

2016

Nex Venture

Nex Venture Team



E-MAIL SETUP GUIDE

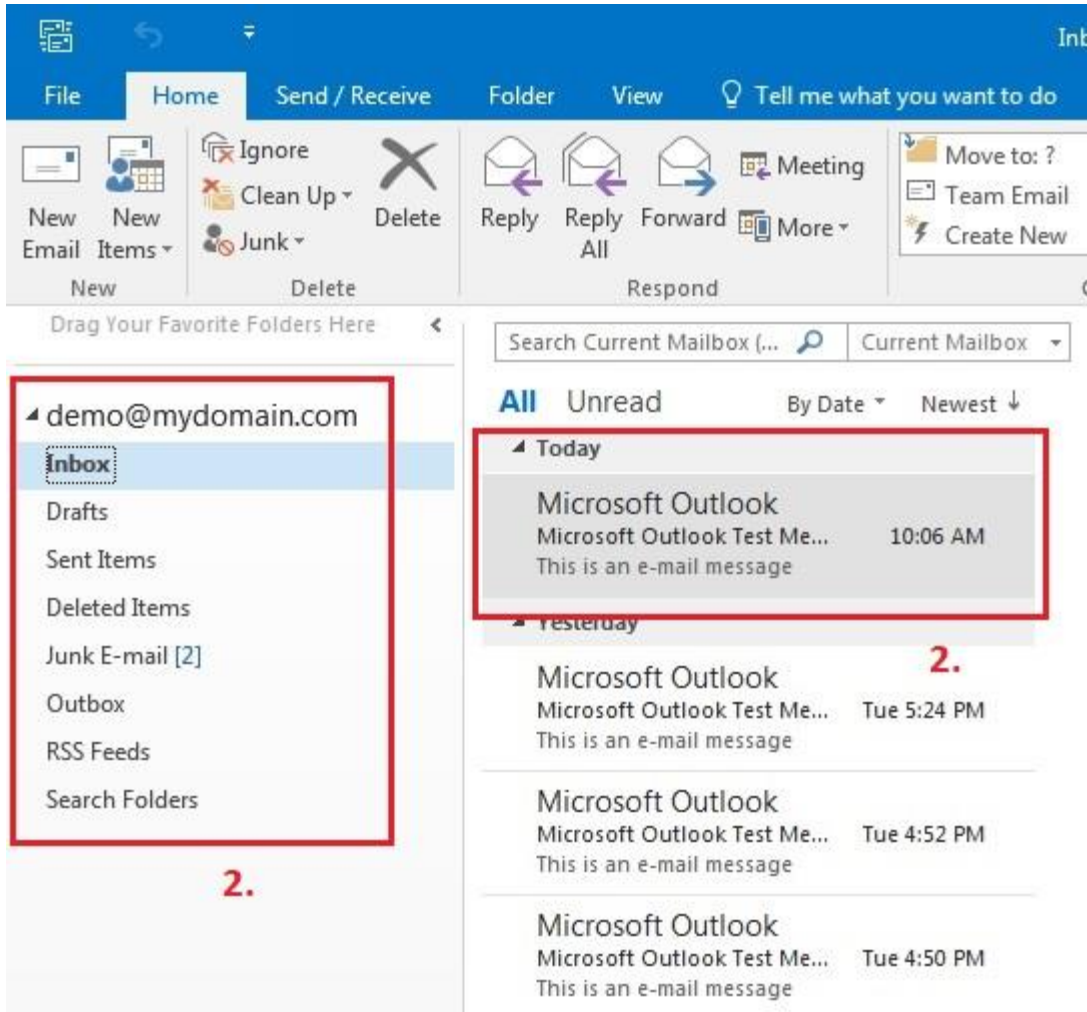
Outlook 2016 (IMAP ARCHIVE)

[DOCUMENTATION]

This is a setup guide based on general practice, for special customization; please contact us for further information.

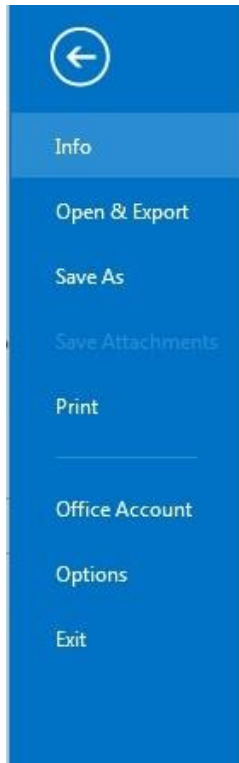


1) Open Outlook 2016.



