

Manually Archive Email Items

Email Archiving helps manage the space in your mailbox. You may set up your account to automatically archive older items or do it manually. When you archive emails, the items are moved to a separate Outlook Data File (.pst). **Archiving can only be used with the desktop version of Outlook and should only be used on one computer.**

You cannot archive items using Outlook Web Access (OWA) also known as mail.elcamino.edu.

Please review the following information and video on using OWA mailbox management at:

<http://www.youtube.com/watch?v=SgedAeNKQfM>

Remember:

- The .pst file is saved to your computer hard drive.
- You will only be able to read archived items on the one computer. You cannot read them on any other computer.
- **Archived items are not backed up on the network servers.**

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. Use the default Archive file. Changing the file name or location may cause problems when retrieving emails.
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.

Turn off AutoArchive

If you want to archive only manually, you must turn off AutoArchive. Do the following:

1. Click the **File** tab.
2. Click **Options**.
3. On the **Advanced** tab, under **AutoArchive**, click **AutoArchive Settings**.
4. Clear the **Run AutoArchive every n days** check box.

AutoArchive automatically moves items to the archive .pst file. Depending on the options, AutoArchive completes one or both of the following actions:

- Moves items from the email server to an archive folder.
- Permanently deletes items that have passed their aging periods.

Note: If you choose to have items deleted, they are not archived. If you choose to have items archived, they cannot be deleted by an AutoArchive. Once items are archived, they can only be deleted manually.

Where do my items go?

The first time AutoArchive runs, an archive file (Outlook Data File (.pst)) is automatically created. Where the file is saved, depends on the operating system running on your computer.

Windows 7 C:\Users\YourUserName\Documents\Outlook Files\archive.pst

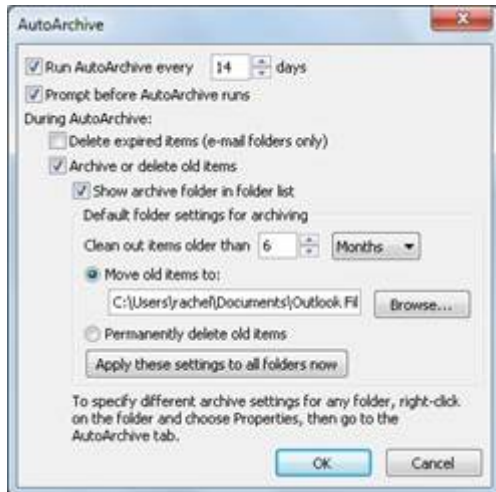
What if I can't find the "Outlook Files" folder?

Some folders might be "hidden" folders. To display "hidden" folders in Windows, do the following:

- Click the **Start** button, and then click **Control Panel**.
- Click **Folder Options**.
- To locate **Folder Options**, in the search box at the top of window, type **Folder Options**. In Control Panel for Windows XP, type **Folder Options** in the **Address** box.
- On the **View** tab, in the **Advanced** settings list, under **Files and Folders**, under **Hidden files and folders**, select **Show hidden files, folders and drives**.

AutoArchive settings and options

See the following descriptions for the settings and options that you can apply when customizing AutoArchive.



- **Run AutoArchive every n days** Choose how often AutoArchive runs. Archiving many items at the same time might slow your computer's performance. Therefore, it is better to use AutoArchive more frequently to reduce the number of items processed. (To turn off the AutoArchive feature, clear the **Run AutoArchive every n days** check box.)
- **Prompt before AutoArchive runs** Choose whether you want a reminder message to appear before AutoArchive processes your Outlook items. When prompts appear, you can click **No** on the reminder message to cancel that AutoArchive session.
- **Delete expired items (e-mail folders only)** This option is off by default. Select this check box to delete messages after their aging period has passed.
- **Archive or delete old items** Choose this option if you want to set or change the settings that follow. If this check box is cleared, AutoArchive runs using default settings.
- **Show archive folder in folder list** Select this check box to have the Archive folder listed with your other working folders in the Navigation Pane. If you do not use this option, you can still open your archive folder — click the **File** tab, then on the **Open** tab, click **Open Outlook Data File**.
- **Clean out items older than** Specify the age at which you want items to be archived, in days, weeks, or months. You can configure a period of one day up to a maximum of 60 months.
- **Move old items to** Select this check box to archive old items instead of automatically delete them. The default folder appears in the box. To use a different folder, enter the folder location in the box or click **Browse**. Selecting this option clears selection of the **Permanently delete items** option.
- **Permanently delete items** This option deletes any expired items. They are not moved and no archive copy is kept. Selecting this option clears selection of the **Move old items to** option.
- **Apply these settings to all folders now** This option applies the AutoArchive settings, including your changes, to all folders. To specify unique settings for one or more folders, do not choose

this option. Instead, right-click the folder, click **Properties** and then go to the **AutoArchive** tab to change settings for each folder that you want to change.

Aging periods of Outlook items

Any Outlook item that has exceeded its aging period is included in the next AutoArchive, unless the item has been specifically marked to be excluded. The default aging period for each Outlook folder is as follows:

Folder	Aging period
Inbox and Drafts	6 months
Sent Items and Deleted Items	2 months
Outbox	3 months
Calendar	6 months
Tasks	6 months
Notes	6 months
Journal	6 months

Open and find items in an archive Outlook Data File (.pst)

Open and find items in an archive Outlook Data File (.pst) By default, AutoArchive in Outlook regularly removes old and expired items from folders. You can set AutoArchive to move or copy old items to a designated archive folder or to automatically delete items. If you do not delete your archived items, they remain available to you in the archive folder.

Note The archive Outlook Data File (.pst) displays the same folder structure as in the file it archives. If a folder is empty in the archive, it means no items have been archived for that folder.

Access archived items

To review items in your archive, do one of the following:

- **If the archive Outlook Data File (.pst) is open in Outlook** In the Navigation Pane, in the Folder List, click **Archives** (or the name you specified for the archive file).
- **If the archive Outlook Data File (.pst) is not open in Outlook** , Click the **File** tab. Click **Open**. Click **Open Outlook Data File**, and then browse to open the archive Outlook Data File (.pst). In the Navigation Pane, in the Folder List, click **Archives** (or the name you specified for the archive file).