

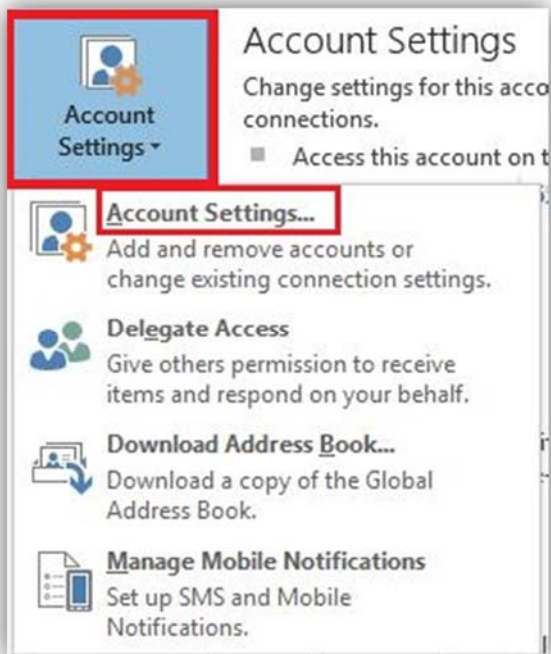
# HOW TO IMPORT ARCHIVES IN OUTLOOK 2013

To manually import archive files, follow these steps:

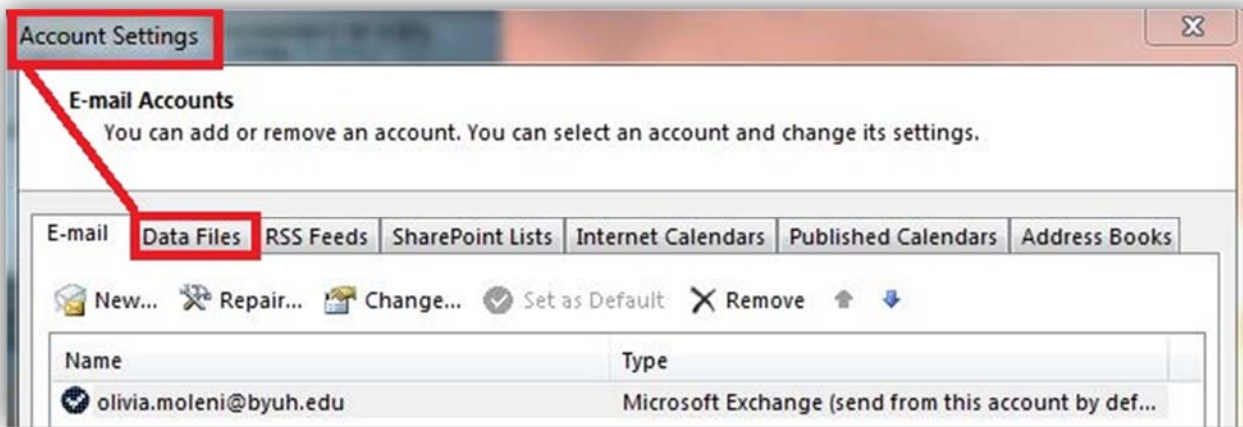
1. Open **Microsoft Outlook** and click the **File** tab.