2) Identify what email or folder you wish to archive.





Account Information

demo@mydomain.com
IMAP/SMTP

+ Add Account

Account and Social Network Settings
Change settings for this account or set up more connections.
■ Connect to social networks.

Account Settings...
Add and remove accounts or change existing connection settings.

Social Network Accounts
Configure Office to connect to social networks.

Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive

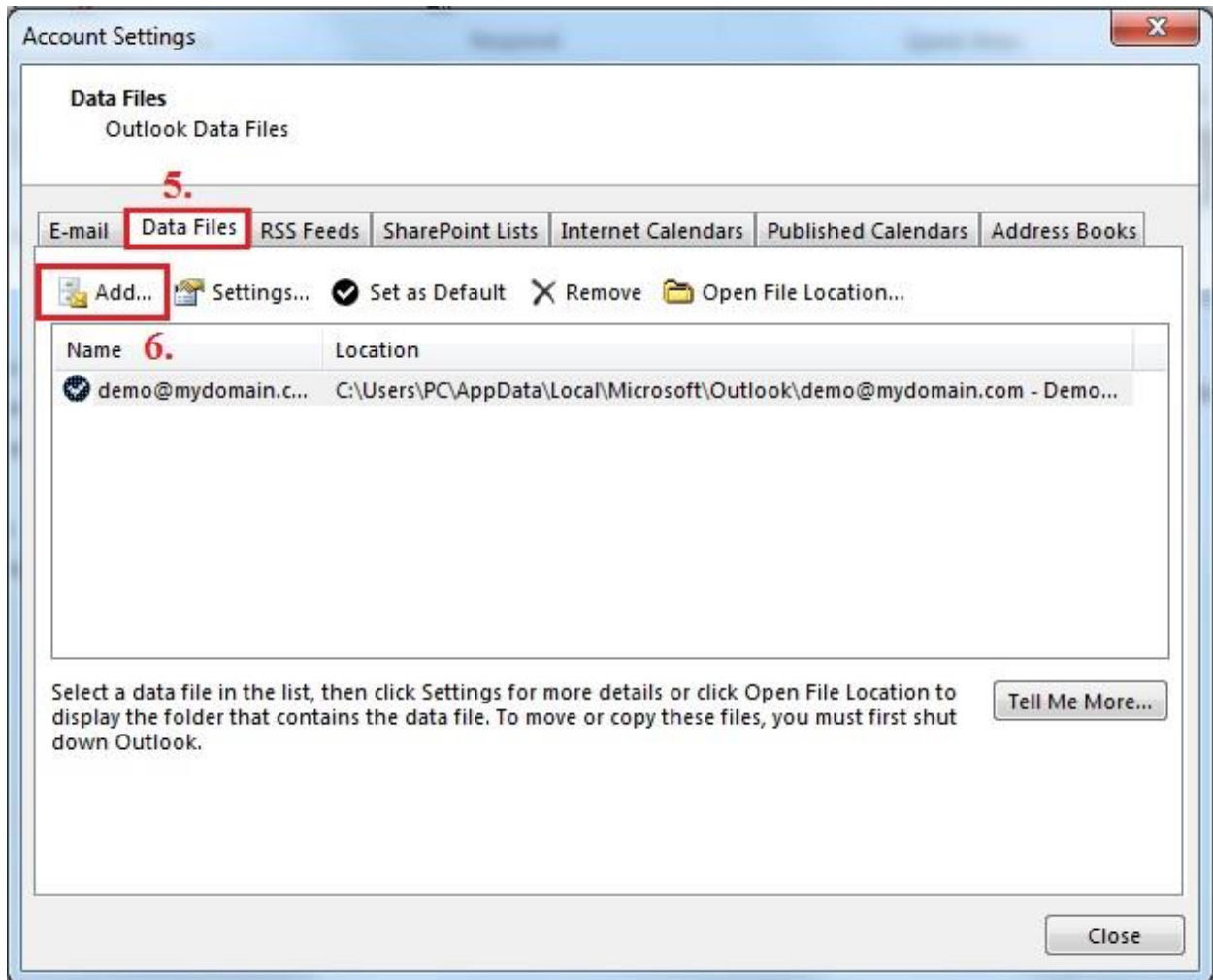
4.

box by emptying Deleted Items and archiving.

