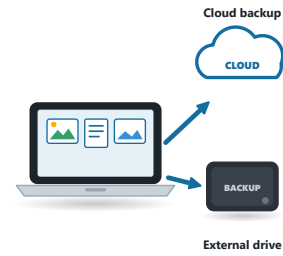


Fix a Full Outlook Mailbox

Archive old email to free up space, without deleting anything.



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Happen!™*

1 Click File

In the **upper left** corner of Outlook.

File

2 Click Open & Export

On the **Info** page's left side.



3 Click Open Outlook Data File

Opens a window to **find your .pst file**.



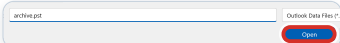
4 Browse to the File

For example, in **Documents**.



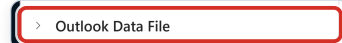
5 Select It, Click Open

Opens as its **own mailbox**.



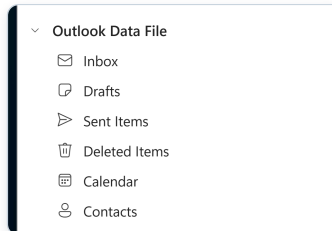
6 Find It in the Folder List

Usually called **Outlook Data File**.



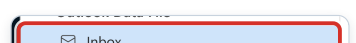
7 Expand It to See Folders

Inbox, Sent Items, Calendar, **and more**.



8 Click a Folder to Read It

Safely stored, **off your main mailbox**.



Good to Know

- Archived mail isn't deleted; it moves to a file on your computer, still searchable.
- Empty Deleted Items too; it still counts against your mailbox size until you do.
- Still can't send or receive mail? Call **239-513-1960**.



Need Help?

Contact Naples Computers

239-513-1960

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