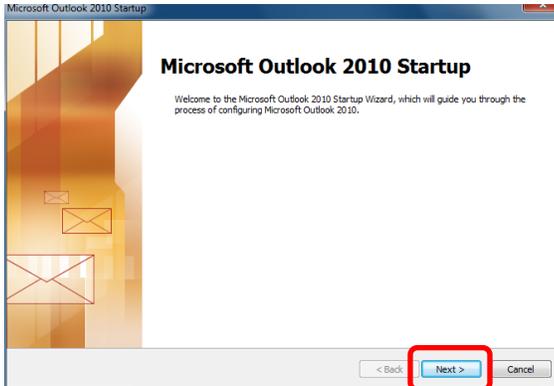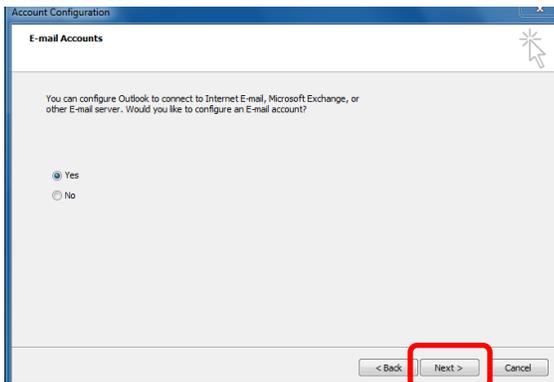# Outlook E-Mail

☐ Step 1: Open and Configure Outlook

1. Click the Microsoft Button in the lower left task bar
2. Select All Programs
3. Select Microsoft Office
4. Select Microsoft Outlook
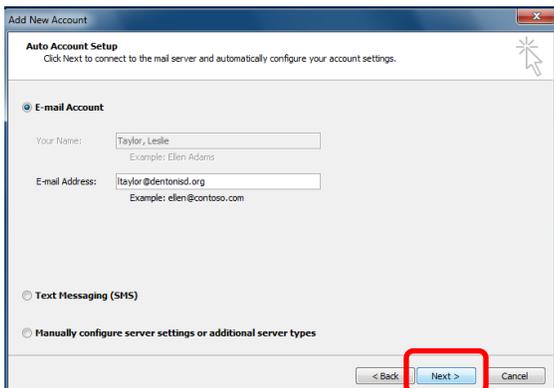5. Follow the Start Up wizard the first time you open Outlook:
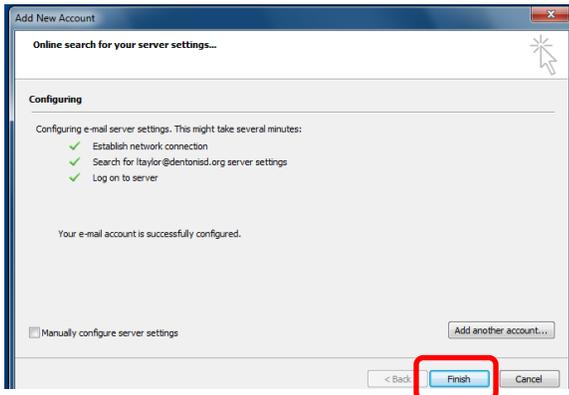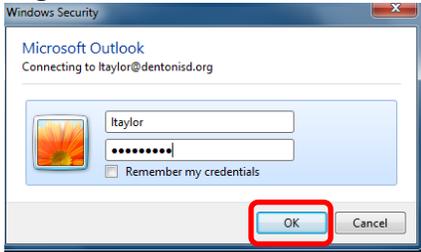
Click **Next**

Click **Next**

Click **Next**

Click **Finish**

Log In

It may take several minutes to update Outlook on your new machine.

Step 2: Pin Outlook to Task Bar

1. Click the **Microsoft Button** in the lower left task bar
2. Select **All Programs**
3. Select **Microsoft Office**
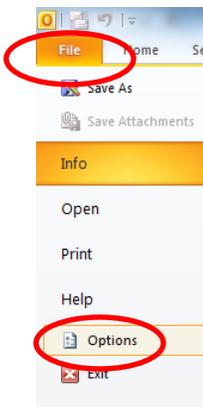4. _RIGHT_ click **Microsoft Outlook**
5. Select Pin to **Task Bar**

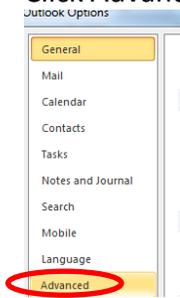The Outlook icon will now appear on your lower task bar every time you log into your machine.

