

Email Archival

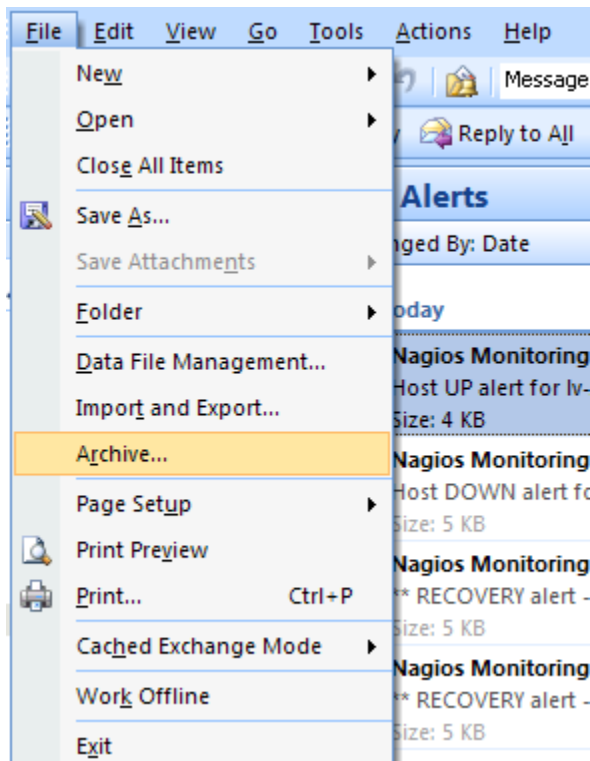
A concise guide to leveraging Outlook archival features

Overview

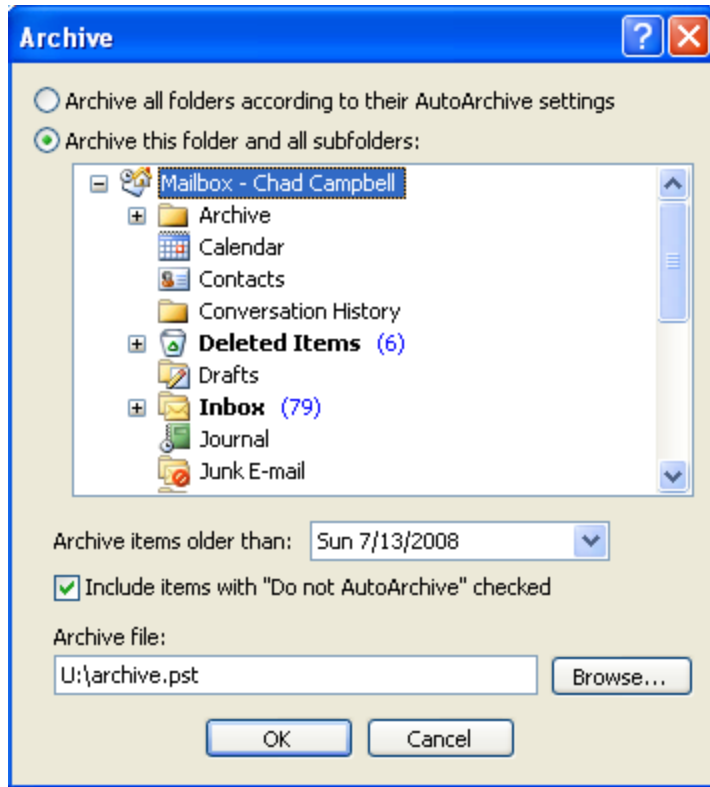
Outlook email archival tools provide users with features that can assist in managing their mailbox size within reasonable limits. Creating PST files on network storage reduces the overall cost to the college and increases aggregate mailbox performance.

File -> Archive

The Archive tool, accessible through the File menu in Outlook, allows users access to a simple interface from which emails can be archived based on simple criteria.

