INSTRUCTIONAL **COMPUTING** & **INFORMATION** **TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
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Archive items manually in Outlook/Exchange

Overview

An efficient way to reduce the size of your mailbox (or Outlook Data File (.pst)) is to regularly archive older items. Unlike a traditional backup in which a copy of Outlook items is made, archived items are moved to a separate Outlook Data File (.pst). Archived items can be accessed at any time by opening the file.
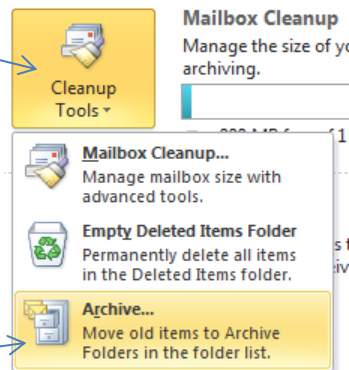
Manual archiving provides flexibility, and allows you to specify exactly which folders are included in the archive, and which archive Outlook Data File (.pst) is used.

How to get started

To manually archive Outlook items, do the following:
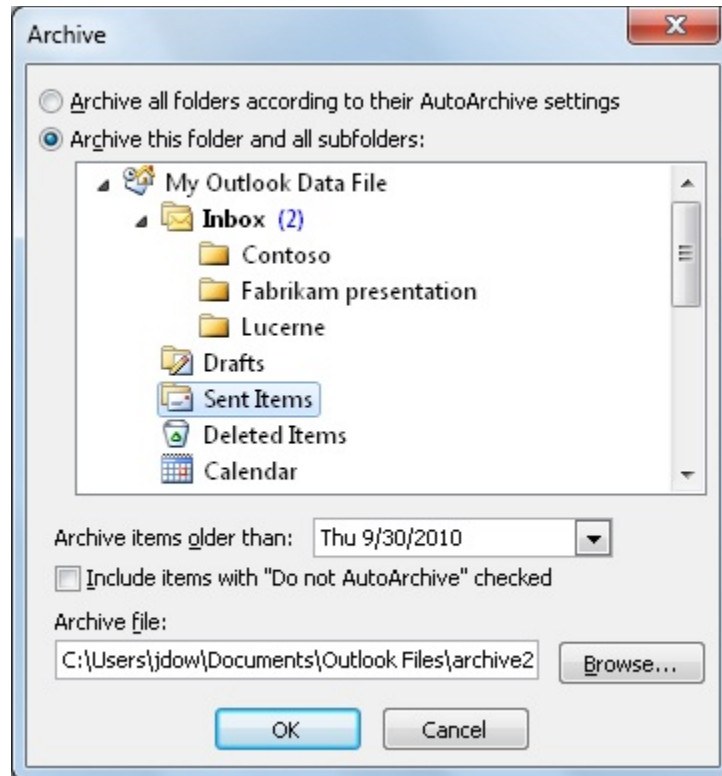
1. Click the **File** tab

2. Click **Cleanup Tools**

3. Click **Archive**

4. Click the **Archive this folder and all subfolders** option, and then click the folder that you want to archive. Any subfolder of the folder you select is included in this manual archive.

5. Under **Archive items older than**, enter a date.

6. If you do not want to use the default file or location, under **Archive file**, click **Browse** to specify a new file or location. Browse to find the file that you want, or enter the file name, then click **OK**. The destination file location appears in the **Archive file** box.

7. Select the **Include items with "Do not AutoArchive" checked** check box to include any items that might be individually marked to be excluded from automatic archiving. This option does not remove that exclusion from these items, but instead ignores the **Do not AutoArchive** check box for this archive only.