Step 3: Set Up Outlook Auto Archive

1. Open **Outlook**
2. Click the **File** tab at the top

3. Click Advanced

4. Select Auto Archive Settings

5. Apply Archive Settings

|	
1. Run AutoArchive ever (x) days Allows you to set days to run archive 2. Choose if you want a reminder before Archiving begins 3. Select to delete messages after their aging period has passed (see below for aging period) 4. Choose this option if you want to set or change the settings that follow. If this check box is cleared, AutoArchive runs using default settings. 5. Select this check box to have the Archive folder listed with your other working folders in the Navigation Pane. If you do not use this option, you can still open your archive folder — click the **File** tab, then on the **Open** tab, click **Open Outlook Data File**. ****Please see below for additional details.** 6. Specify the age at which you want items to be archived, in days, weeks, or months. You can configure a period of one day up to a maximum of 60 months. 7. Select this check box to archive old items instead of automatically deleting them. The default folder appears in the box. If you created an Archiving Folder, enter the folder location in the box or click **Browse** 8. This option deletes any expired items. They are not moved and no archive copy is kept. Selecting this option clears selection of the **Move old items to** option. 9. Click **Apply Settings Now** 10. Click **OK** 11. Click **OK**	
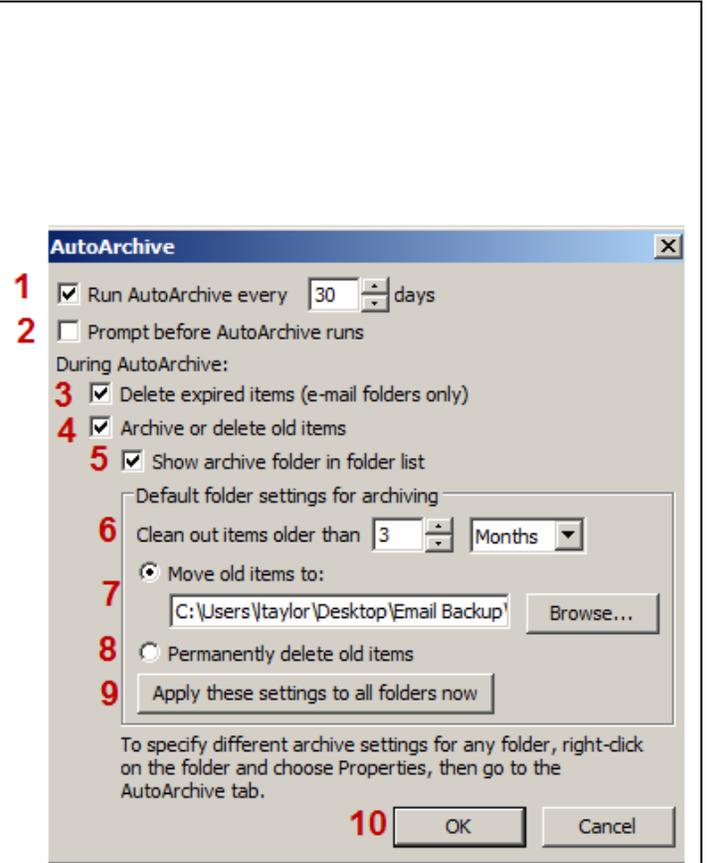
Any Outlook item that has exceeded its aging period is included in the next AutoArchive, unless the item has been specifically marked to be excluded. The default aging period for each Outlook folder is as follows:

FOLDER	AGING PERIOD
Inbox and Drafts	6 months
Sent Items and Deleted Items	2 months
Outbox	3 months
Calendar	6 months
Tasks	6 months
Notes	6 months
Journal	6 months

## **Step 5 – Additional Information**

If you selected the check box show archive folder in folder list (#5 from above), then it will be visible in your Outlook Client mail.
This makes your archives easily accessible.
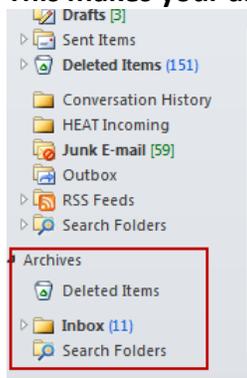
If you selected not to have this listed then you can access your archives by:

1. **Click File**
2. **Click Open**
3. **Click Open Outlook Data File**
4. **Navigate to your Archive file**
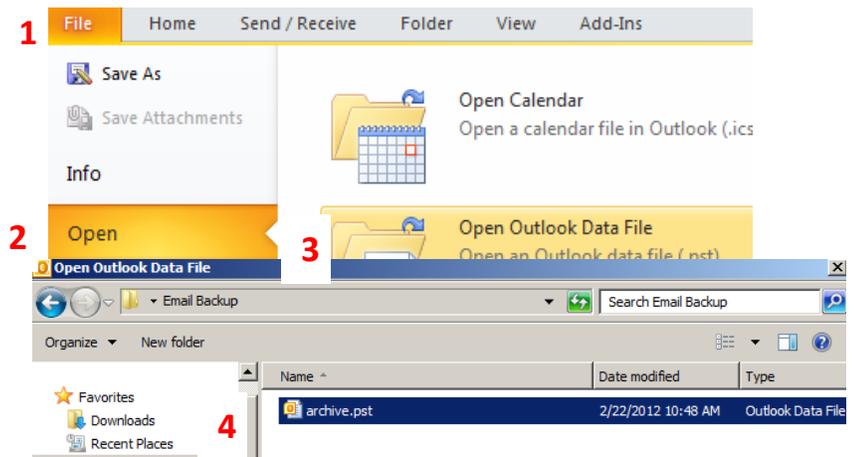
☐ Step 4: Restore NK2 Folder

- If you have not yet opened your Outlook email on your computer for the first time you will need to open it and get it setup before you will be able to import the NK2 file.
- To open Outlook for the first time on your new computer
  - o Click **Start**
  - o Select **All Programs**
  - o **Click** on the **Microsoft Office folder**
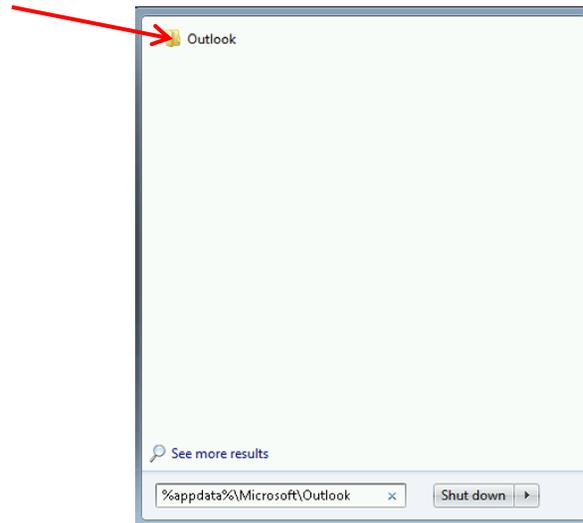 - o **Click** on **Microsoft Outlook 2010** to open your email

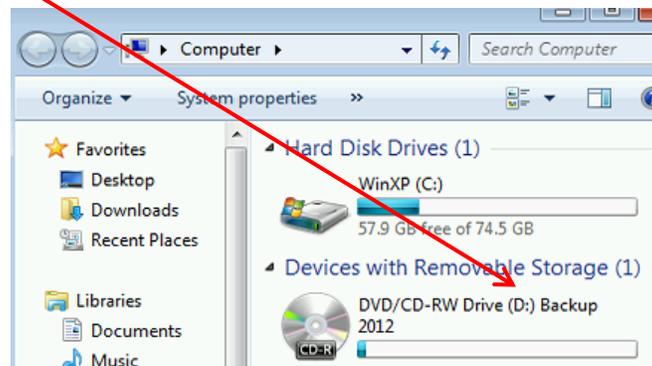- o Once your email has finished loading you can close it