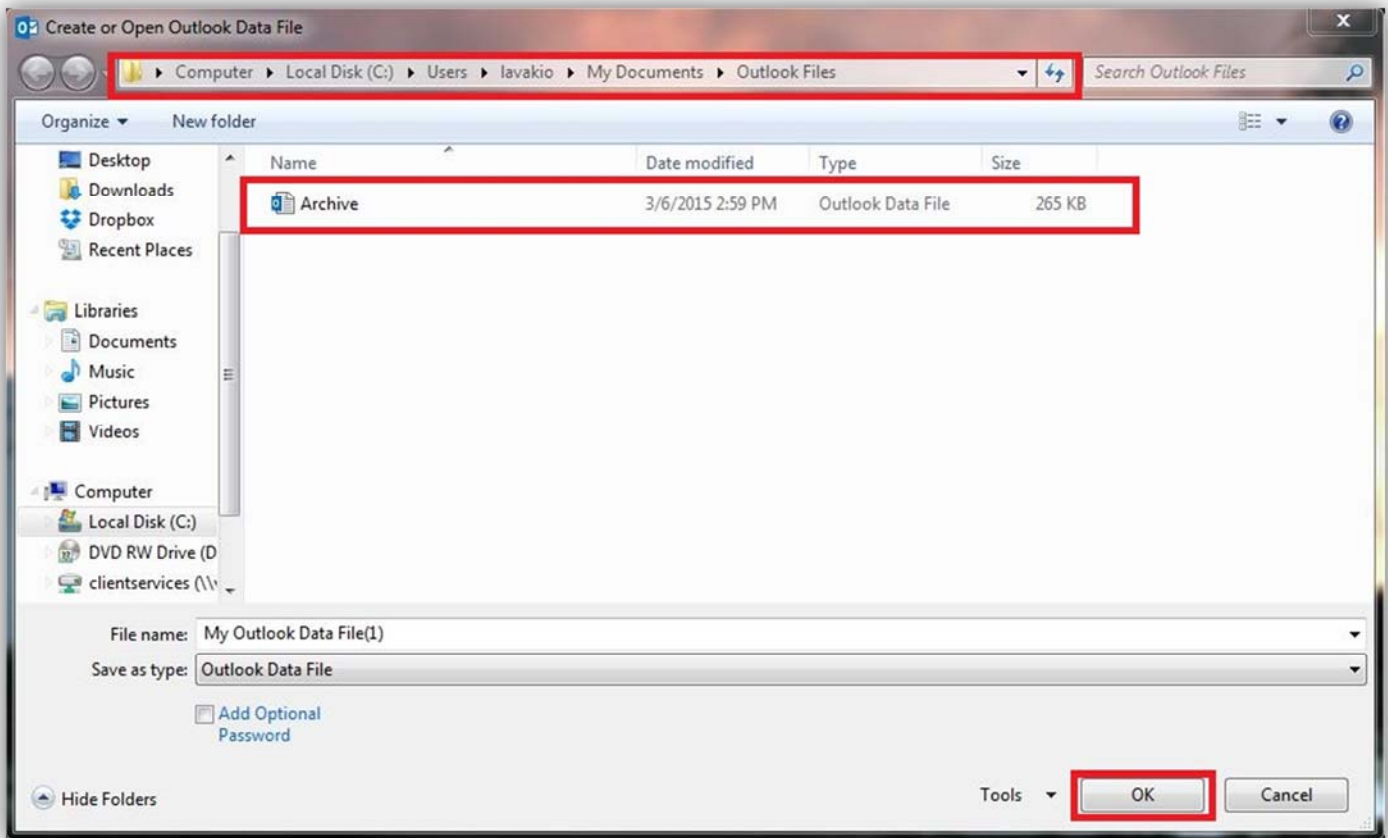
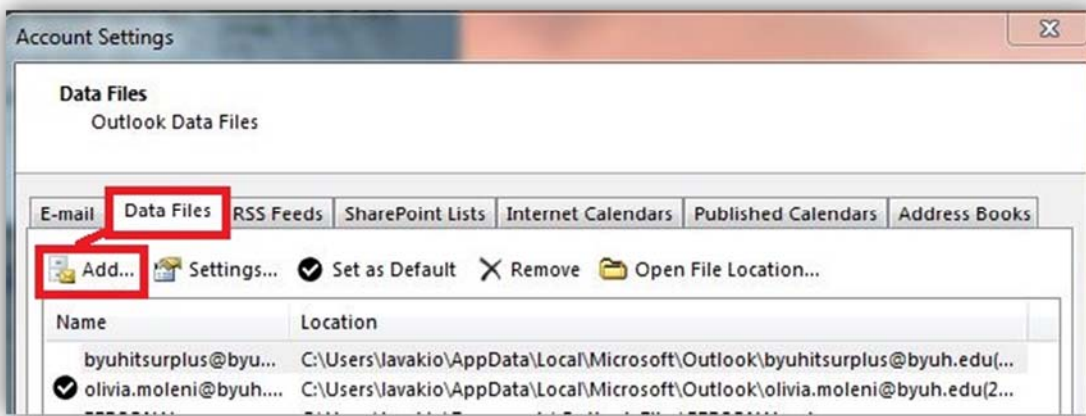
2. Select **Account Settings** and click on the drop down ▼ to select **Account Settings...**



