Content Manager Guidance
Outlook Settings

In order to file emails from Outlook to Content Manager, some users may need to manually update their Outlook setting. Many King County email accounts are set up with the default setting that only displays the most recent 12 months of emails, requiring the user to click a link in Outlook to display any older emails. These users must change their Outlook setting to display all emails in their account.
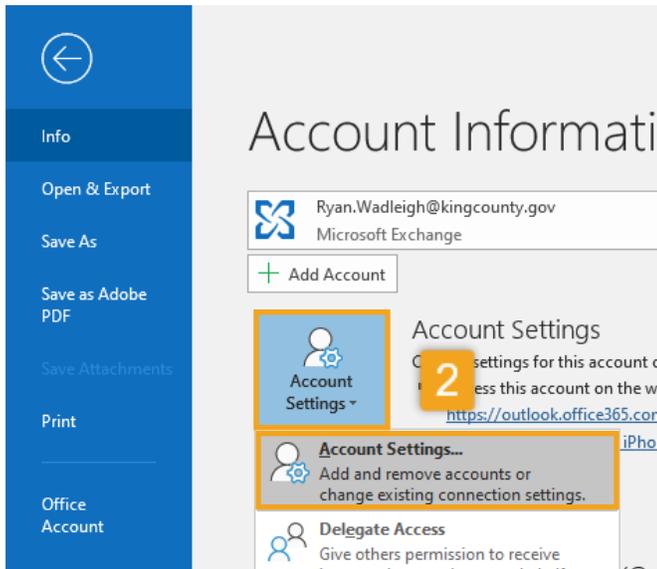
1. Open Outlook and click **File**

2. Click **Account Settings** and then **Account Settings**

3. Click **Change** under the Email tab

4. Drag the bar all the way to the right until it says **All**

5. Click **Next**

6. Click **Done**

7. Close and **reopen** Outlook