3) To archive, you need to create another PST file.

4) Proceed to File Tab >> Info >> Account Settings Button >> Account Settings...

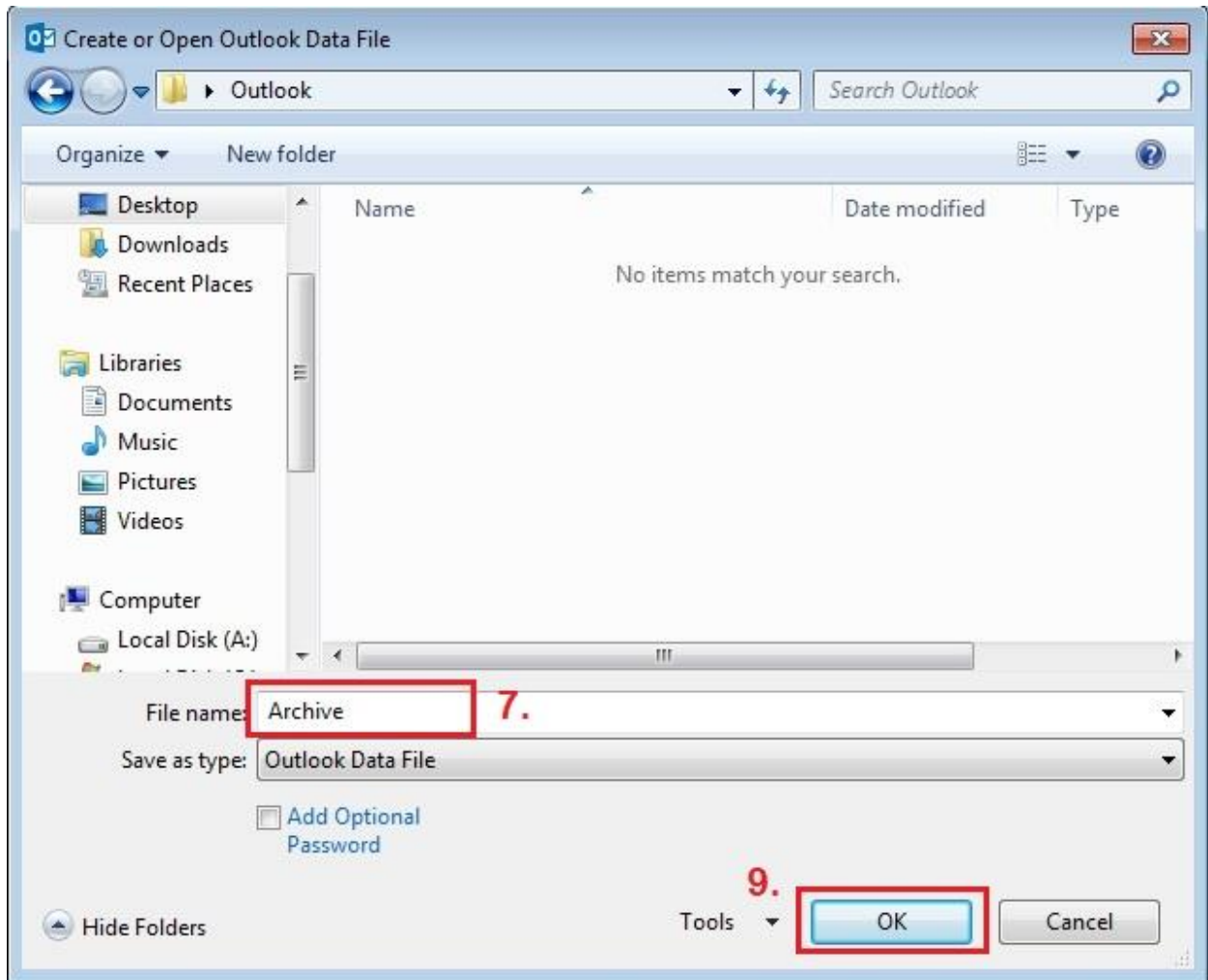




5) Select Data files Tab.

6) Click "Add".





