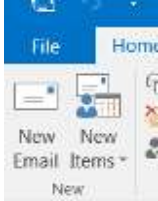
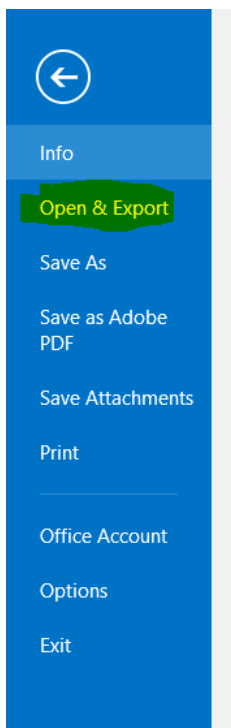


How to Open Your Personal Folders in Outlook 2016

- In Outlook, go to the **File** tab:



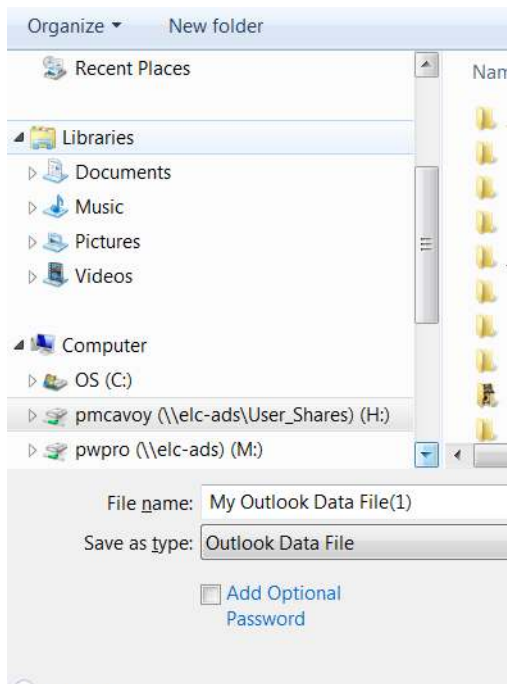
- Go to **Open & Export**:



- Choose **Open Outlook Data File**



- Browse to your H: drive and choose your Personal Folders.



The folder will then appear on the left side of your Outlook screen where your other folders (Inbox, Drafts, Sent Items, etc.) are located.