Creating an Email Archive in Outlook

Setting up AutoArchive

Auto Archiving is the suggested method for archiving mail in Outlook. Mailbox items are AutoArchived on last modification date, not the date that that item was received. If an item is not archived and you feel that it should be, see the appendix at the end of this guide for directions on how to check an item’s modification date.

Some of the benefits of Archiving your email are that it will help to keep your mailbox under quota and it will allow Outlook to load and perform other functions faster (when a mailbox gets large is slows the performance of the email client).

1. Open Outlook, select the Tools Menu, and then Options:

![Options Menu in Outlook](image-url)
2. In the **Options** window, select the **Other** tab:

![Options window with Other tab selected]

3. Next, click the **AutoArchive** button:

![Options window with AutoArchive button highlighted]
4. Confirm that the **Run AutoArchive every X days** button is checked:

![AutoArchive Configuration](image)

5. Select the frequency of your backups in the box next to **Run Auto Archive every (30 days is recommended)**:

![AutoArchive Configuration](image)
6. Confirm that the box to the right of **Clean out items older than** is set to **6 Months**:

![AutoArchive settings]

7. Confirm that the **Move old items to:** button is checked. This option specifies where your archived files will be stored:

![AutoArchive settings]
NOTE: If you choose a location on the ‘C:’ drive these files are generally NOT backed up. If you choose an alternate drive please verify the space available for you on this drive. Alternate drives may or may not be backed up. Please verify if you are expecting these files to be backed up.

8. Click **OK** on the next two screens:
AutoArchive is now set up on your computer. However, it will not archive until 30 days have passed. It is recommended that you move to the next section and manually run AutoArchive.

**Run a Manual AutoArchive**

1. Click the **File** menu and then click the **Archive** option:
2. Select Archive all folders according to their AutoArchive settings, and click OK:
Every month, you will see the following window. Click **Yes** to AutoArchive your mail:

![Microsoft Office Outlook dialog](image)

All Email with a modification date older than 6 months will be immediately archived. Every month, Outlook will check your mail and archive messages with modification dates older than 1 year. If you have a question about a message’s modification date, see the Appendix.
Manually Archiving a Message

If you need to manually archive a message, folder, or group of messages, follow these directions.

1. Go to the File menu, click on New, then select Outlook Data File. (You can skip this step if you have already set up AutoArchive, or if you have previously created a local archive or another local PST file.)

2. In the New Outlook Data File box that appears, verify that Office Outlook Personal Folders File (.pst) is selected and click OK:
3. Enter a file name for your new PST file such as ‘Personal Folder’ or “Archive 2010.” Verify the location where you would like to save the file, then click OK.

Note that files on the ‘C:’ drive are generally NOT backed up. If you choose an alternate drive please verify the space available for you on this drive. Alternate drives may or may not be backed up. Please verify if you are expecting these files to be backed up.
4. Select a name for your personal folder if you would like one other than the default, and click OK:
5. If you want to move mail manually into the same file as used for AutoArchive just drag and drop the selected email or folder to the appropriate archive folder (created automatically in steps 1-9 of Setting up AutoArchive) or “Personal Folders” (Created in steps 1-4 of Manually Archiving a Message).

This process allows you to manually move email into a Local Folder.
Appendix

How to Check the Modification Date of a Message

1. **OPEN** Outlook and **DOUBLE** click on a message or calendar item to open it:

   ![Image of Outlook with message](image1)

   As you can see in the message above, this item was sent on Mon 2/8/2010 at 12:15pm.

2. Next, click on the **icon in the upper left-hand corner of the message/calendar item and choose Properties from the menu:**

   ![Image of Outlook with Properties option](image2)
3. This will bring up the following dialog box:

As you can see, the message was sent 2/8/2010, however, it was last modified on 2/18/2010.

This means that if you archive items that are older than 2 months, this item will not be archived until 4/18/2010.