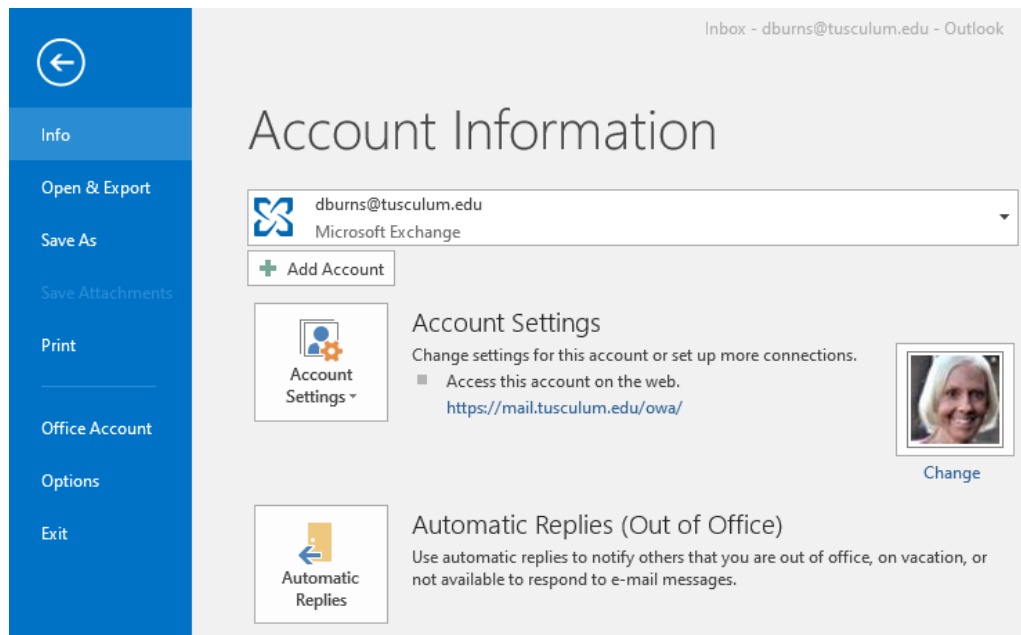


## Steps to Add Archive File to Outlook

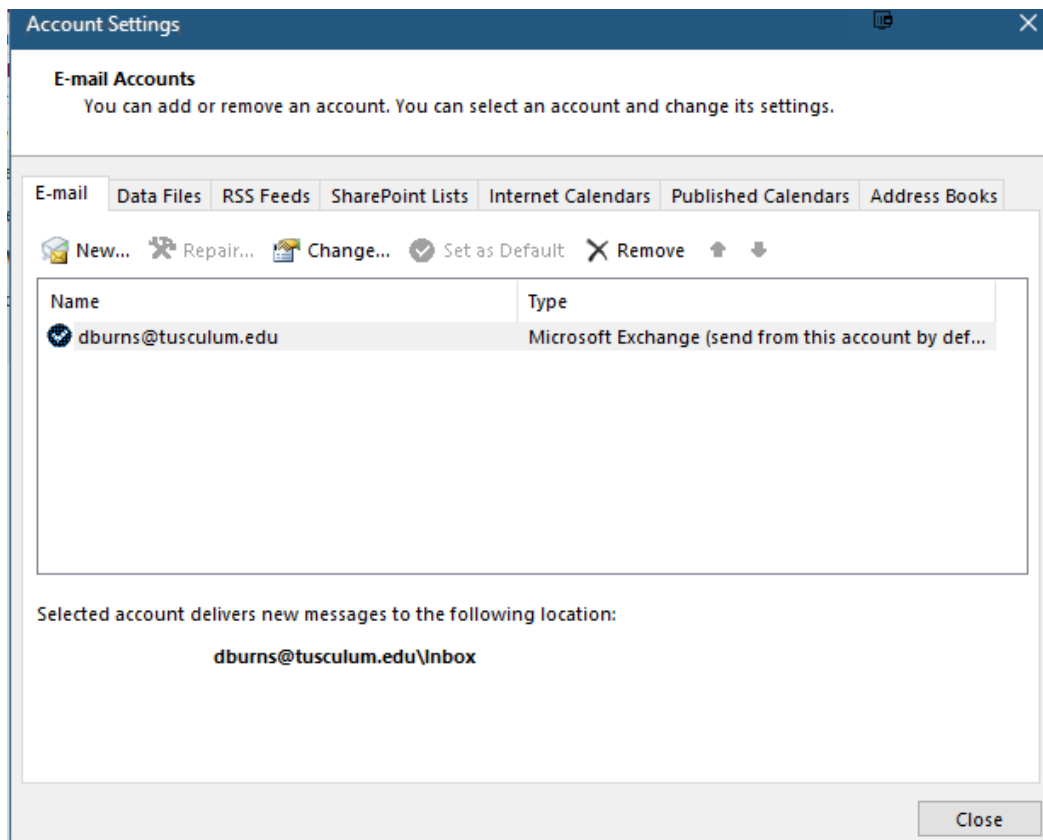
Below are the steps to add an archive file to Outlook

