

Archive Email – Outlook 2007

Situation:

Your mailbox is getting so full that you are receiving warnings from the network administrators that you have to delete items. But you like to keep old emails and appointments in order to refer to past work, some even several years in the past.

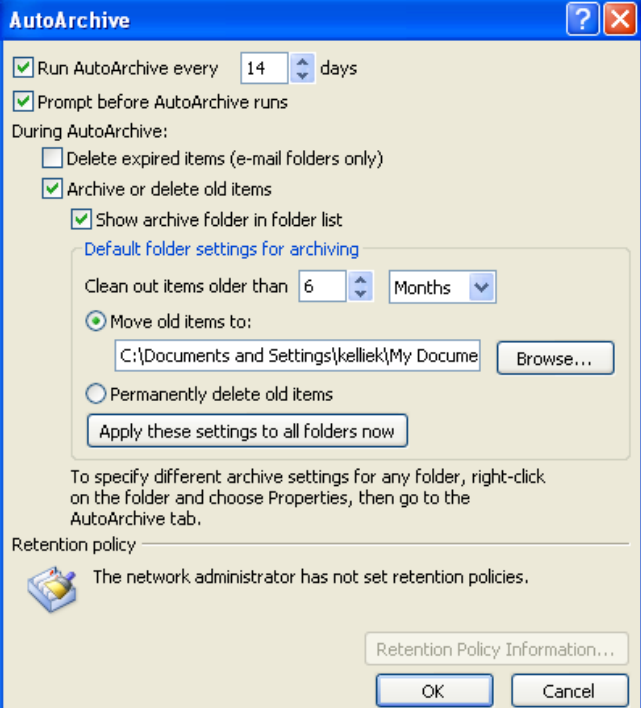
You need to work within the network restrictions and also keep your old emails. This is what archiving does.

Step by Step Instructions:

1. Set up Archiving for your entire mailbox


2. Menu: Tools, Options...
Other tab
AutoArchive
Click the AutoArchive... button



<p>3.</p> <p>Move old items to: This should be My Documents Putting the archive in your Private folder will prevent you from seeing the archives if the computer is not connected to the network</p> <p>Click Apply these settings to all folders now</p> <p>Click OK Click OK</p>	
--	--

4. You can change the archive settings for specific folders.
For example, you may not want the Drafts folder to be archived at all.

5. Right mouse click on the folder

<p>6.</p> <p>Select Properties</p> <p>Click AutoArchive tab</p>	
---	--

7.

Click Do not archive
Click Apply
Click OK

