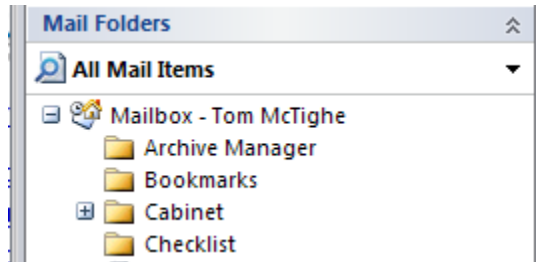




## Display Archive Manager within Outlook

1. Right-click the Mailbox folder and select **New Folder...**
2. Name the folder Archive Manager:



3. Right-click the new folder and select **Properties**.
4. Click on the **Home Page** tab in the **Properties** window.
5. Enter this into the **Address** field: <https://am2.ohsu.edu>
6. Select **Show home page by default...** and click **OK**.
7. Select the new folder to display Archive Manager.