Open Outlook that has been configured for your Tusculum email account

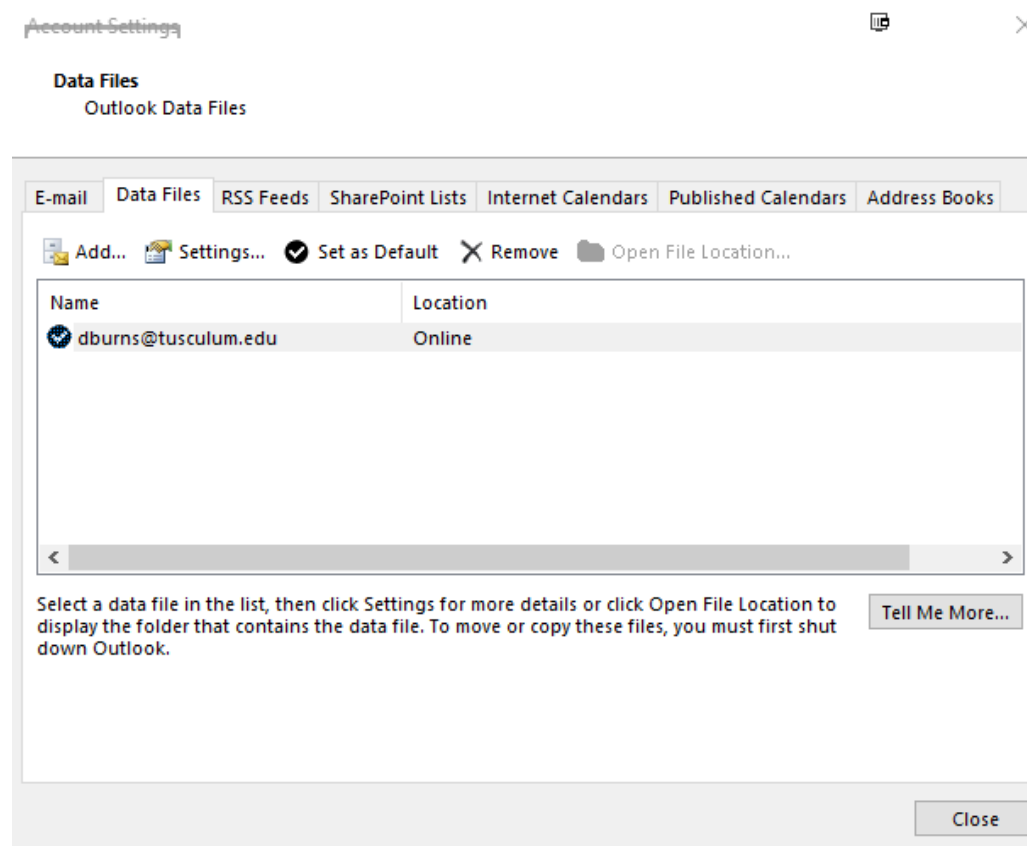
Click on the File tab at the top and click on the “Account Settings” box and select “Account Settings” from the drop-down box



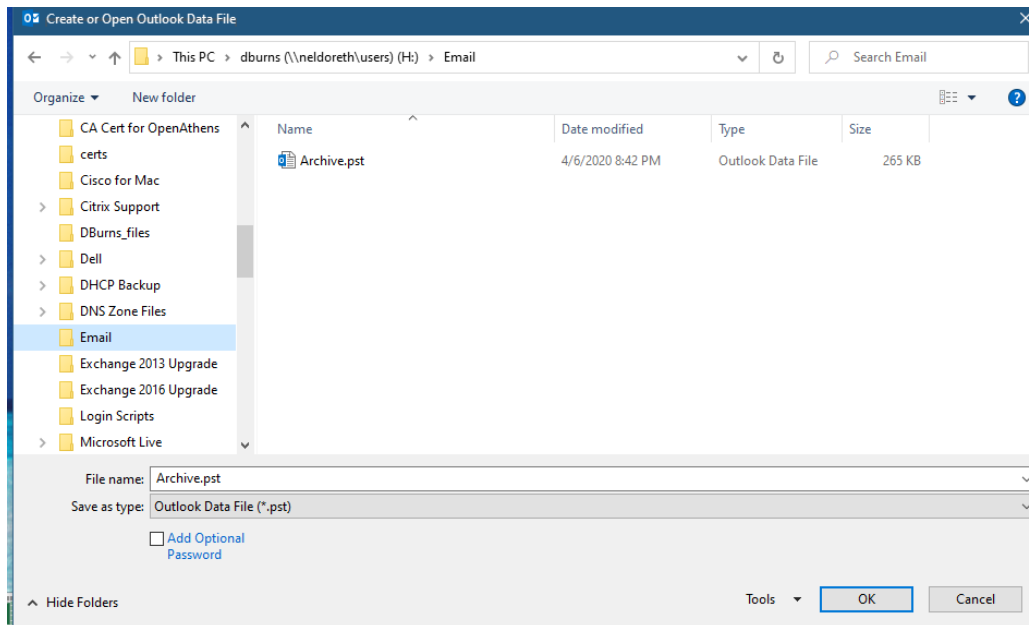
The Account Settings box will open like below