- Click **Start**
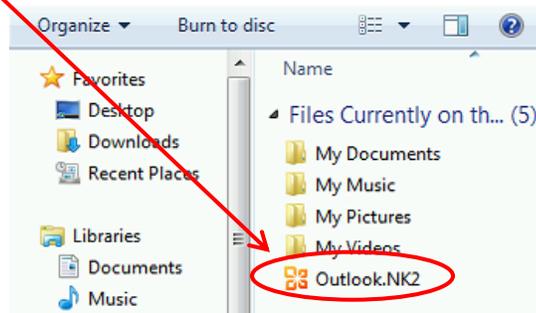- Type: **%appdata%\Microsoft\Outlook** in the search field
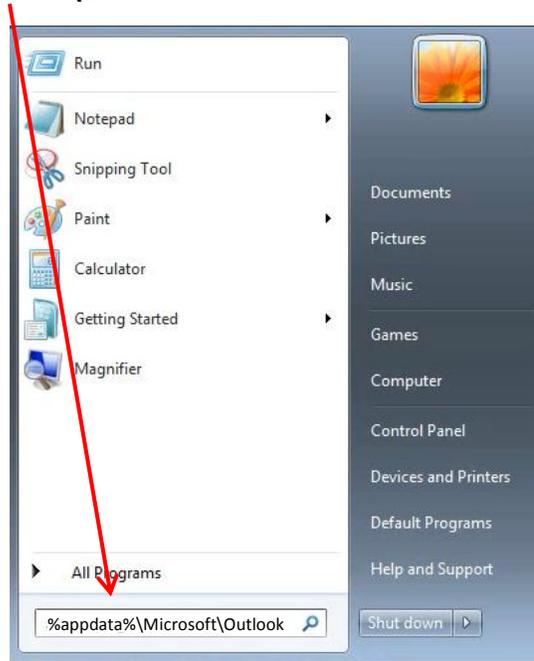
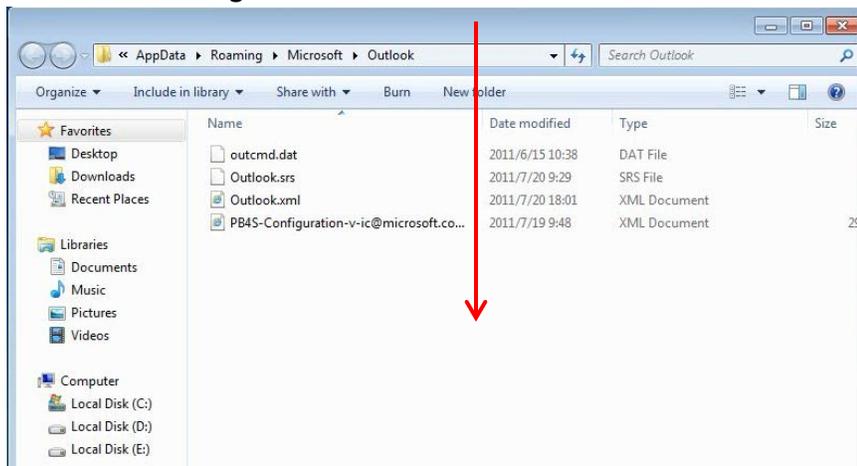- Press **Enter**
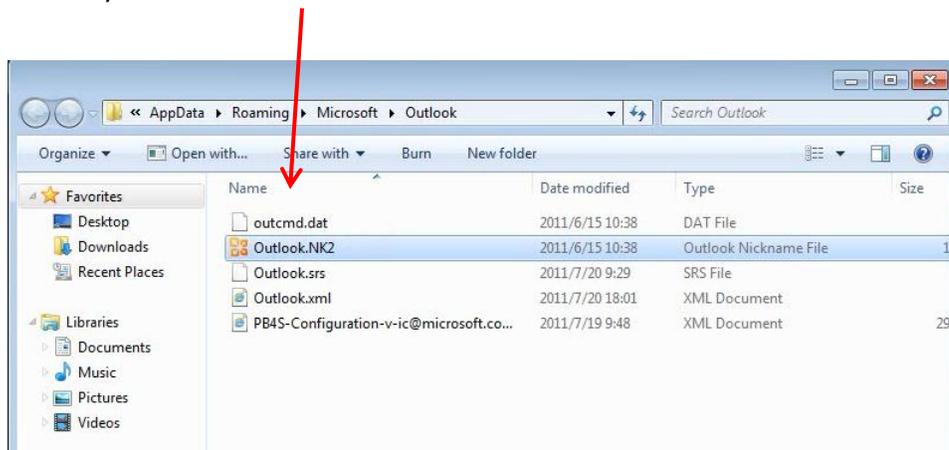- Double Click on **Outlook**

