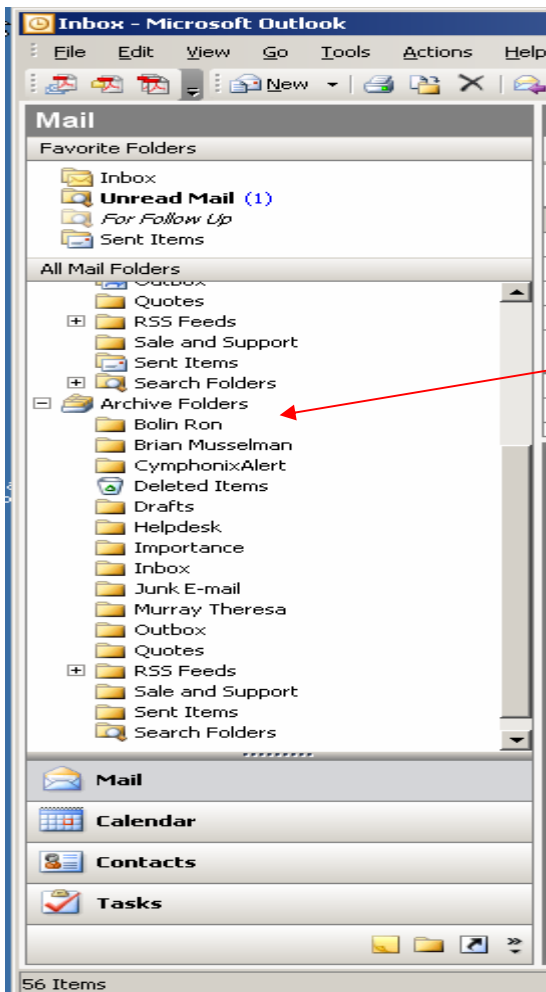
1. At your Microsoft Outlook.



2. At Open Outlook Data File Windows



3. The Archive file you just open will appear in your All Mail Folders.



This is the Archive file you open.