

How to open an Archive File in Outlook 2010

How do I open an Archive file?

In order to have the most computer resources available, it's best to leave your Archive file closed and only open it when needed.

1. Go to: File > Open > Open Outlook Data File.
□
2. Select the Archive file you want to open and click OK.
The Archive file will appear underneath your regular email file.
□

Help and Support

Help Desk

Homepage

Source: <https://support.microsoft.com/en-us/help/2720581/h...>