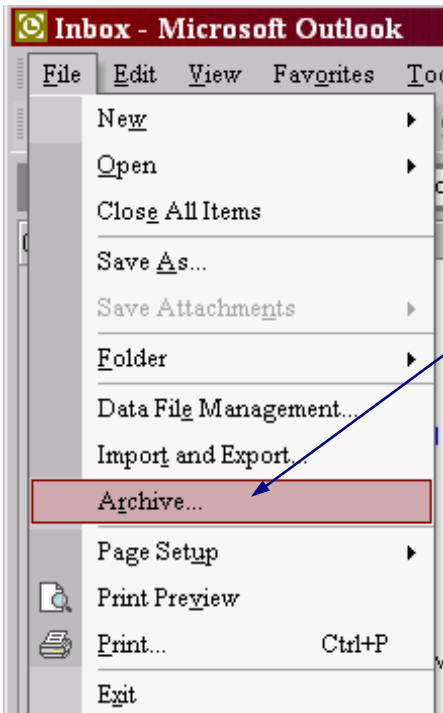


How to Archive Outlook Email

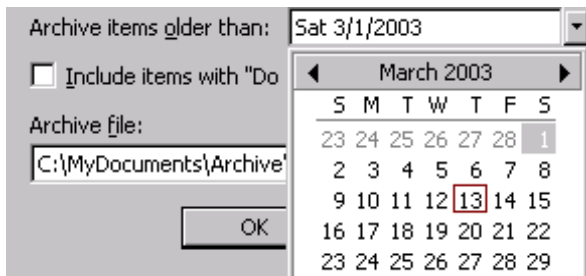
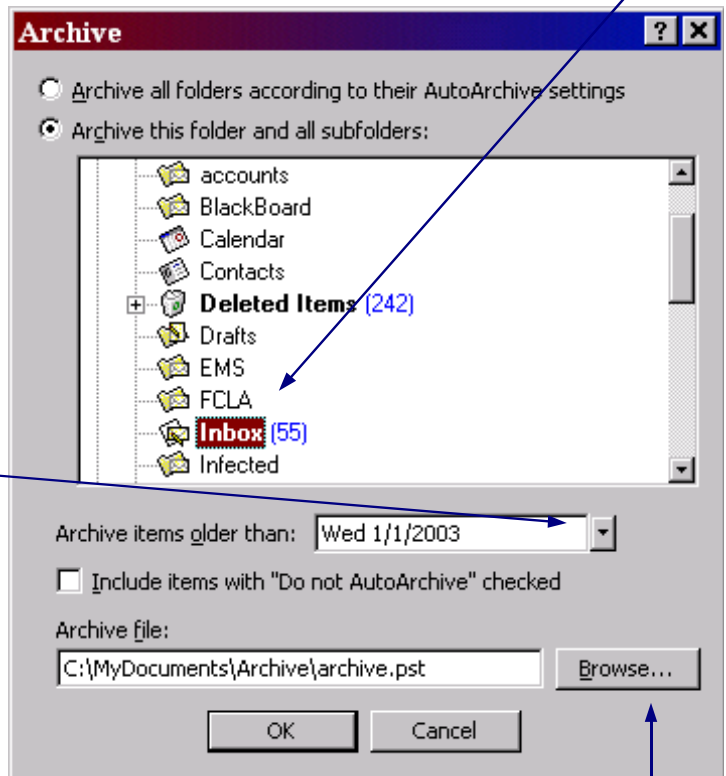


Archiving email will remove email from the campus server and move it to your hard drive. You will still be able to access archived email. You can also copy the archived email to multiple locations so that you have a backup.

To archive email in Outlook, click on File and then Click on Archive.

Click on the arrow next to the date to get a calendar. Choose the date from which you want to archive email. You can set the date back about a month or so, that way you keep the last months worth of email messages in your inbox.

