

How to recover your archived items in Outlook '97

It is very important to follow the last steps to remove the service after these steps are completed. Do not leave your Archive folder open after the mail is recovered.

From the outbox:

Click on Tools

Click on Services

Click Add

Click Personal Folders

Click on OK

Locate the file called Archive.pst (should be in your H:/ Drive)

Click to select it

Click Open

Name the "Personal Folder" to Archive so you don't get it mixed up with your previous Personal Folders

Click OK

Click OK to exit all

In the Inbox

Now when you go into your inbox you should see Archive.pst at the top of your folder list.

If you do not have your folder list– Click on View / Folder List

Clicking on the + will expand the Archive folder and the mail you are retrieving can be dragged to another folder, inbox, etc.

After the mail has been retrieved be sure to remove the archive folder.

Click on Tools / Services / Select the Archive folder / click remove. Close the Services with OK and you are done