

## Archiving Outlook Data

1. Double click on the “**Microsoft Outlook**” icon on your desktop.
2. Click on **File > Archive** in the upper left hand corner of the window.
3. The “**Archive**” window will appear. Ensure that the radio button is in the “**Archive this folder and all subfolders:**”
4. Click on the “**Mailbox - <FIRSTNAME> <LASTNAME>**” at the top of the list so that it's highlighted in blue. (ie: Mailbox – Mark Johnson)
5. Change the “**Archive items older than:**” to a date three months ago. (NOTE: It may already be set to three months ago by default.)
6. Click on the “**Browse**” button in the lower right hand corner of the “**Archive**” window.
7. Click on the drop down arrow next to the “**Save in:**” field in the upper left hand corner of the “**Open Personal Folders**” window.
8. Choose the “**My Documents**” from the drop down list.
9. In the “**File name:**” field change the file name to “Back Up” and click “**OK**”. (NOTE: You can name the file something else if you prefer.)
10. It will then read “**Back Up.pst**” in the “**Archive file:**” field.
11. Click “**OK**” at the bottom of the “**Archive**” window.
12. In the lower right hand corner of the Outlook window it will read “**Archiving**” and then it will go through each folder in Outlook.
13. It will then take a few minutes to archive all items older than 3 months from your mailbox.

### **NOTES:**

- Now that you have archived your Outlook data you should get in the habit of doing it every 3 months or so. Three months from now you will not need to create a new archive file (STEP 10). You will be able to just continue archiving into the existing file. That way all of your archived data is in the same place.
- The best way to look at this is that you only keep a maximum of 6 months of data in your actual mailbox. The rest of the data is stored in your archive file.
- The best analogy would be to compare this to your file cabinet at home. Most people only keep about a years worth of paperwork in their actual filing cabinet. After a year they stick it in a cardboard box and put it in the garage because they don't need it anymore. If they were to ever need something from the previous year they would go dig out the box in the garage.
- Keep in mind you can organize your personal folders file's (.pst files) anyway you want to. Some people will create a new PST file each year. It depends upon your personal preference.

## Accessing Archive Folders

1. Double click on the “**Microsoft Outlook**” icon on your desktop.
2. Click on **File > Open > Personal Folders File (.pst)**
3. Click on the drop down arrow next to the “**Save in:**” field in the upper left hand corner of the “**Open Personal Folders**” window.
4. Choose the “**My Document**” from the drop down list.
5. Locate your user folder in the list and double click on it. (ie: u:\mjohnson)
6. Locate your personal folder file and double click on it. (ie: mjohnson.pst)
7. Verify that you have the “**Folder List**” enabled in Outlook. If not, click on **View > Folder List**.
8. On the left hand side of the Outlook window you should see “**Archive Folders**” at the top of the folder list. Click on the plus (+) sign in front of “**Archive Folders**”.
9. You will then see the folder structure that you normally see under your Outlook mailbox. This is where all of your items older than three months were moved to.
  - a. If you want to always have your “**Archive Folders**” open, you don’t have to do anything at this point. It will automatically open when you open Outlook.
  - b. If you want to close your “**Archive Folders**” and only open them when you need them, right click on “**Archive Folders**” and choose “**Close Archive Folders**”.