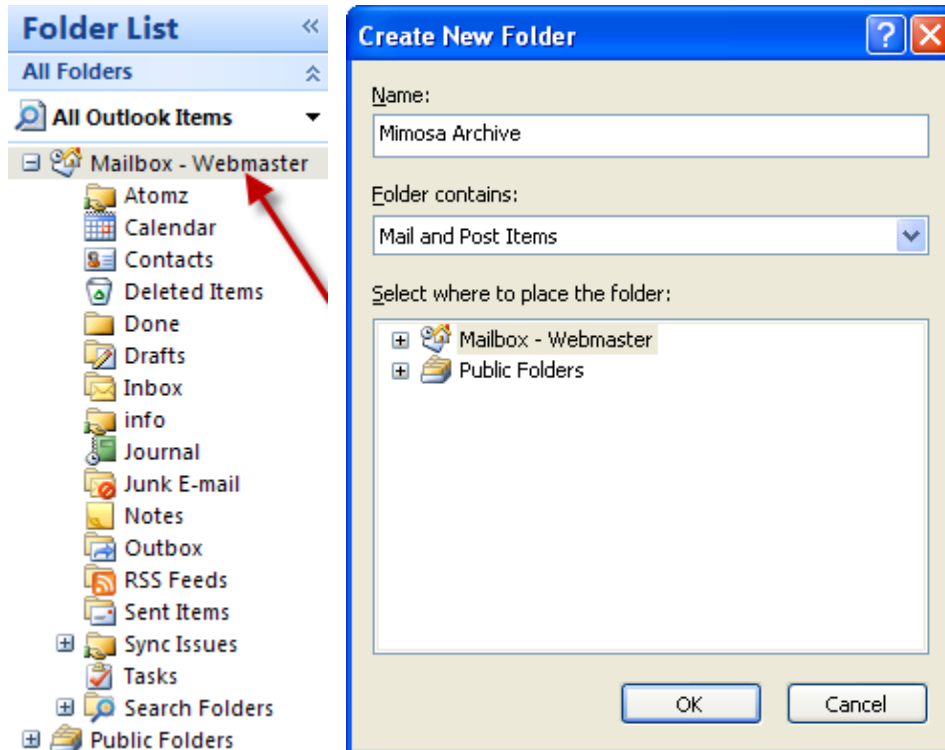


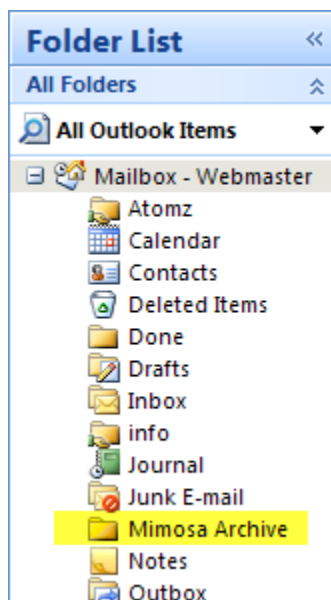
Add a Mimosa Archive Folder in Outlook

In Outlook, in Folder List view, right click on the top level of the mailbox structure.

Select *New Folder* > Type “Mimosa Archive” into the *Name* field > OK



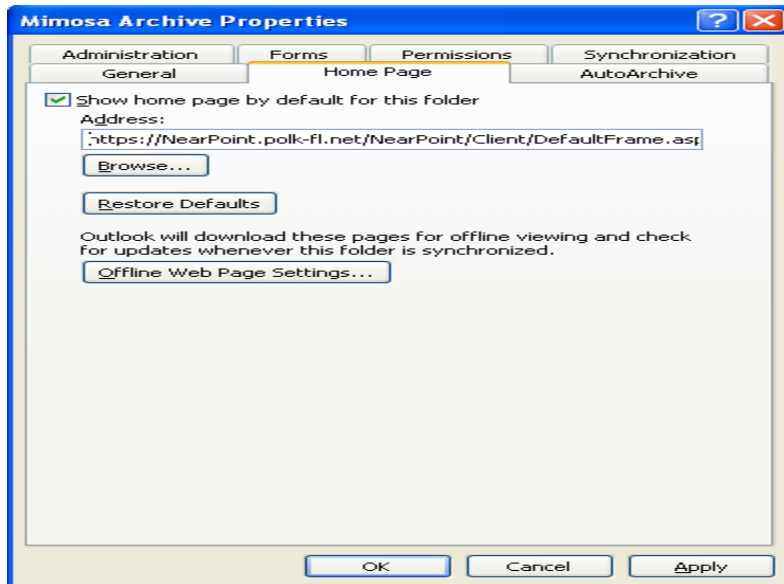
You should now see the new Mimosa Archive folder in the folder list.



Right click on the new folder > Properties > Home Page tab. In the Address field, paste this address:

<https://NearPoint.polk-fl.net/NearPoint/Client/DefaultFrame.aspx>

Check the *Show home page by default* box. Apply, OK



You now have access to your archive.