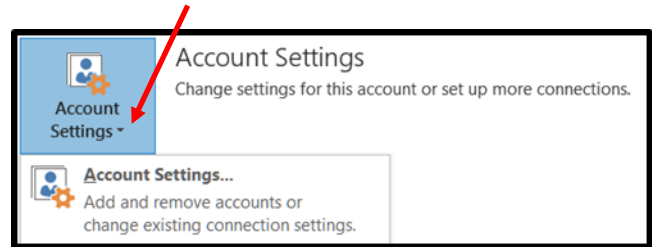


Mapping to your .PST

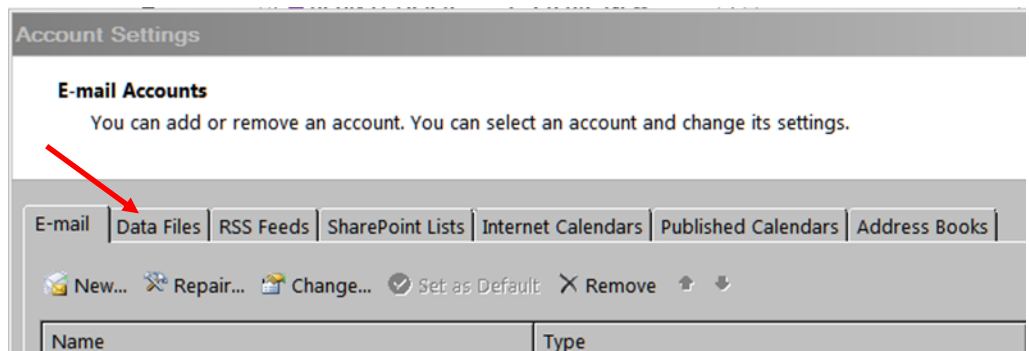
These instructions are only valid for local Outlook clients, running from your desktop.

If you notice that you're missing your usual folders at the bottom of your desktop Outlook mailbox, those are your Personal, Archive, or Outlook Data (.PST) Folders. To get them back again, you'll need to mount them once each. Here are step-by-step instructions:

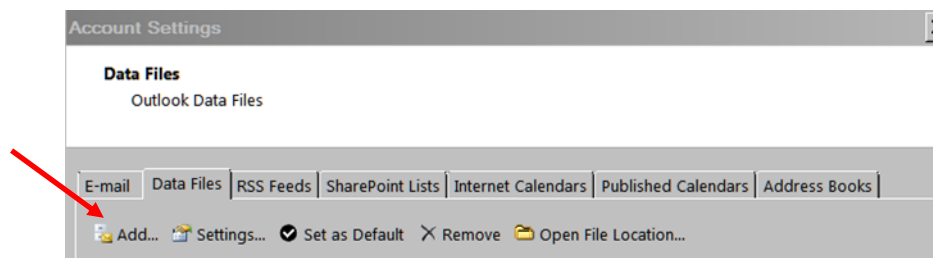
1. Open your desktop Outlook, go to "File" tab in top menu
2. In the "Account Settings" box, click on the small pull down arrow right after the word "Settings".
3. Choose first option in the dropdown list, "Account Settings":



4. Click on the "Data Files" tab:



5. Click on "Add" option:



6. Highlight your .PST file and click OK.
If you have multiple .pst files we suggest you choose the most recent.