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.

Outlook Options		8 23
General Mail	General options for working with Outlook.	
Calendar	User Interface options	
People Tasks Search Language Advanced Customize Ribbon Quick Access Toolbar Add-ins	✓ Show Mini Toolbar on selection ① ✓ Enable Live Preview ③ ScreenTip style: Show feature descriptions in ScreenTips Personalize your copy of Microsoft Office User name: Initials: t Always use these values regardless of sign in to Office. Office Background: No Background	
Trust Center	Office _heme: Colorul Start up options Image: A star options Attachment options For files 1 choose from OneDrive or SharePoint: Image: A sk me how I want to attach them every time Always attach them as cloud files	Default <u>P</u> rograms
	 Always attach them as copies 	OK Cancel

3. Click Advanced and select "AutoArchive Settings:"

Advanced Customize Ribbon	Start Outlook in this folder: Start Outlook in this folder: Start Outlook	
Quick Access Toolbar	AutoArchive	
Add-ins Trust Center	Reduce mailbox size by deleting or moving old items to an archive data file.	<u>A</u> utoArchive Settings.
	Reminders	

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.



Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.

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

Archive 🛛 🕄
 Archive all folders according to their AutoArchive settings Archive this folder and all subfolders:
 ktaliafe@sdccd.edu Inbox Drafts [5] Sent Items Deleted Items (30) Calendar Contacts Journal Junk E-mail [2] Notes
Archive items older than: Fri 11/1/2019 Include items with "Do not AutoArchive" checked Archive file: H:\Outlook Archive\ktaliafe_archive.pst OK Cancel

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.

Archive file:	
H:\Outlook Archive\ktaliafe_archive.pst	Browse