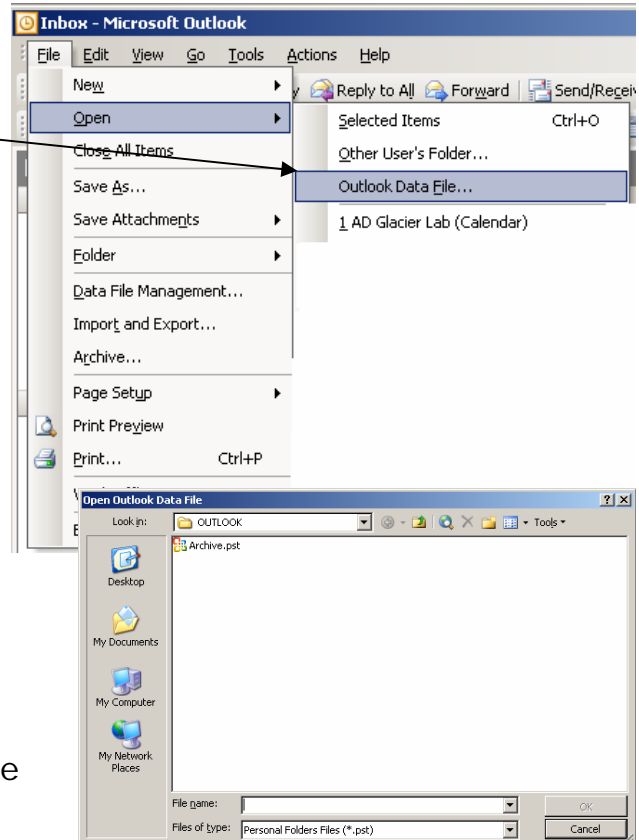


Accessing Outlook Archives

In Office 2003, you can access your Archive folders.

To Open Archive Folders

- Open Outlook.
- Click on **File/Open/Outlook Data File**.
- A navigation window will automatically open to where the Outlook 2003 .pst file is by default.
- Click the .pst file to open it.



To Close Archive Folders

- Select the Archive Folders.
- Right-click to get to the Archive Folders shortcut menu.
- Choose **Close "Archive Folders"**