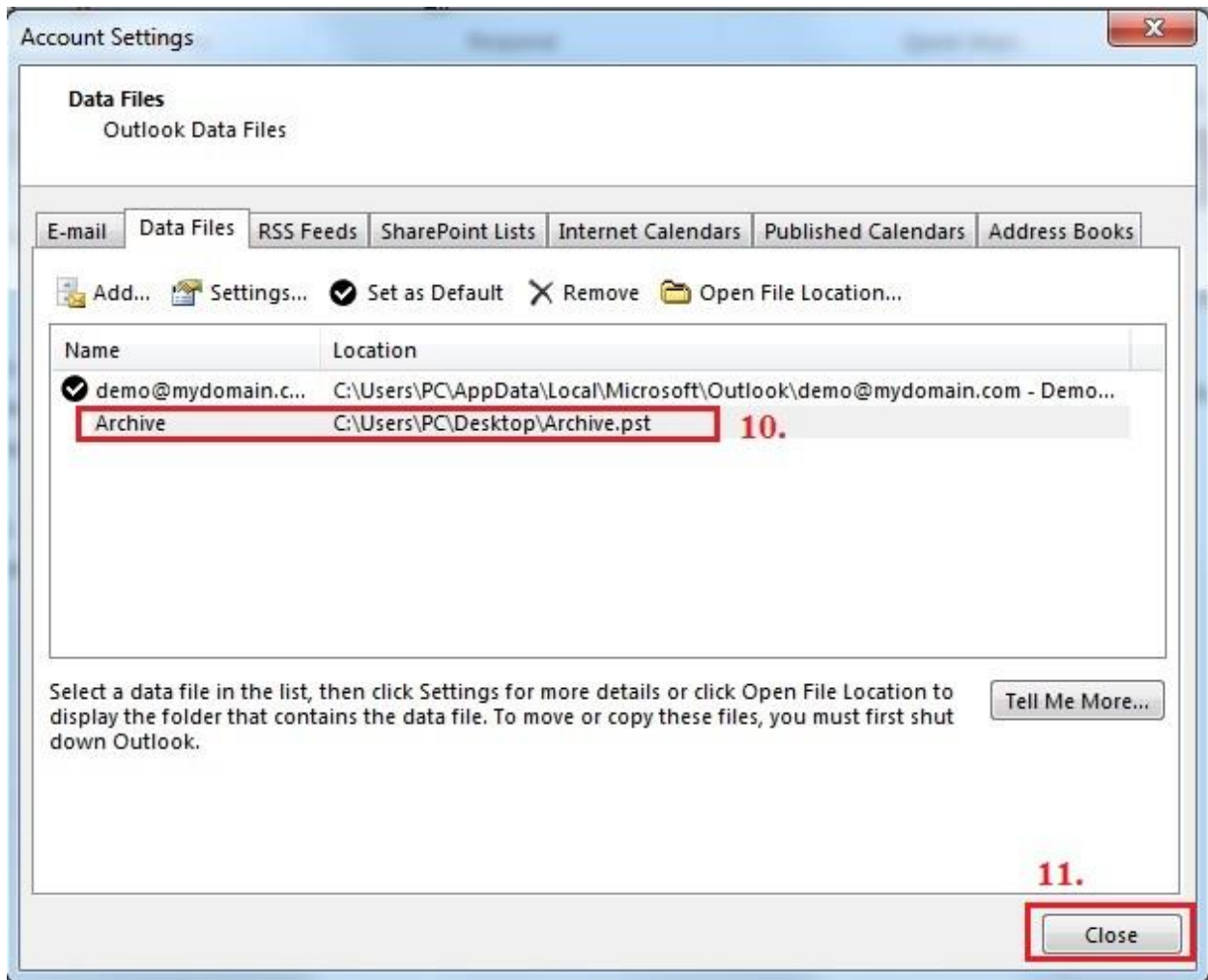
7) Please assign a name to your PST file.

In this example we will use "Archive".

8) Please DO NOT leave the name as "Personal Folder".

9) Click Ok.

