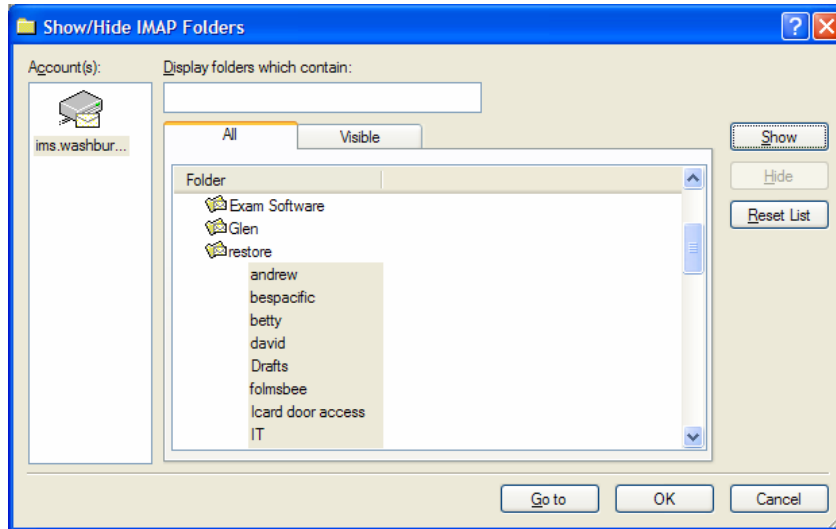
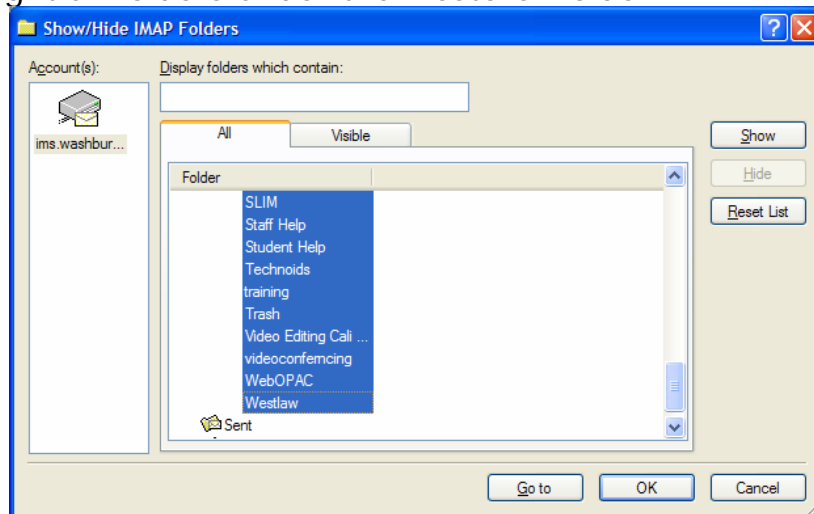


RESTORING E-MAIL IN OUTLOOK EXPRESS

- 1) Open Outlook Express
- 2) In the Folders display, right click on ims.washburn.edu
- 3) Select IMAP Folders



- 4) Highlight all folders under the "restore" folder.

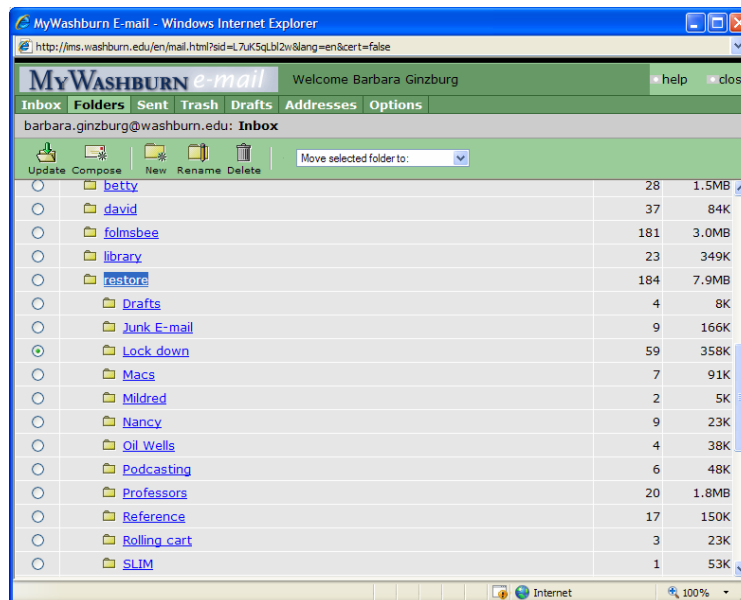


- 5) Click Show
- 6) Click OK
- 7) All old e-mail should now be accessible through Outlook Express
 - a. E-mail that was not in a folder will be in the Restore folder
 - b. E-mail in folders will appear in those folders

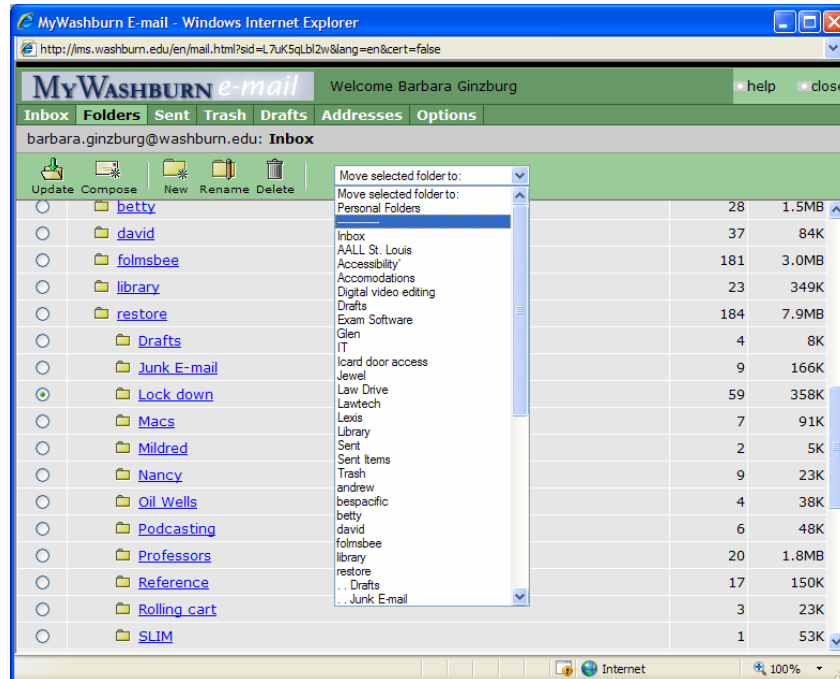
MOVING FOLDERS OUT OF THE RESTORE FOLDER

In Outlook Express you cannot move folder from the restore folder back to the parent directory. To do that you must move the folders on MyWashburn.

- 1) Log onto MyWashburn.
- 2) Select "Folders" tab at the top of the page



- 3) Under the "restore" folder select the radio button for the folder you want to move.
- 4) Go to the pull down "Move Selected Folder to:" and choose the dotted line. This will move the folder to the parent directory.



- 5) Do this for each folder you want to move.
- 6) Go back to Outlook Express
- 7) Right Click on ms.washburn.edu and select *Reset List*. This should restore your folders to the proper order.