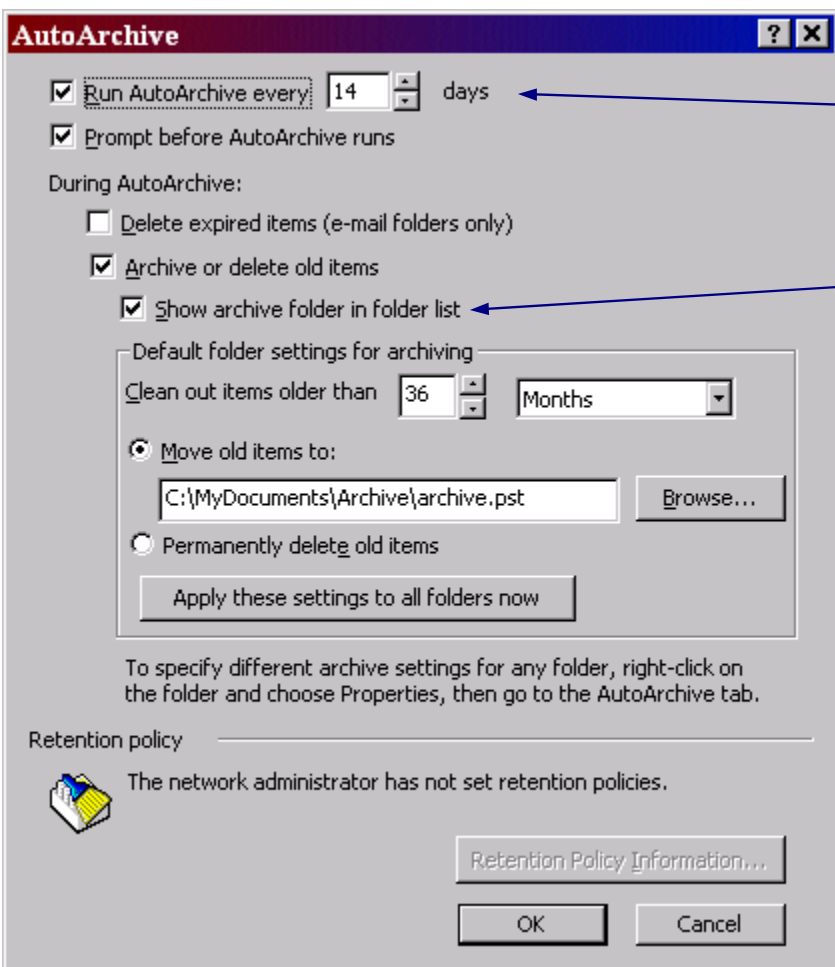
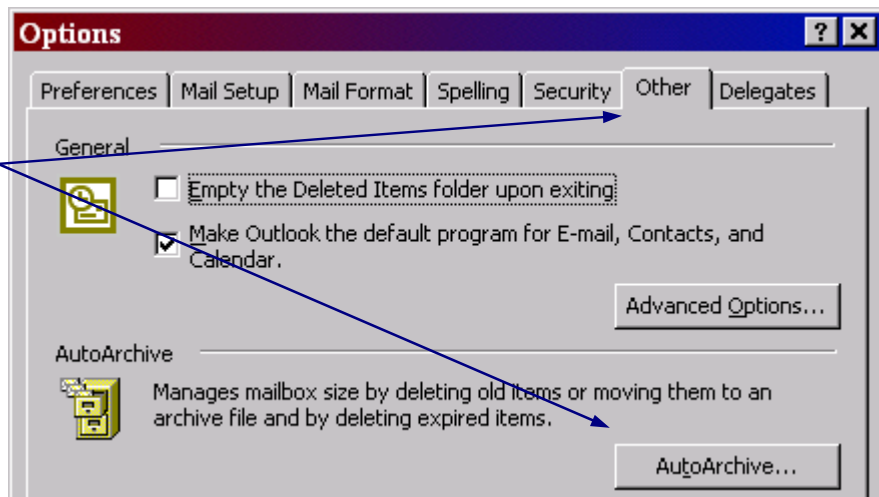
Choose the folder you would like to Archive.



Click on Browse to choose a location for the archive file.

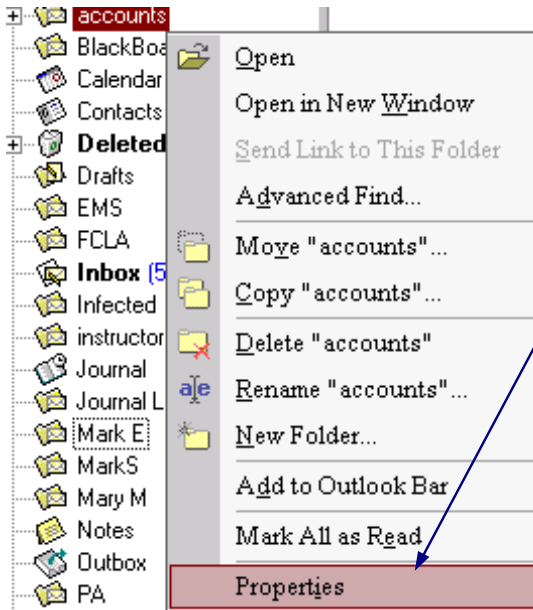
After you click on OK, depending on how much email is in that folder, it may take several minutes to archive.

Archiving email can be automated. On the Outlook Toolbar, click on Tools and then on Options and then choose the Other tab and click AutoArchive.



