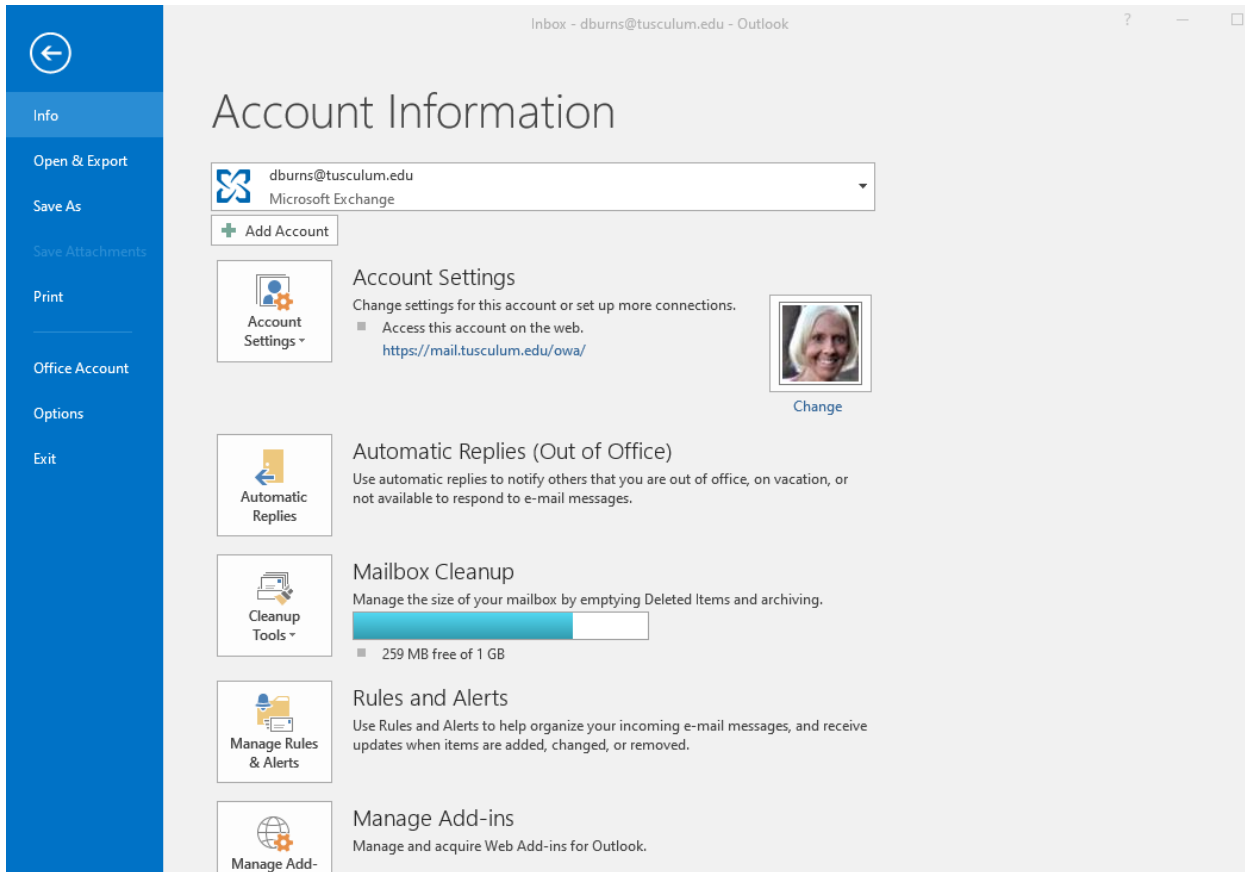


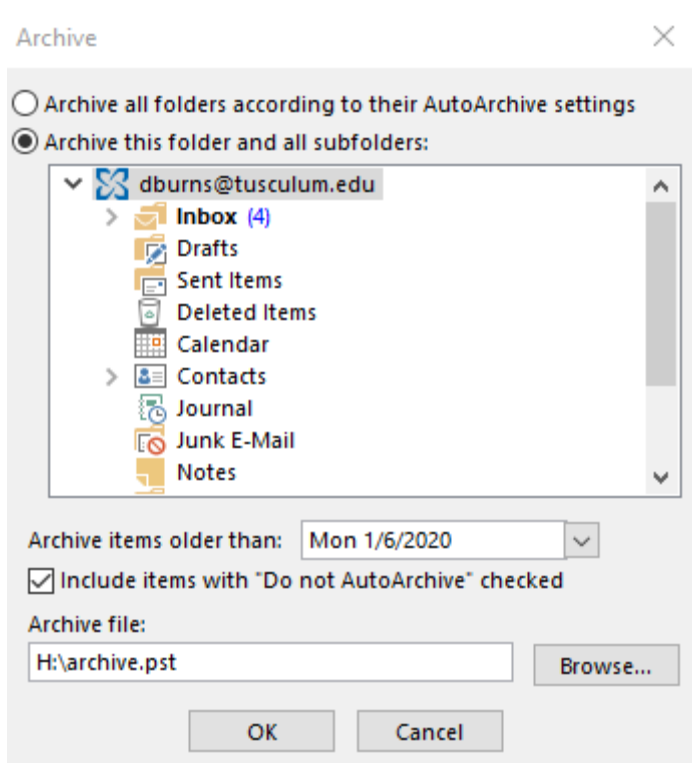
Steps to Archive Email Without VPN

If Outlook is already configured for your Tusculum email account on a laptop, it will connect to the server through a secured connection without using a VPN connection. In this case use the instructions below to archive email.

Open Outlook and click on File, Cleanup Tools, Archive



In this window select the option below for the entire mailbox



Select the date that you want to archive from. Also select the filename and drive location where you want to save the archive file. Without a VPN connection it will need to be saved to a local drive on the computer or an external or USB drive (C drive or other local drive).

Click OK and the archive will start immediately and should only take a few minutes to complete.