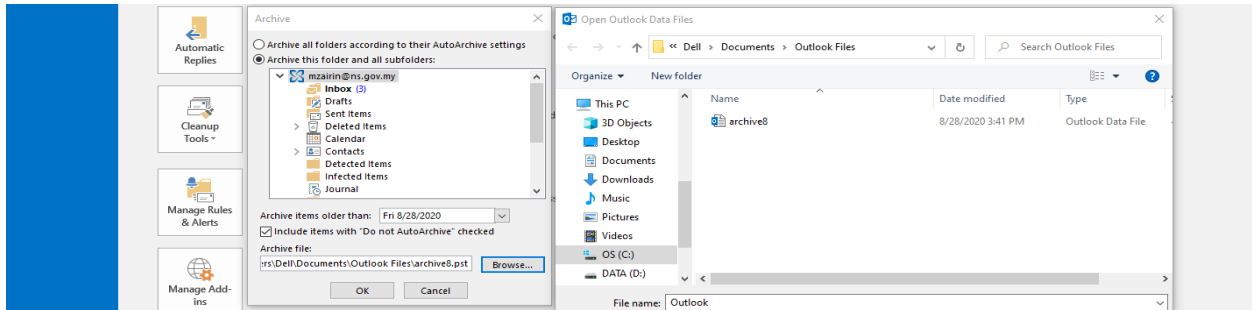
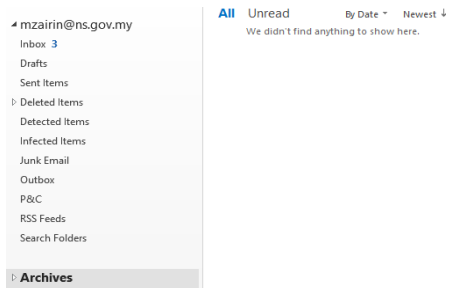


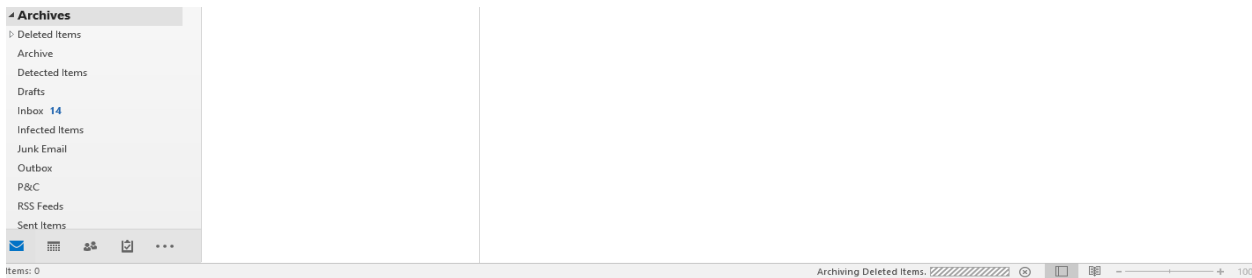
(Step 1) GO TO FILE | CLEANUP TOOLS | ARCHIVE



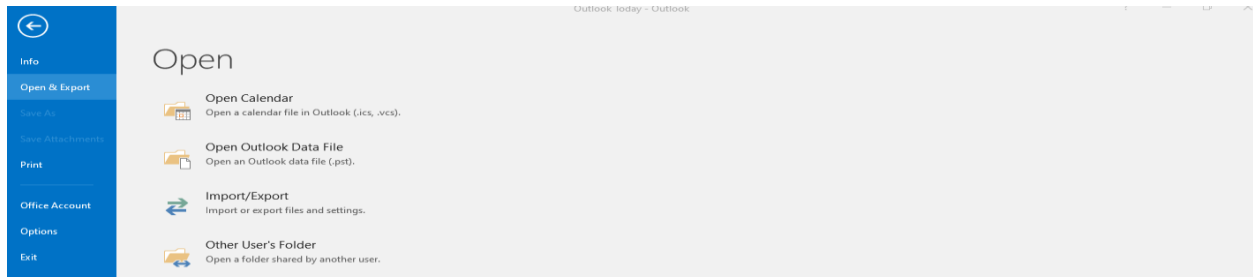
GO TO FILE | CLEANUP TOOLS | ARCHIVE | SELECT USER@NS.GOV.MY | BROWSE | CREATE OUTLOOK FILES "archive8" CLICK OK | TICK INCLUDE ITEM WITH "DO NOT AUTOARCHIVE" | SET DATE | HIT OK