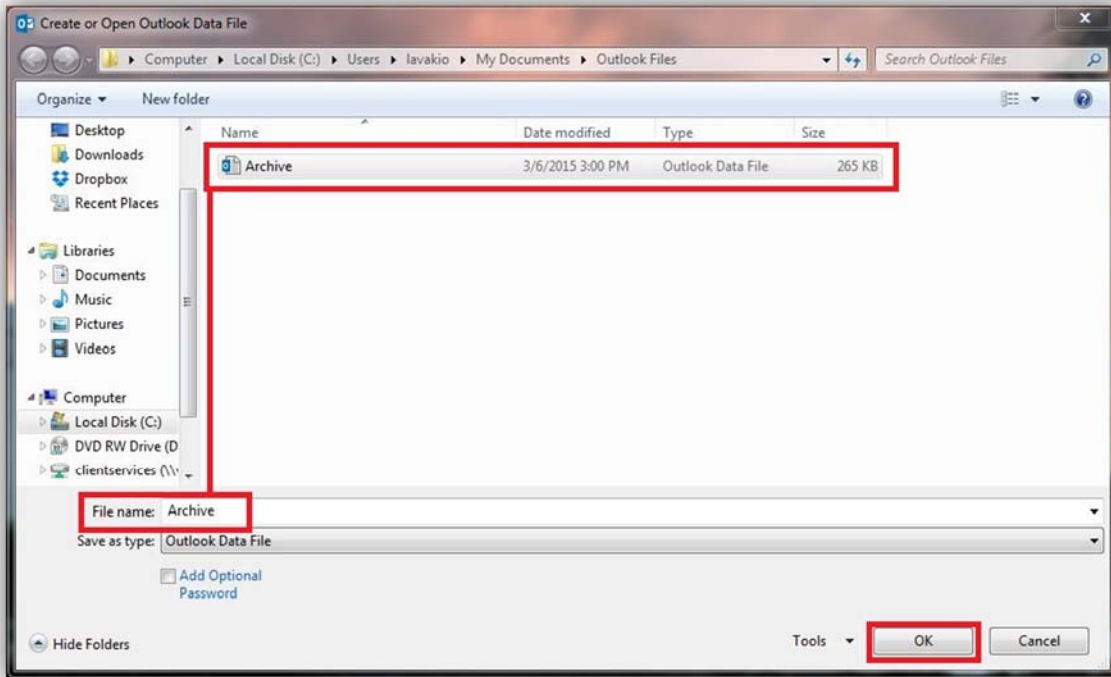
3. The Account Settings window will pop-up and you will need to select the **Data Files** tab, as shown below.



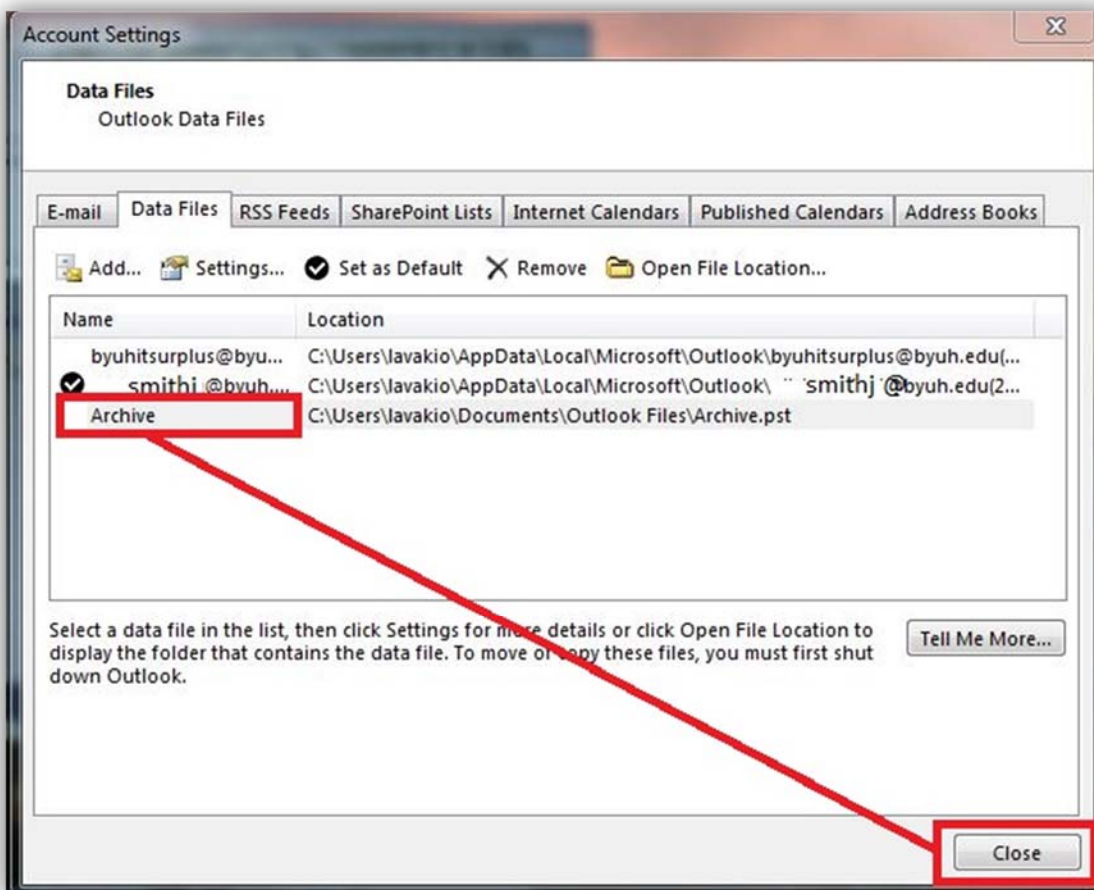
4. Select **Add** and another window will pop up like the one below.



5. Select your archive file on the location where you exported it. By default the archives are located in **C:\Users\YourAccount\Documents\Outlook Files** and press **OK**.



6. This time you should be able to see your archive file being added to the data list.



7. After you close it then go back to your Inbox and scroll down until you see the Archive file you imported.