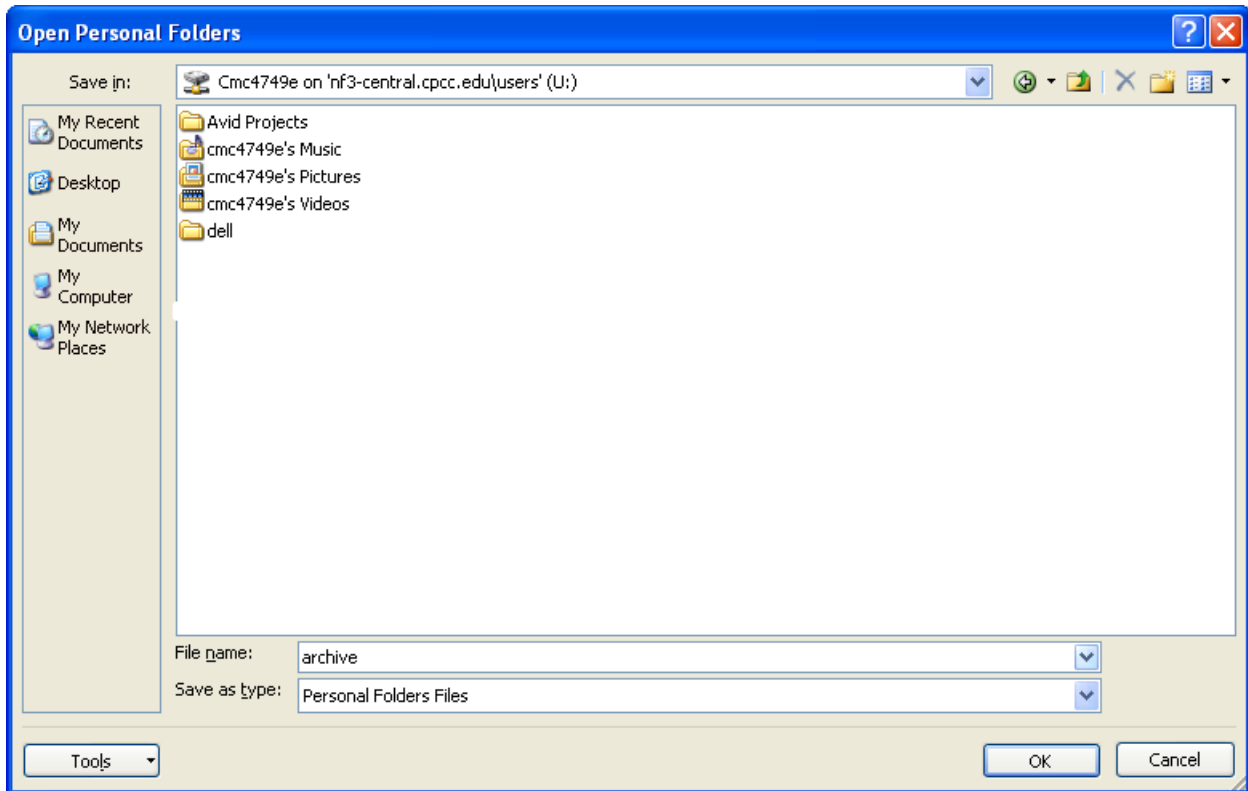


After selecting the “Archive...” menu item users are presented with the basic archival dialog box.



Here, users are presented with several selections to make:

- 1) Always ensure that “Archive this folder and all subfolders:” is selected.
- 2) Users can select folders from varying depths within their mailbox from which to archive data. In the example provided, I have elected to archive messages meeting the stated criteria from every folder in my mailbox.
- 3) In the “Archive items older than:” box, select a date. Any messages sent or received prior to this date will be moved to the location specified.
- 4) Unless you have items which should not be archived, leave the “Include items with “Do not Autoarchive checked” box checked.
- 5) The “Archive File:” box provides the location to store the archived emails. Users are encouraged to save all critical emails to their U: drive.
 - a. To save the archive file to your U: drive, first click the browse button
 - b. Select “My Computer” from the left menu bar
 - c. Find the drive labeled “{Username} on 'nf3-central.cpsc.edu\users' (U:)” and double click to select that drive.
 - d. Provide a name for the archive file in the bottom of the dialog box (See example below)



- e. Click ok to close the “Open Personal Folders” dialog
- 6) Click ok to begin the archival process

Upon completion, all items meeting the criteria stipulated will be moved from your mailbox to the PST file created in the location specified. Items in the archive will still be accessible via your Outlook client, but will no longer count against your email quota.

Please note that it is generally preferable to create several smaller PST files than one large archive, so use logical points of separation, such as archives created annually or archives of specific folders.