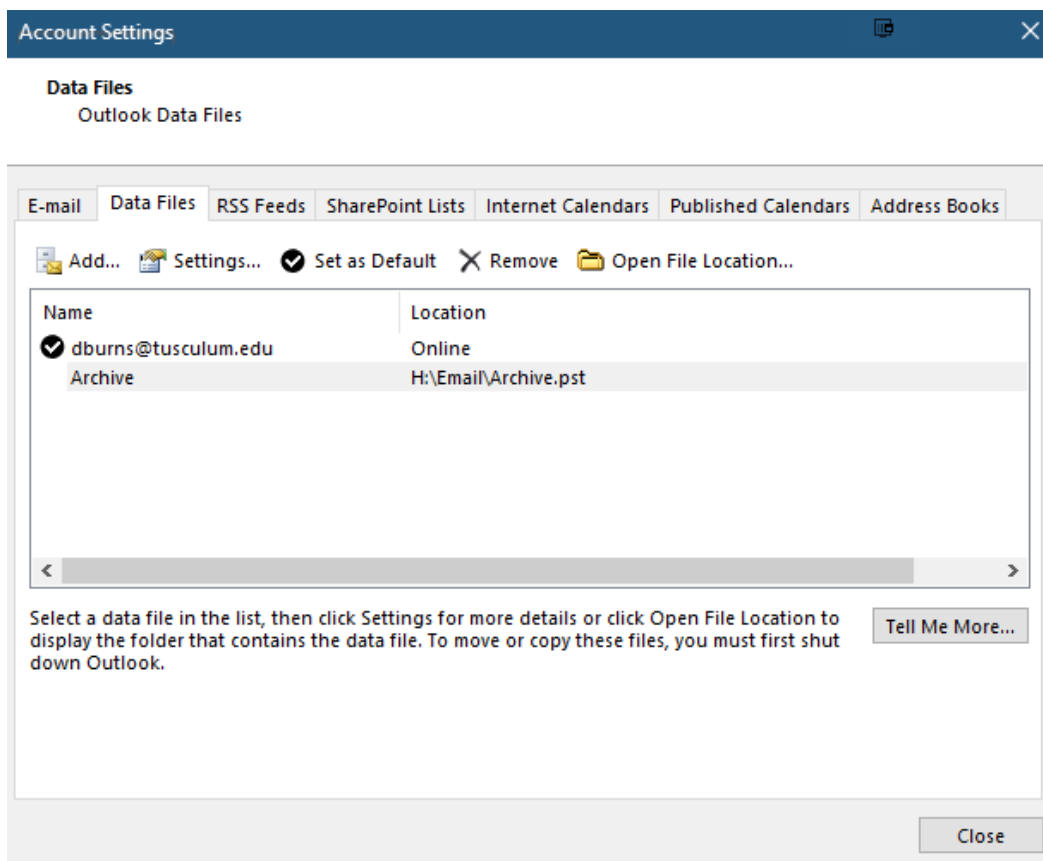
Click on the Data Files tab



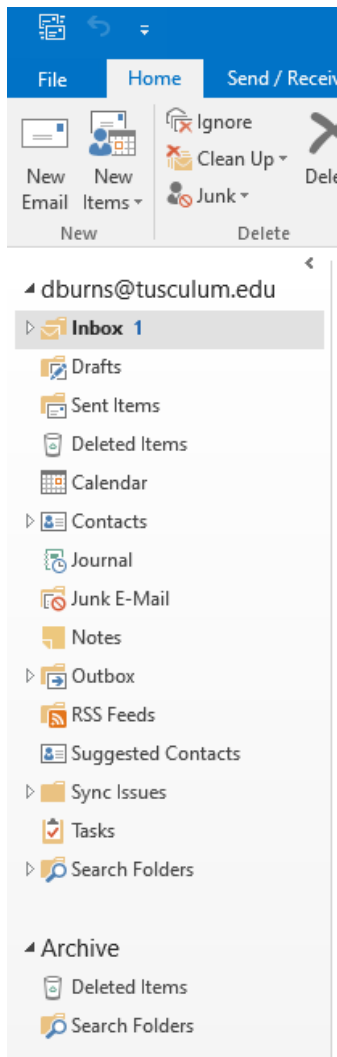
Click Add and select the drive location and filename of the archive file



After clicking OK the file will appear in the Data Files list



Click Close and the archive file will appear in the folder list on the left side of the Outlook screen



Once you see this you can drag-and-drop messages into the Archive folder also if needed.