== OIT CGU ==
Manually Archive E-mail in Outlook 2010 & 2013
== Archive E-mail Outlook 2010 on Windows XP, Vista, 7, 8 ==
Last Updated: MONDAY, 03.18.2013

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ⓘ Read First – About Archives

Archives are used to **reduce the size** of your Outlook Data File (.pst) or Exchange mailbox. OIT highly recommends archiving on a regular basis.

Unlike a traditional backup in which a *copy* of Outlook items is made, archived items are **moved to a separate Outlook Data File** (.pst). **This means archived items are no longer stored on the server and can only be accessed by opening the Outlook Data File on a computer with Outlook installed.** Archives CANNOT **be opened on mobile devices such as iPads, iPhones & Android devices or through mymail.cgu.edu (Outlook Web App).**

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. **Archived emails can only be accessed through the exported Outlook Data File (.pst), therefore you must copy the archive file to a thumb drive or the cloud in order to access it from another computer.**

ⓘ OIT recommend you **back up your archives** (Outlook Data Files [.pst]) by creating a copy of the file and placing it on a thumb drive and in the cloud (Dropbox, iCloud, SkyDrive). Once emails are archived and thus no longer on our servers, they are your responsibility to keep safe.

I.   Manually Archive E-mail in Outlook 2010 & 2013
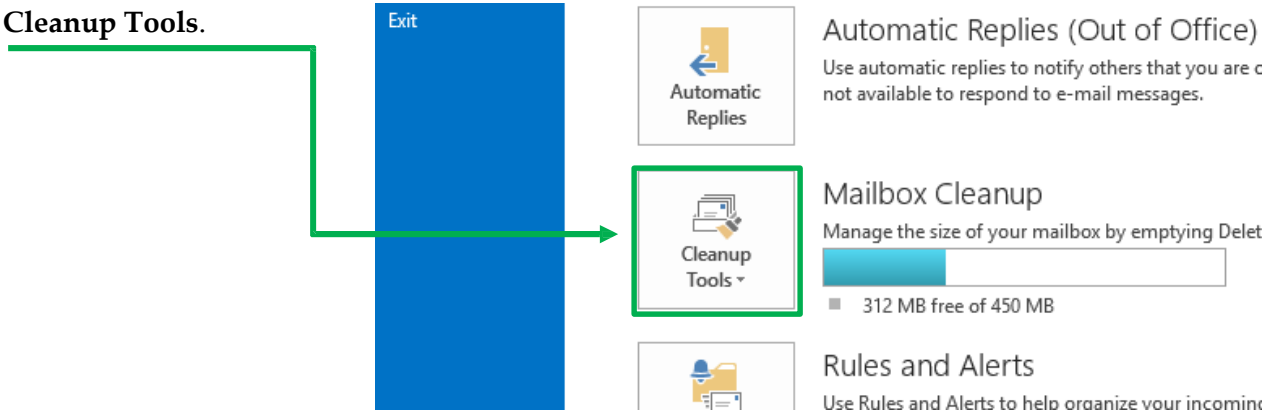
Step 1 – Instruction Start

Click the **File** tab
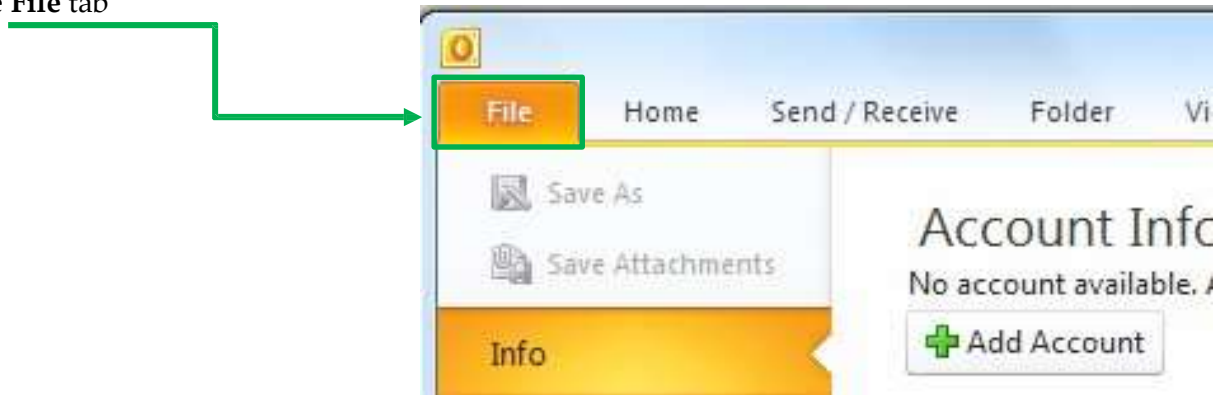
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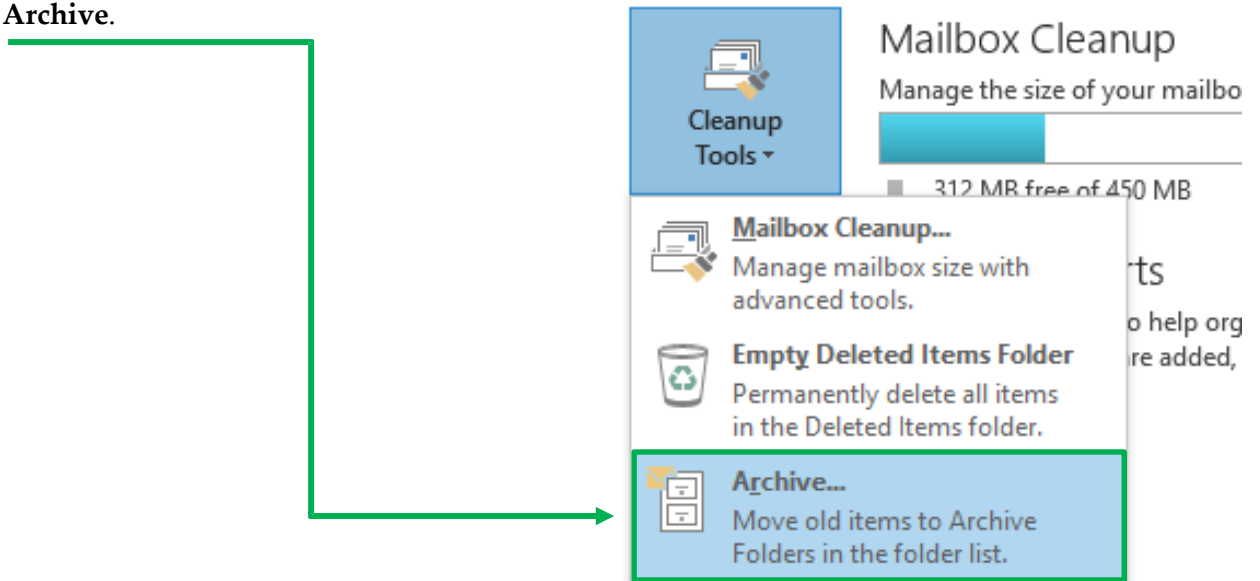**Last Updated: MONDAY, 03.18.2013**

Step 2 – Cleanup Tools

Click **Cleanup Tools**.


Step 3 - Archive

Click **Archive**.

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Step 4 – Select items to Archive

Archive ALL Items (Recommended):

Click the **Archive this folder and all subfolders** option, and then click the folder that you want to archive.

Select **Mailbox - User's Name** to archive **ALL** Outlook items.
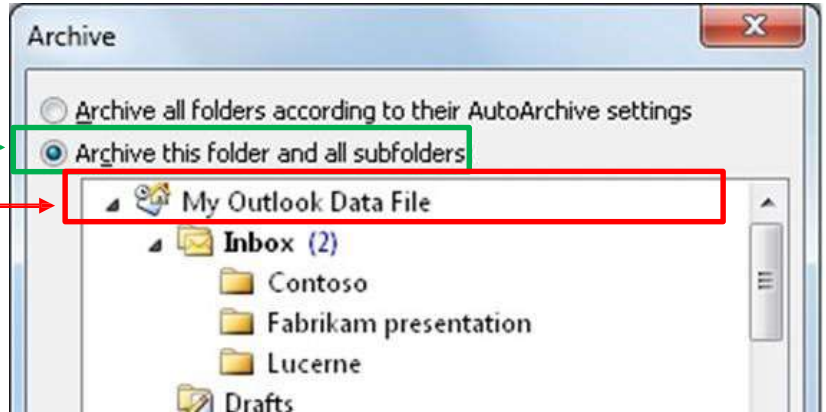
Archive Selected Items (Not recommended):

If you wish to specify certain folders instead of archiving everything, select the folders you wish to archive. All items within the selected folder and all subfolders within the selected folder will be archived.

Note: Click the arrow next to a folder to view and select subfolders.

Step 5 – Specify Archive Date

Under **Archive items older than**, enter a date.
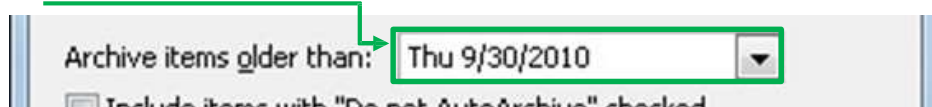
Step 6 – Include Items with "Do Not Auto Archive" check box

Check the box **Include items with "Do not AutoArchive"** to include any items that might be individually marked to be excluded from automatic archiving.