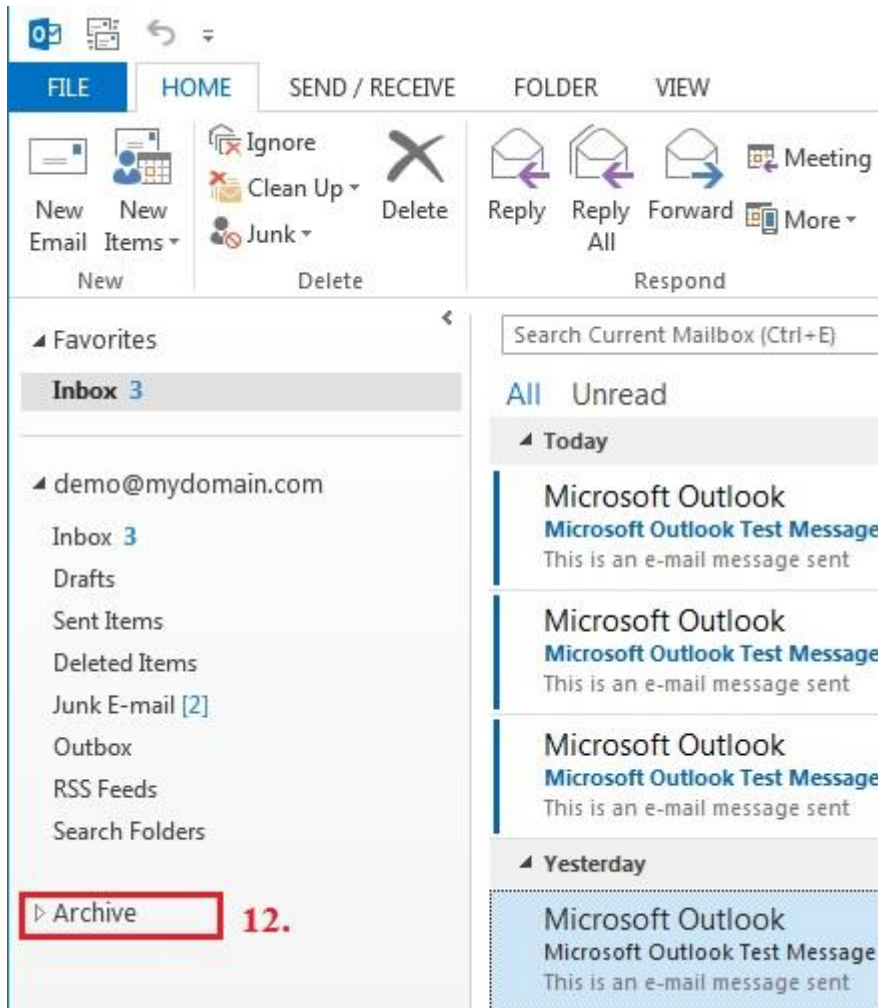




10) Verify the Archive PST is created.

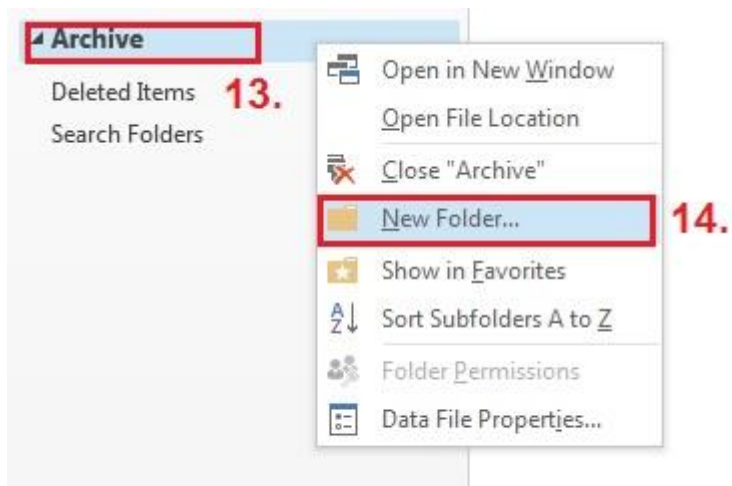
11) Click "Close"





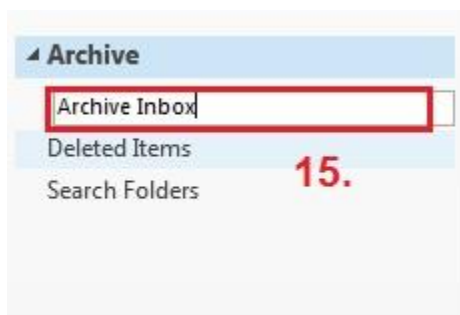
12) The Archive PST should appear.





13) Right Click the Archive PST.

