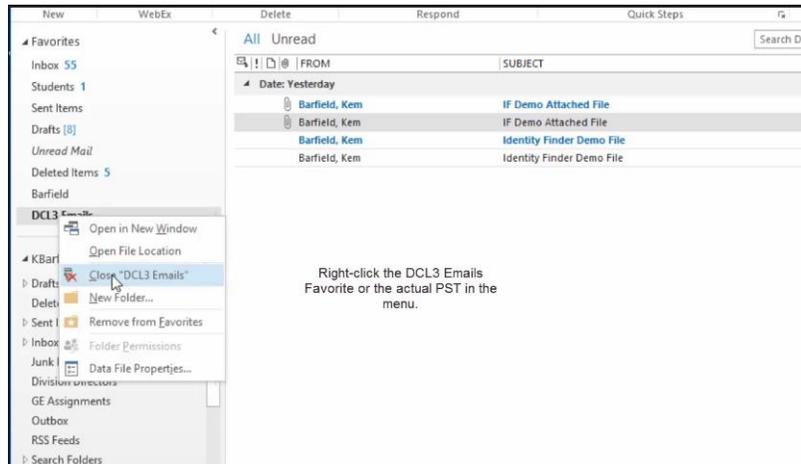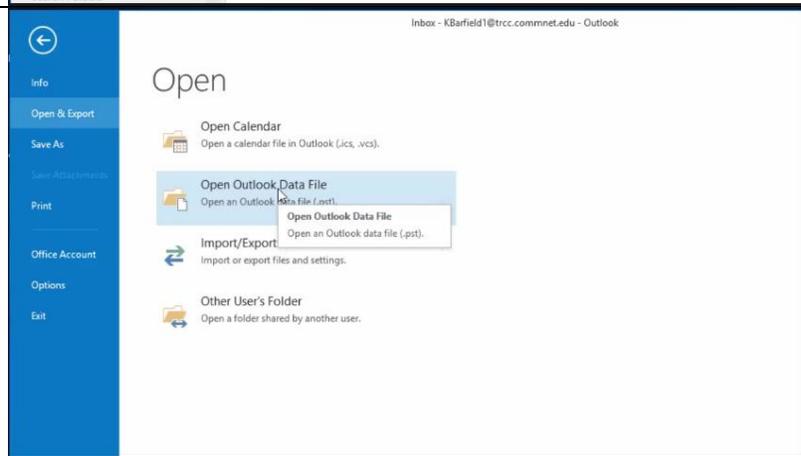# How to Close and Re-open the Outlook Quarantine Folder

Closing the *DCL3 Emails* folder adds a level of protection since it will disconnect the network location from Outlook on your computer. To close and re-open the DCL3 quarantine folder on Outlook, take the following steps.

1. To close the *DCL3 Emails* folder, right click it in the favorites or in the folder list and select *Close "DCL3 Emails"* in the drop down.	
2. When you need to look at the file again for later use, open the *DCL3 Emails* folder again, click the *File* tab, then *Open & Export*, and finally click the *Open Outlook Data File* option.	

It's not the future. It's now.
TRCC Educational Technology

How to Close and Re-open
the Outlook Quarantine Folder

3. An *Open Outlook Data File* pop-up will appear. Navigate to the network storage that you have the *DCL3 Emails* PST located at. Once you have found it, select it and then click the *OK* button. The *DLC3 Emails* folder will then appear once again in the folder list. If you want to favorite it again, right click on it and select *Show in Favorites*.

It's not the future. It's now.

TRCC Educational Technology