- Open your **back up source**

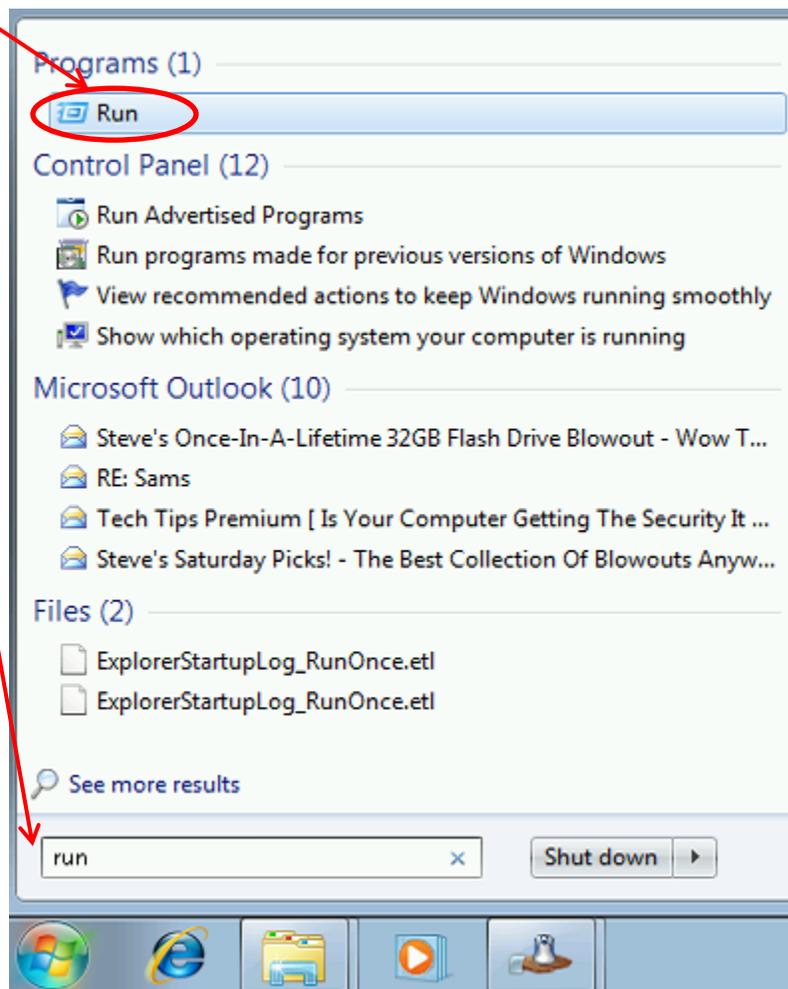- **Right click** on your **Outlook NK2** file and select **Copy**

- **Click** inside this Window then **right click** and select **Paste**

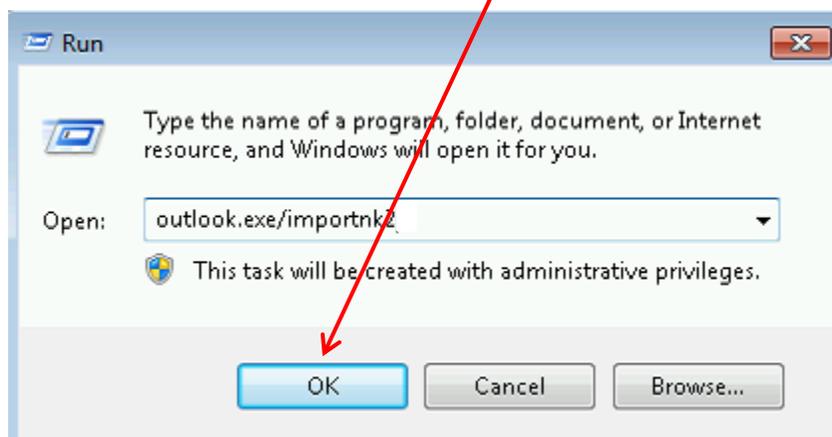- You will now see your **Outlook NK2** file in this window

- Click **Start** and type in **Run**
- Click **Run**

- In the Open box type **outlook.exe /importnk2** then press **OK**

There is a blank space here

- This should import the .nk2 file into your Outlook 2010 profile and open your Outlook email
    - You can check to see if your addresses imported by created a New Email
    - Click the **To** Field and type in a letter. You should see the names that are saved into the auto field drop down as a choice
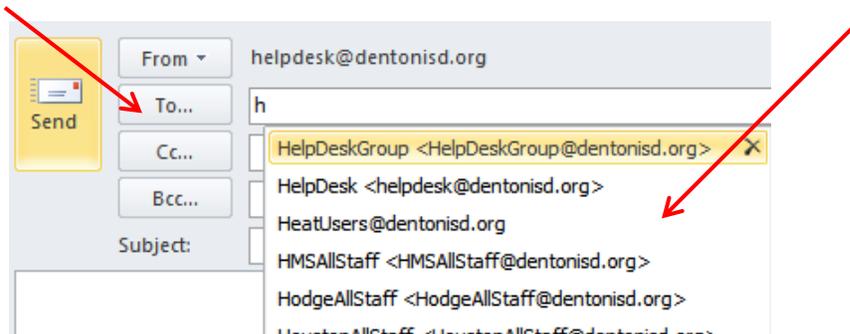
- Please note that after you import the .nk2 file, the contents will merge with the existing cache currently stored in your mailbox.
- You can watch the Microsoft video by typing in the following into your web browser:
    http://support.microsoft.com/kb/980542/