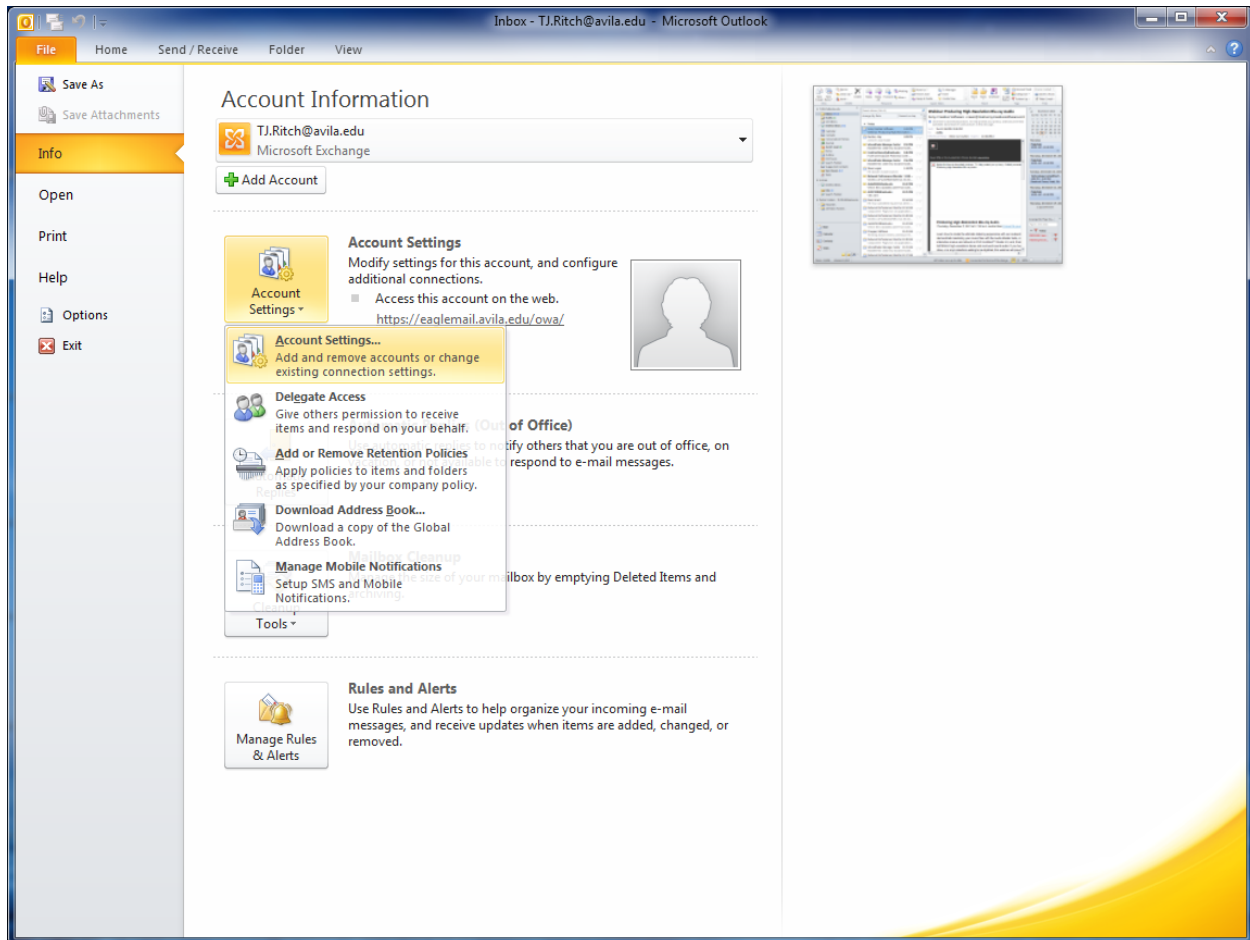


Open the File tab in Outlook and click on Account Settings > Account Settings:



Next you will select the Data Files Tab:

Account Settings



E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

E-mail

Data Files

RSS Feeds

SharePoint Lists

Internet Calendars

Published Calendars

Address Books



New...



Repair...



Change...




