In order for us to get you converted over to Microsoft Outlook smoothly, we need to grab your archive so that you do not lose any of the emails. Even if you do not think you have an archive, please continue do this tutorial, in case you have an archive without knowing.

This tutorial will help you locate your archive path, and to ensure and possibly change settings that deal with your archive.

Follow the following steps:

- Go to **Tools → Options → Environment → File Location**
  - You should now have a screen that looks similar to the picture below.
    - If you are having trouble arriving at this screen, call Engineering Network Services at **(334)844-2280**.

Under **Archive directory**: (See **Arrow 1**)

- Copy down your archive path name:
  - For example, my path name is **H:\Groupwise**
  - Might not be “H:" drive.

Now, select the **Cleanup** tab. (See **Arrow 2**)

![Environment dialog box](image)
Your screen should now look like the picture below.

Notice there are three sections:
- Mail and phone
  - Make sure that Manual delete and archive is selected.
- Appointment, task, and reminder note
  - Make sure that Manual delete and archive is selected.
- Empty Trash
  - Make sure that Manual is selected.

Select OK and close out of any other unneeded window.

Email Shannon Price <pricesw@auburn.edu>:
- The email should contain:
  - Username
  - Archive Pathname (should have it written or copied somewhere)

After you send the email, DO NOT archive anymore. Any changes made to your archive after the email will not be reflected in Outlook.