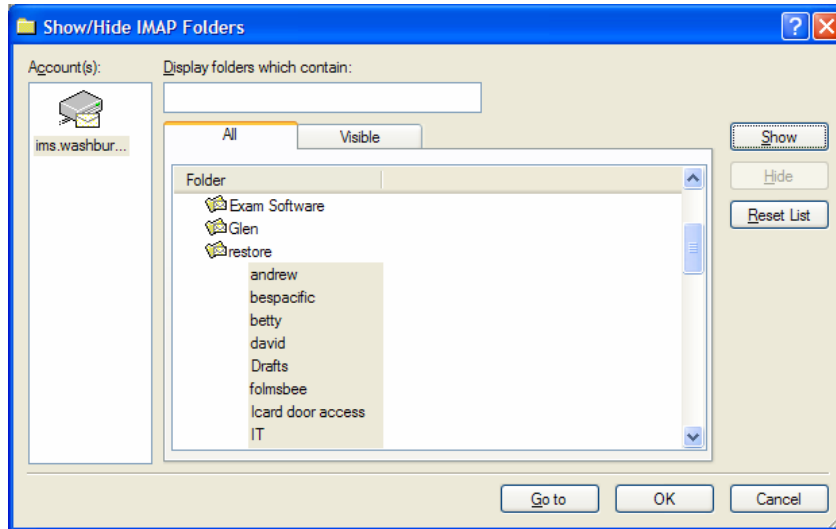
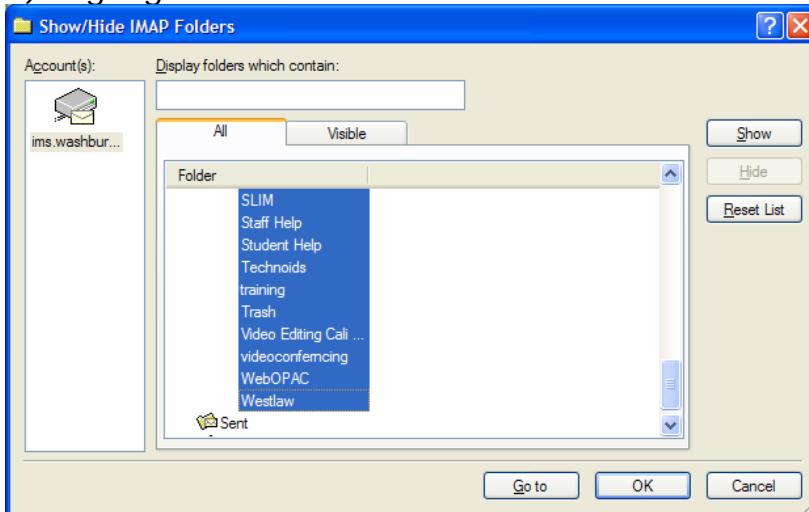


RESTORING E-MAIL IN OUTLOOK

- 1) Open Outlook
- 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 email should now be accessible through Outlook
 - 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

- 1) Highlight the folder you want to move
- 2) Drag and drop the folder into the `ims.washburn.edu`. This will move the folder in Outlook and move the folder on MyWashburn.