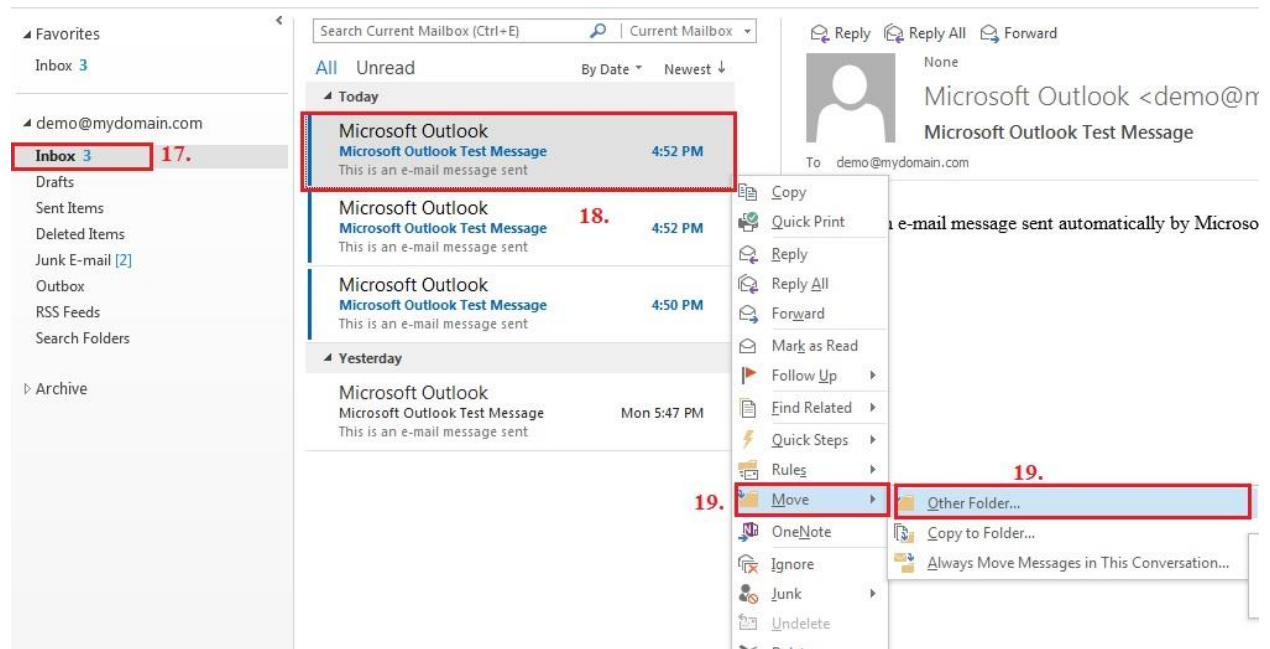
14) Select New Folder.



15) On the name portion, name the folder you wish to backup. In this example, it is called Archive Inbox.



16) The new Archive Inbox folder is now created.



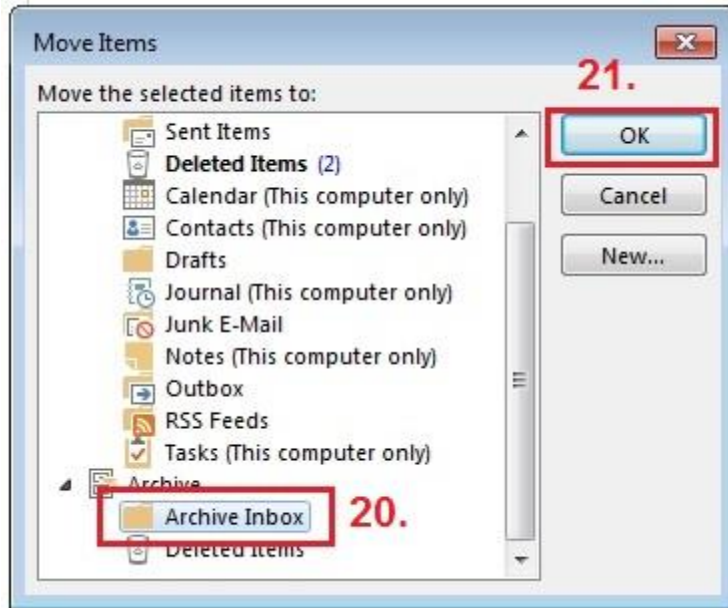
17) Proceed to the folder which you want to archive. In this example, it is the Inbox folder.

