

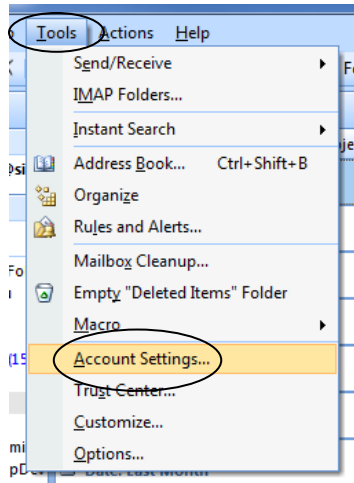
Issue

The mail has been moved. You use Outlook and you do not see your folders that you saw before. If after taking the steps that are outlined here and you still do not see your folders, call 650-5500.

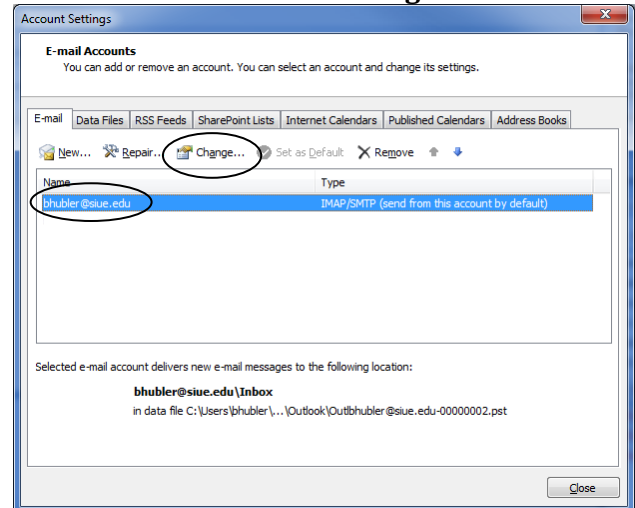
Change Outlook Account Settings

- Open Outlook
- Log in to email
- Select Tools (Menu Bar), Account Settings
- Select Email for SIUE email account
- Click Change...

Outlook Tools Menu

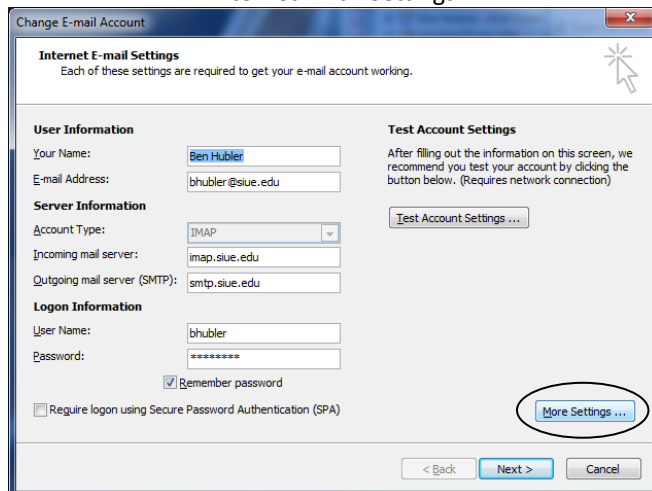


Account Settings



- Click More Settings...
- Select Advanced tab
- Root folder path: should be blank
- Click OK

Internet Email Settings



Advanced Settings