Set as Default



Remove



Name	Type
 TJ.Ritch@avila.edu	Microsoft Exchange (send from this account by default)

Selected account delivers new messages to the following location:

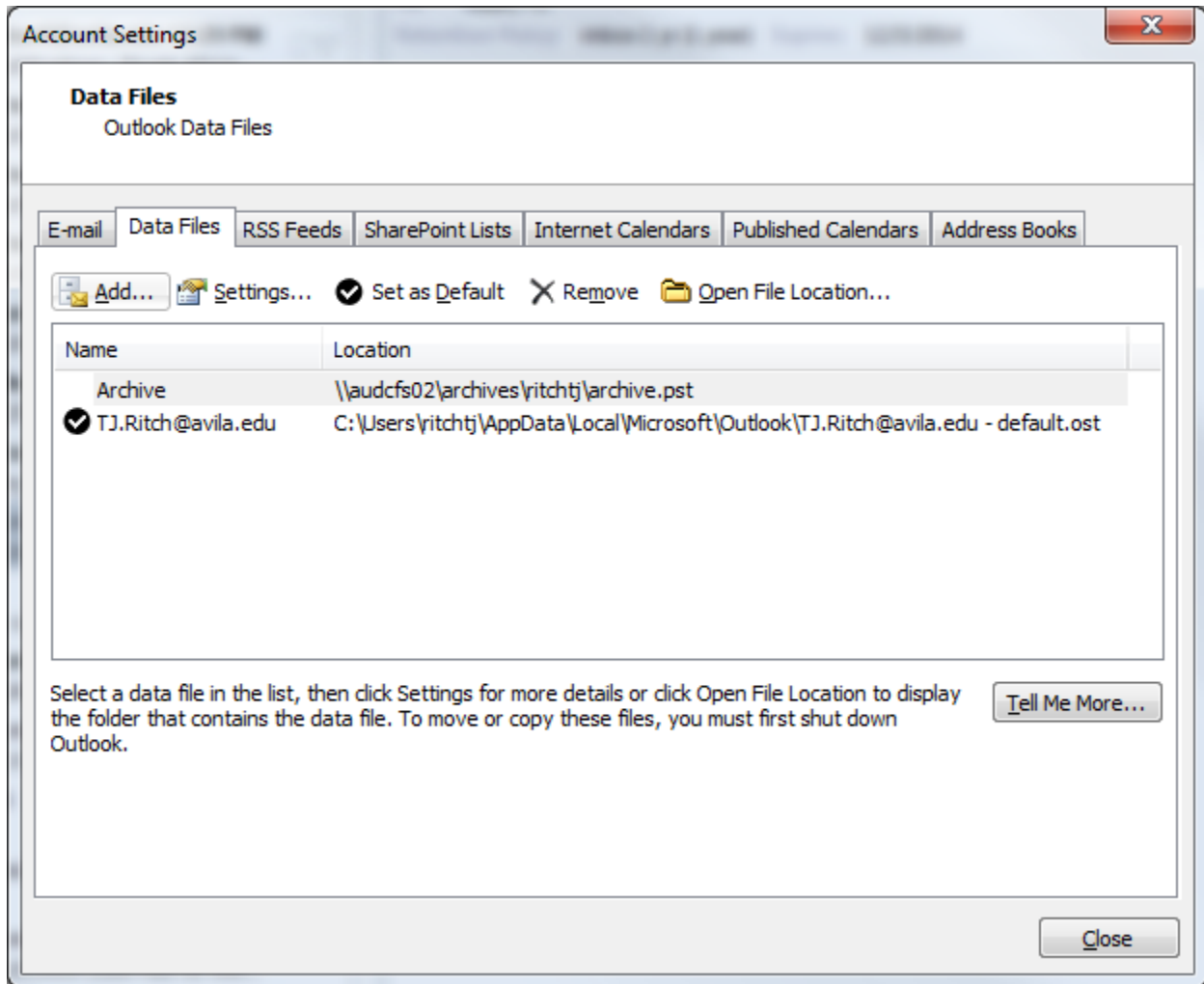
[Change Folder](#)

TJ.Ritch@avila.edu\Inbox

in data file C:\Users\ritchtj\...\Outlook\TJ.Ritch@avila.edu - default.ost

Close

Then click on Add...



Now you will type in the following file name where login ID is your login username:

\\audcfs02\Archives\{login ID}\archive.pst