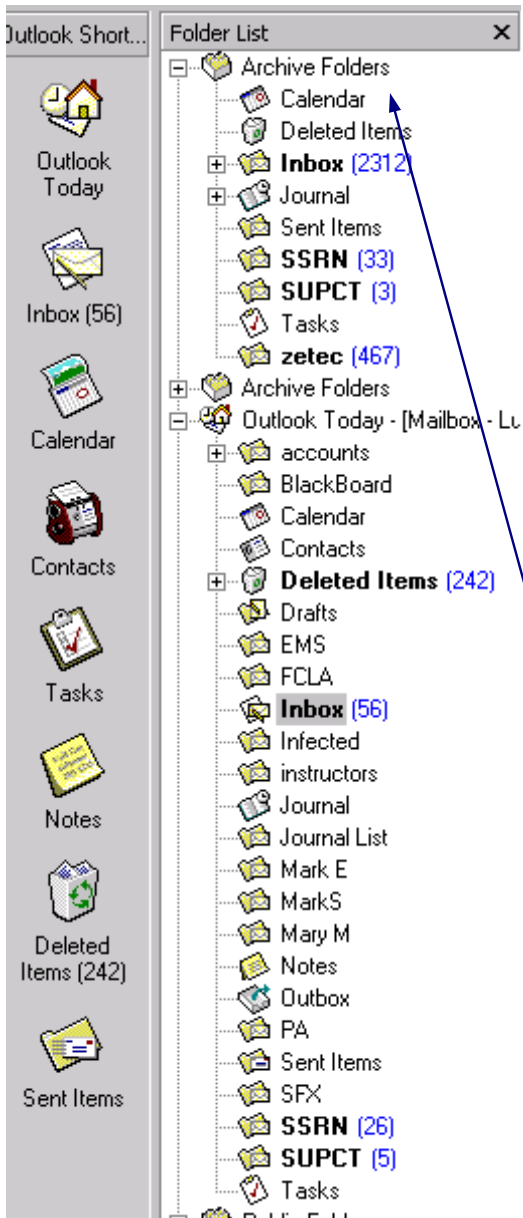
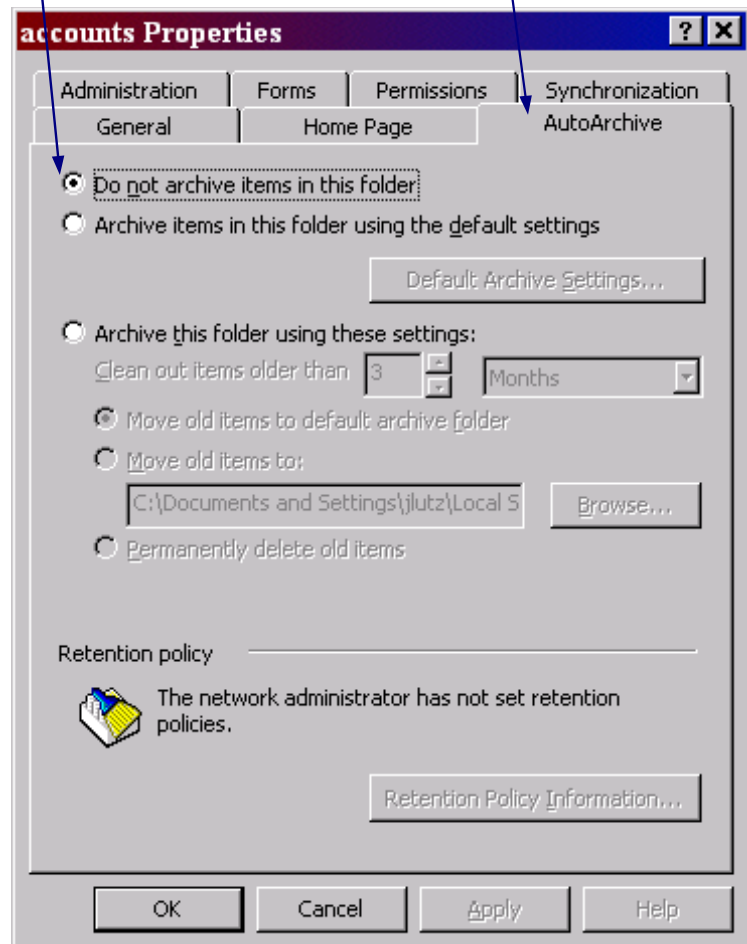
AutoArchive can be set to run at a predetermined frequency.

It is a good idea to check Show archive folder in folder list, so that you have easy access to this email.



To exclude a folder from the AutoArchive command, click on the that folder and then click on Properties.

When that folders Properties box opens click on the AutoArchive tab and then and then select Do not archive items in this folder.



When you are finished your folder list will list an archive folder. The folder will retain the same subfolder structure that you have in you current email.