Note: This option does not remove that exclusion from these items,
but instead ignores the **Do not AutoArchive** check box for this archive only.
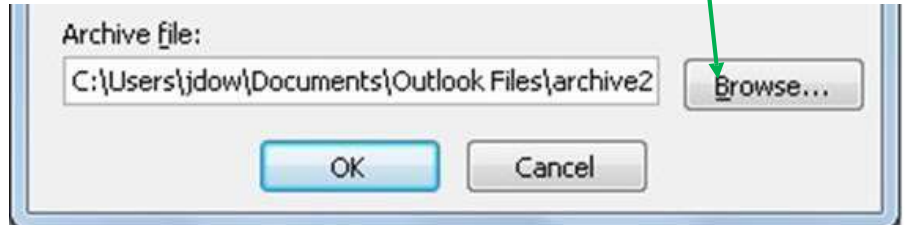
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Optional Step: Name your Archive & choose a different Save Location

If you do not want to use the default file or location, under **Archive file**, click **Browse** to specify a new file or location.
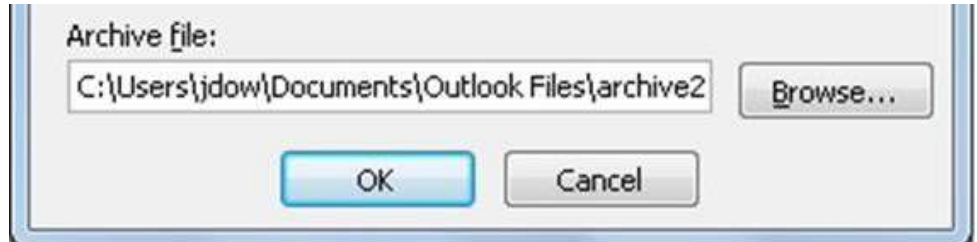Enter the name for your archive, then click **OK**.
The destination file location appears in the **Archive file** box.

Archive file:

C:\Users\jdow\Documents\Outlook Files\archive2   Browse...

OK   Cancel

Click [OK] to save your Archive.

Step 7 – Save the Archive

Click [OK] to save your Archive.

Archive file:

C:\Users\jdow\Documents\Outlook Files\archive2   Browse...

OK   Cancel

NOTE: New archives created with Microsoft Outlook 2010 are saved in the following locations by default:

Windows Vista, 7, & 8:

C:\Users\user\Documents\Outlook Files\archive.pst

Windows XP:

C:\Documents and Settings\user \Local Settings\Application Data\Microsoft\Outlook\archive.pst

Instructions continue on the next page…

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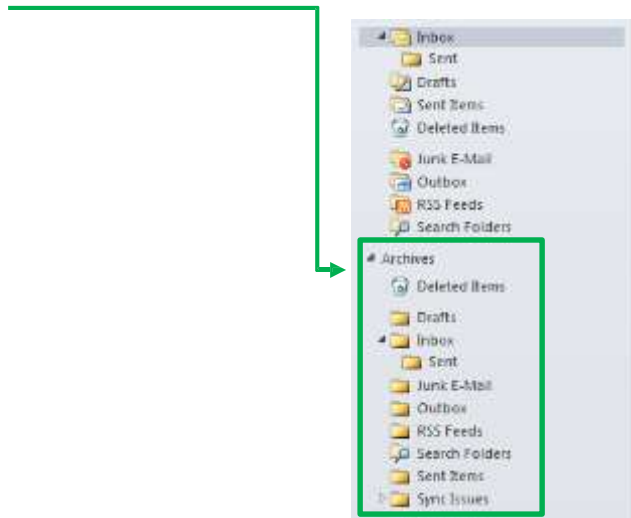== Archive E-mail Outlook 2010 on Windows XP, Vista, 7, 8 ==
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II. Accessing the Archive

Once you click [OK] your archive will be created and placed in the **Navigation Pane** (shown below).

Navigation Pane:

If the archive Outlook Data File (.pst) is open in Outlook, the name of the archive will appear under All Folders in the Folder List on the Navigation Pane.
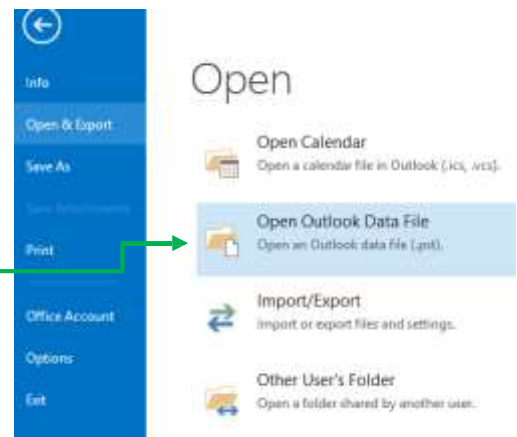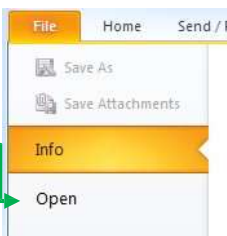

Add the .PST archive to Outlook:

If the archive Outlook Data File (.pst) is not open in Outlook:

1. Click the **File** tab.

2. Click **Open**.

3. Choose **Open Outlook Data File.**

4. Navigate to your Outlook Data File (.pst) and click **Select** or **Open**.

Note: The name of the archive will appear under the Mail or Folder List in the Navigation Pane as shown above.

End of Instructions