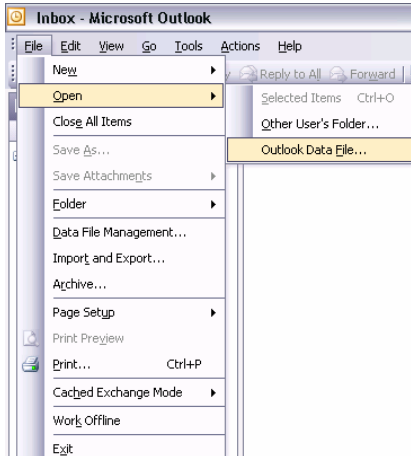
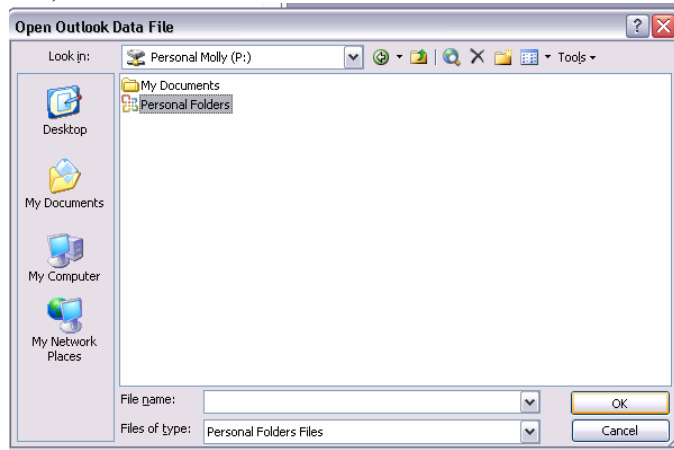


Opening Saved Personal Folders in Outlook (Sometimes the folders get disconnected and you will need to know how to reconnect.)

Step 1: Go to **File, Open, Outlook Data File...**



Step 2: Locate your saved personal folders(a “.pst” file) then click **OK**.



Step 3: Your personal folder is now available from the **Folder List**.

