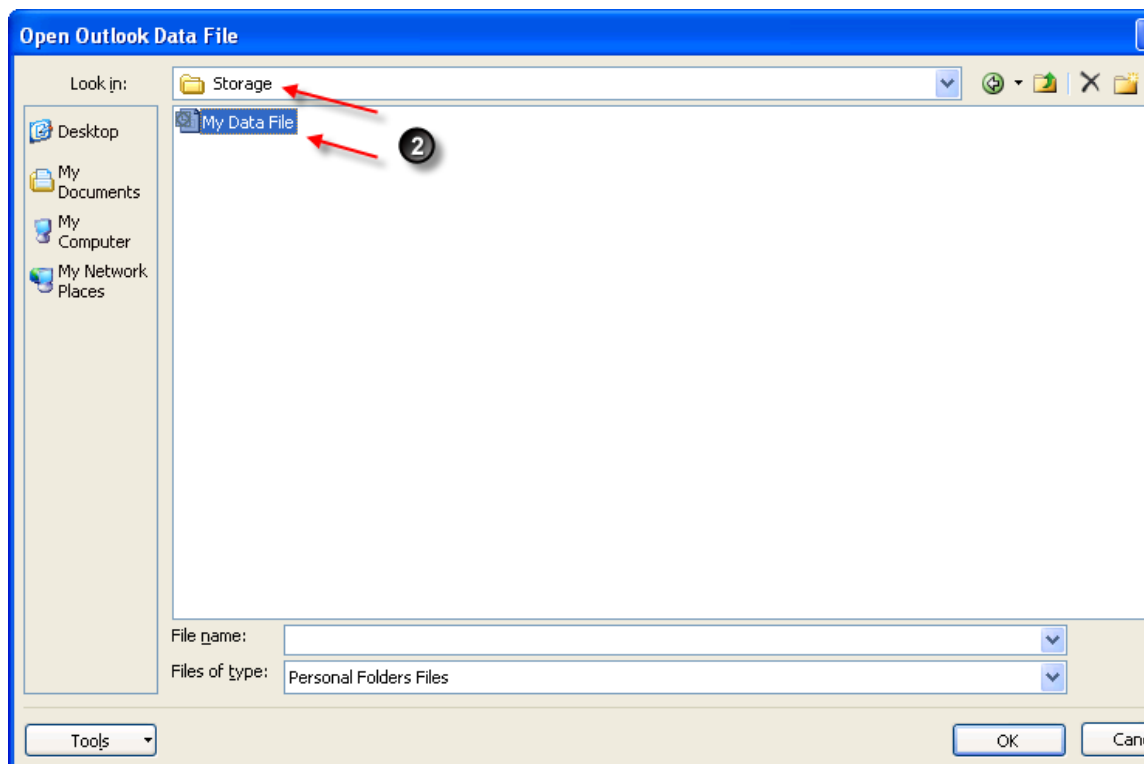


Microsoft Outlook – Opening a Data File



Opening a Data File.

1. From the **File** menu
select →
Open →
Outlook
Data File.
2. Locate the folder where the Data File is stored, select the Data File and click the Ok button to Open the Data Folder.



The Data file will now be displayed on the folder list.