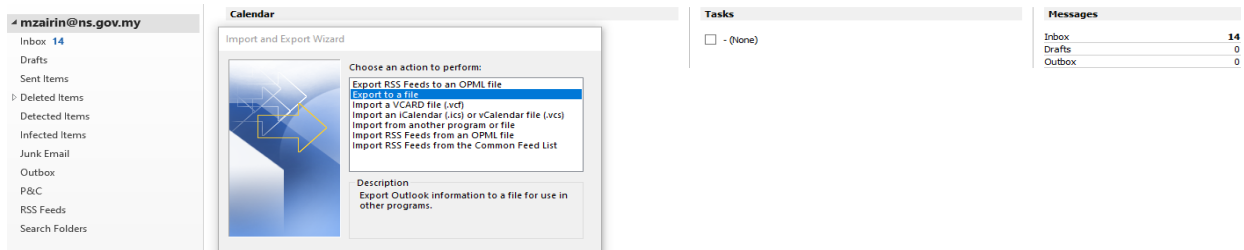
ARCHIVES FOLDER WILL APPEAR



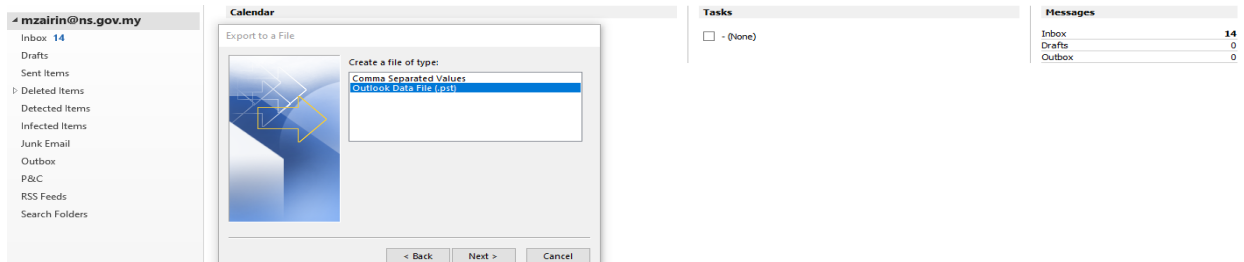
ARCHIVES FOLDER WILL APPEAR | WILL SHOWING IN PROGRESS (Step 1.done)



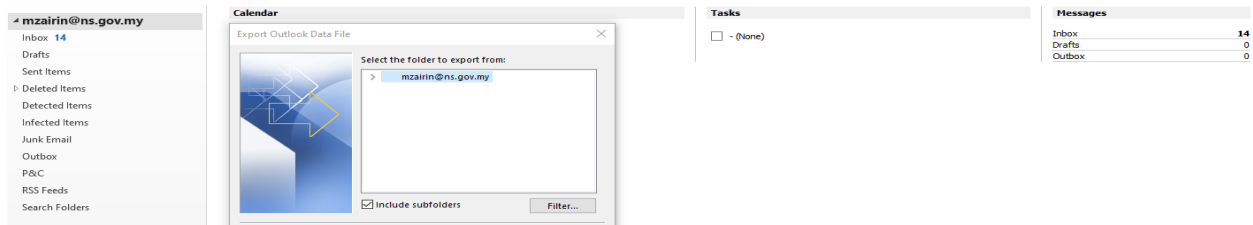
(Step 2) GO TO FILE | OPEN & EXPORT | IMPORT/EXPORT



