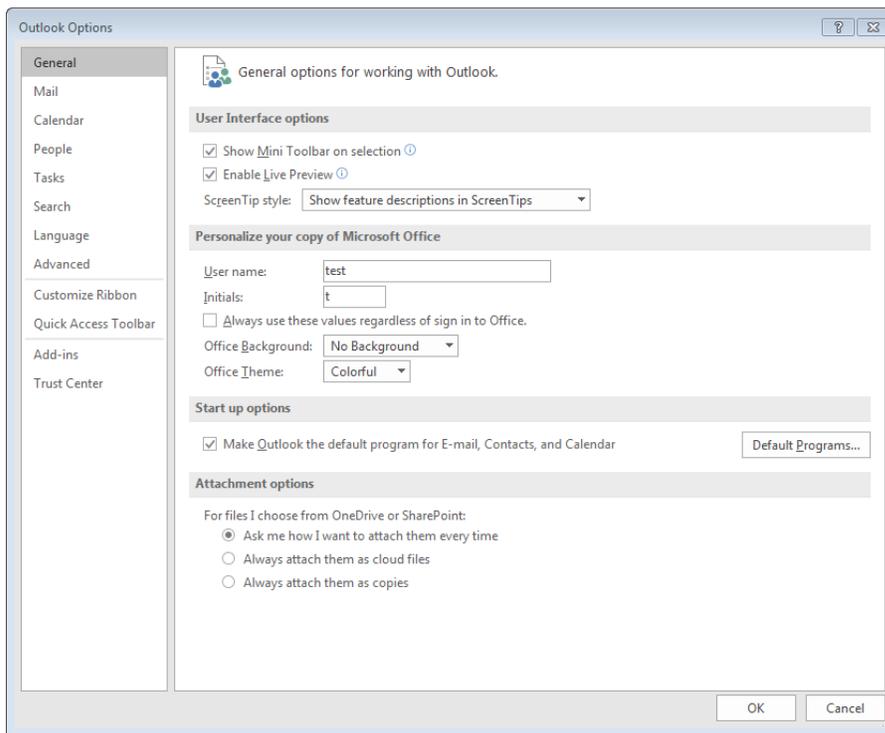# Outlook Archiving Instructions (Windows 7):

An efficient way to reduce the size of your Outlook Data File (.pst) or Exchange mailbox 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.
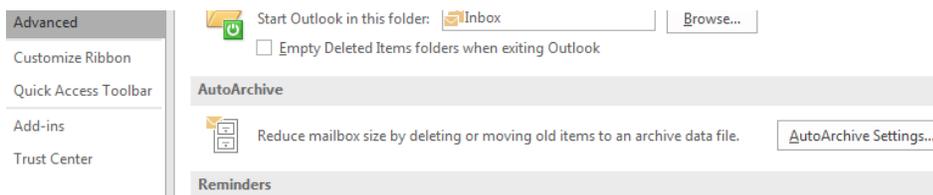
You can also manually back up and archive items, in addition to AutoArchive or as a replacement. Manual archiving provides flexibility, and allows you to specify exactly which folders are included in the archive, and which archive Outlook Data File (.pst) is used.
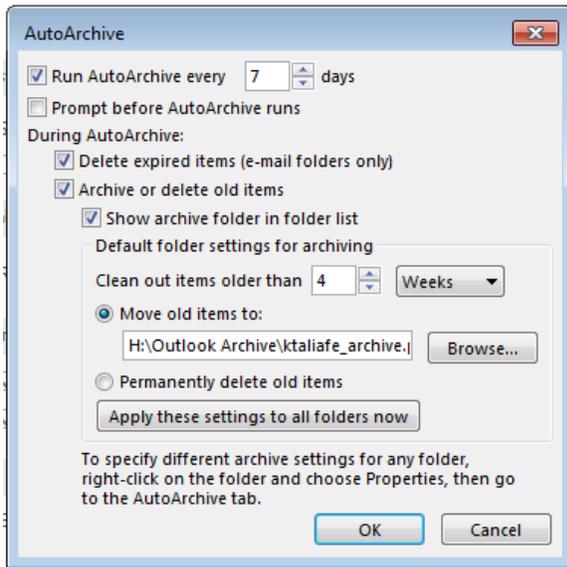
To AutoArchive Outlook items, do the following:

1. Open Outlook. Click the "File" tab in the top-left corner.
2. Select "Options" on the left-had side to open the "Outlook Options" window.

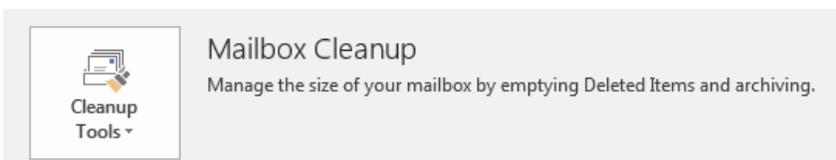3. Click Advanced and select "AutoArchive Settings:"

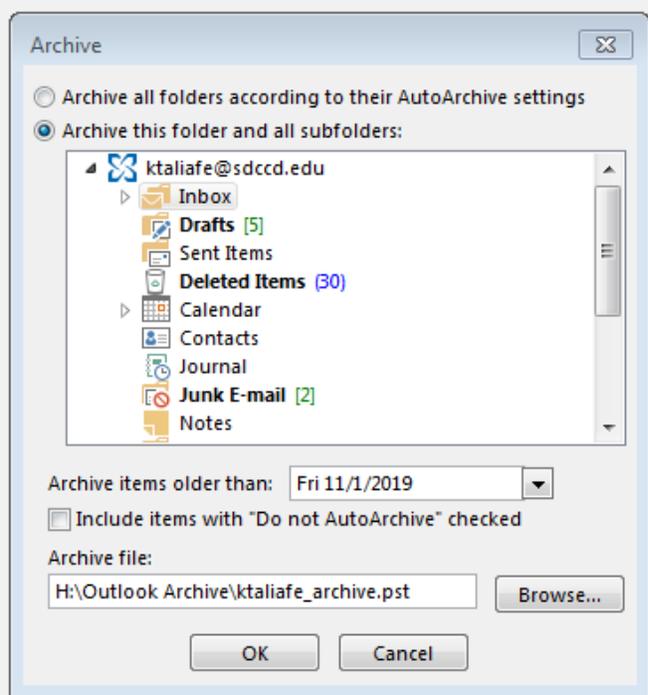4. Select your preferred options. Below are what I use:

5. Click "OK" and back out to your Inbox.

To manually archive Outlook items, do the following:

1. In the top-left corner, click on the File tab.

2. Click on Mailbox Cleanup - Cleanup Tools.

3. Select Archive from the drop-down menu. You will see this box:

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. Where it says "Archive items older than:", enter a date. The more recent the date, the better, more of your Mailbox will be archived. Try and set it to a date that was only a few months ago.

6. Selecting the "Include items with "Do not AutoArchive" checked" check box will 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. (this is optional)

7. At "Archive file:" click "Browse…" and select and navigate to your H drive to set the location where your .pst archive file will be backed up to.