18) Select the mails you want to archive.

Note: You may also select multiple emails and move at the same time. But it is advice to move maximum of 20 Emails at a time.

19) After selecting, Right click the mails, select Move > Other Folders...

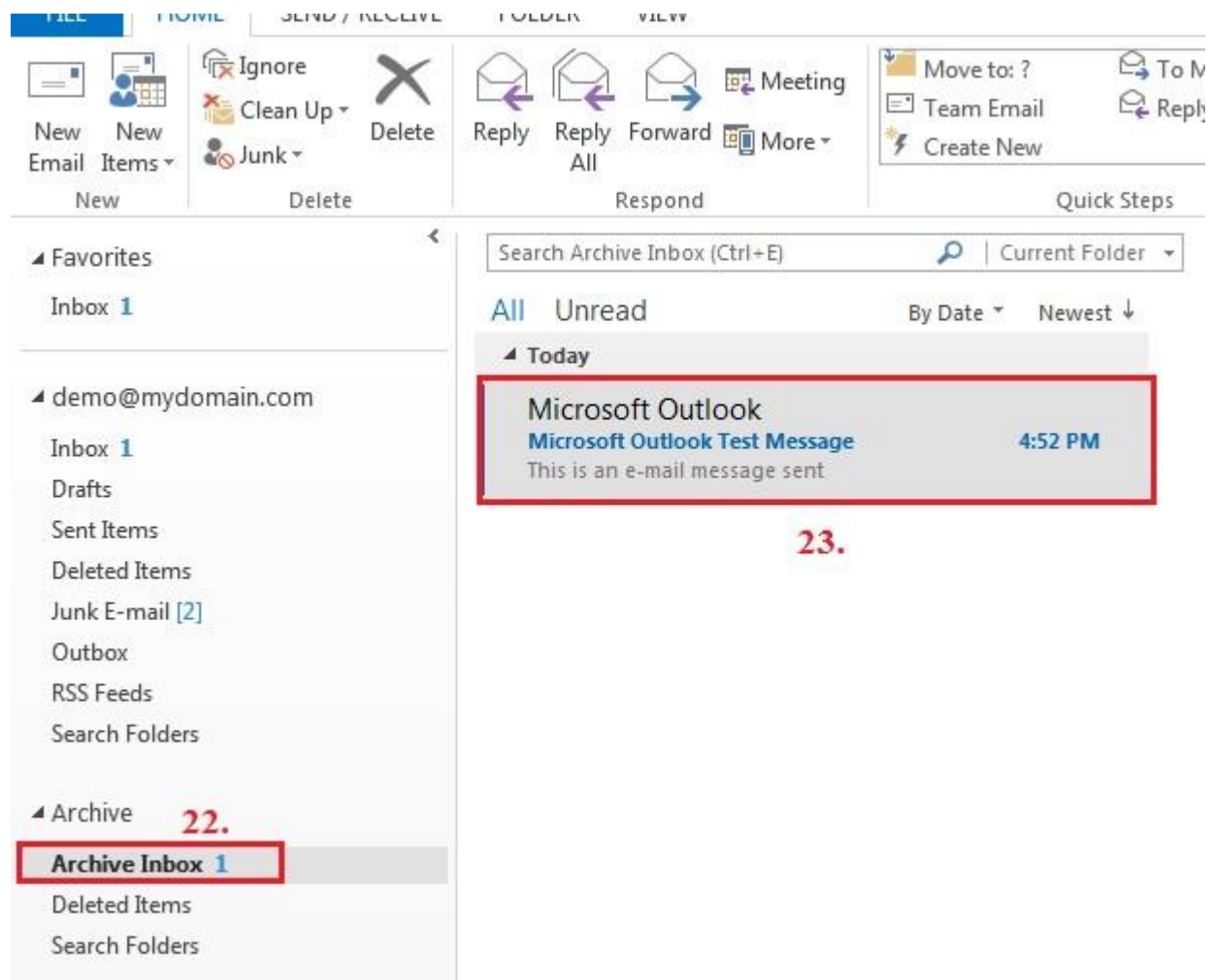




20) Select the destination folder for where to move the mails to. In this example is the “Archive Inbox”.

21) Click OK once selected.





22) Proceed to the Archive Inbox Folder to check.

23) The emails moved should be located here now.

24) You are done with archiving your email in Outlook 2016 (IMAP).