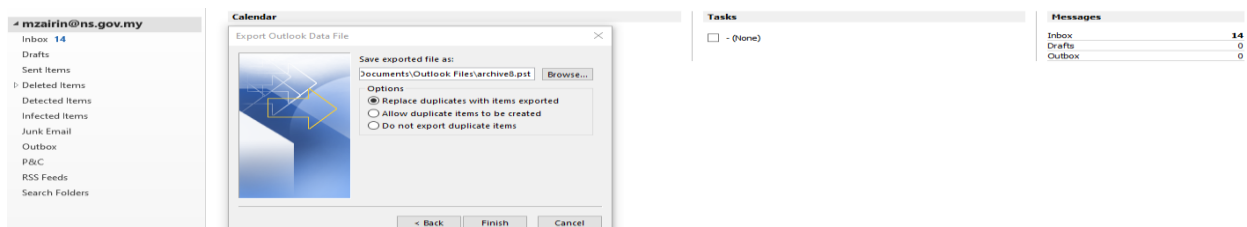
EXPORT TO FILE | HIT NEXT



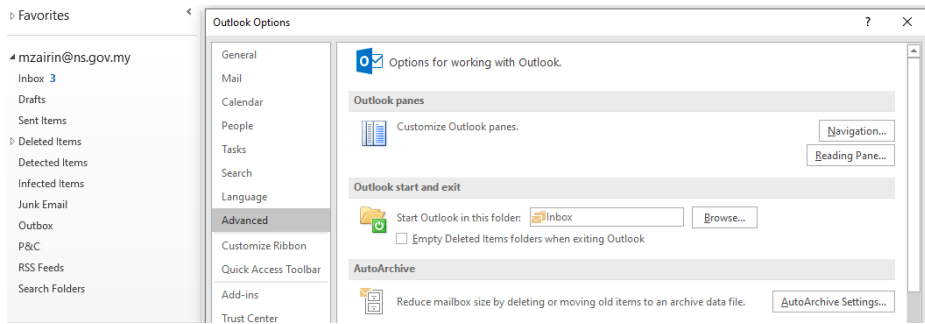
CHOOSE OUTLOOK DATA FILE.PST | HIT NEXT



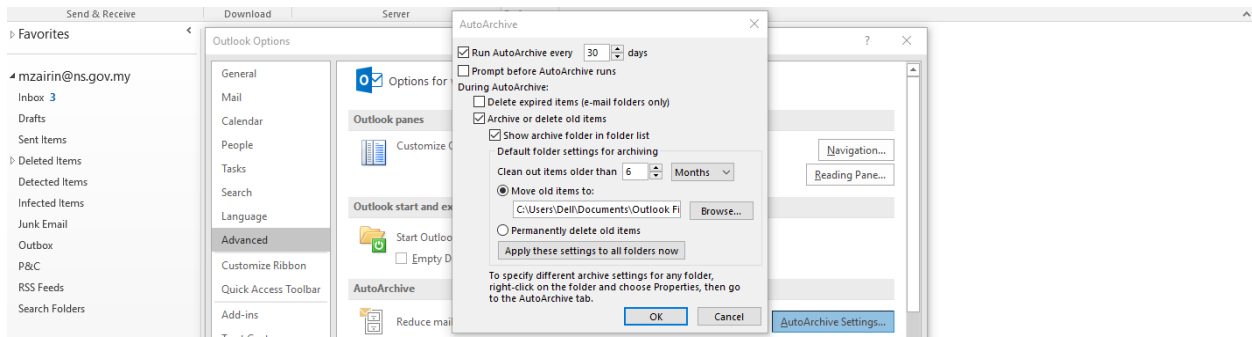
SELECT ACCOUNT USER | TICK INCLUDE SUB FOLDER | HIT NEXT



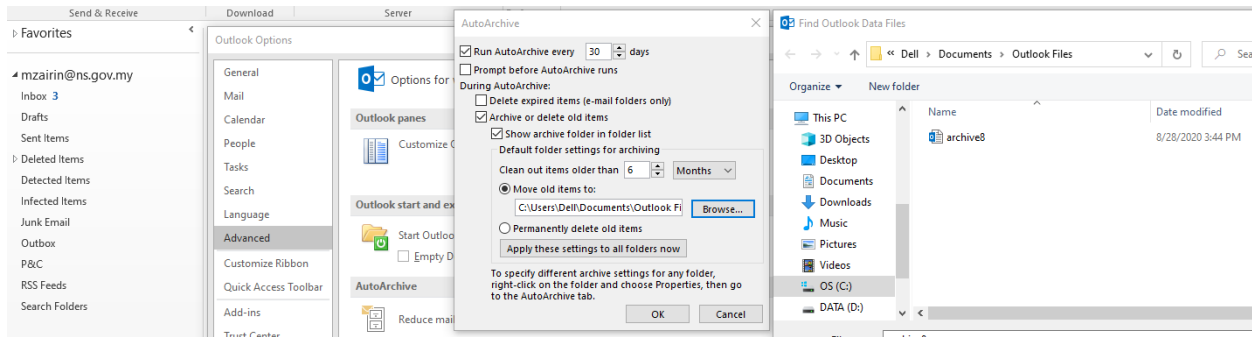
TICK REPLACE DUPLICATE WITH ITEMS EXPORTED | CHOOSE archive8.pst (Step.2 done)



Step 3 | GO TO FILE | OPTIONS | ADVANCE



FOLLOW SETTINGS AS ABOVE | BROWSE



CLICK & CHOOSE "archive8.pst"

Search Archives (Ctrl+E) Current Folder

All Unread By Date Newest

We didn't find anything to show here.

Favorites

mzairin@ns.gov.my

- Inbox 3
- Drafts
- Sent Items

Deleted Items

- Deleted Items
- Infected Items
- Junk Email
- Outbox
- P&C
- RSS Feeds
- Search Folders

Archives

- Deleted Items
- Archive
- Deleted Items
- Drafts
- Inbox 25
- Infected Items
- Junk Email
- Outbox
- P&C
- RSS Feeds
- Sent Items

Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.

2.99 GB free of 3 GB

MAIL SPACE AVAILABLE | DONE Step.3