

Archiving Your Mail in Outlook 2007

About Archiving

All messages, contact information, calendars and other data you create in Microsoft Outlook 2007 are kept in your mailbox on the Exchange (FIUmail) server. But to manage the space in your mailbox, you need to store items you don't need but don't want to delete. Outlook provides an archive function that handles this storage process by moving items, based on their age, to an archive location, an Outlook Personal Folders file (.pst). This is a data file that stores your archived messages and other Outlook items on your computer. Your archive folders are always available to you from within Outlook 2007. In addition, you can restore any archived item to its original folder if you wish.

There are two options for archiving your messages and other items:

- You can have Outlook archive automatically, using the AutoArchive feature.
- You can archive manually if you wish.

Below are instructions for each option.

Changing the Default AutoArchive Settings

Default Folder Settings

AutoArchive moves items from their original location to an archive file folder when they expire, that is, when they pass their aging period. The default aging period used by AutoArchive is six months.

AutoArchive is turned on by default and runs automatically at scheduled intervals. However, not every folder is included in the default settings. The table below shows which folders are included by default.

Default AutoArchive Settings by Folder

Folder	Default Setting
Calendar	On
Deleted Items	On
Journal	On
Sent Items	On
Tasks	On
Drafts	Off
Inbox	Off
Notes	Off
Outbox	Off
Junk E-Mail	Off
Contacts	N/A

Note that your Contacts folder has no AutoArchive setting. Contacts are always active and never expire.

Default AutoArchive Settings

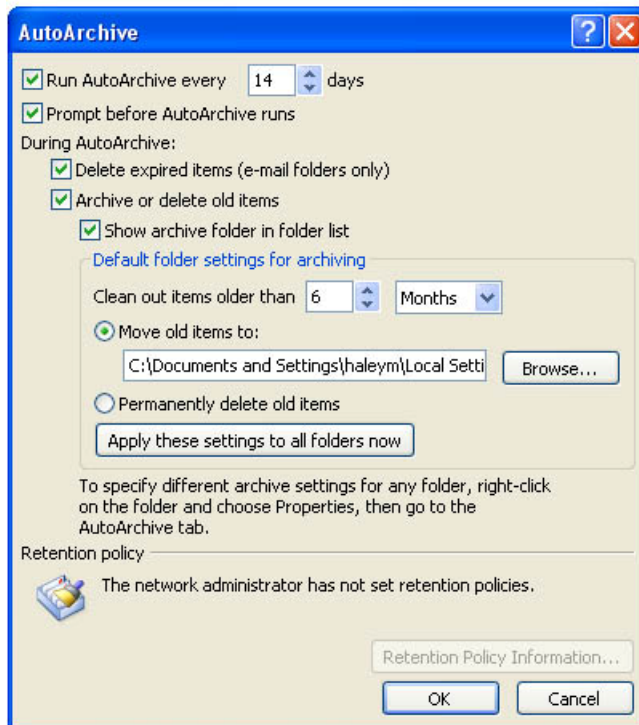
The default *AutoArchive* settings determine whether *AutoArchiving* will be performed, how often it will be performed, and where the archive file will be located.

You may want to modify Outlook's default AutoArchive settings to suit your preferences. Settings that are checked are turned on. If a setting is turned on, data will be archived on the timetable listed and to the location specified. If the setting is turned off, the data remain active in Outlook.

Default settings affect folders which do not have customized archive settings. (To customize archive settings for a specific folder, see *Customizing Archive Settings* below.)

1. From the *Tools* menu, select **Options...**
The *Options* dialog box appears.
2. Select the **Other** tab
3. Click **AutoArchive**

The *AutoArchive* dialog box appears.



4. To run AutoArchive, select **Run Auto Archive every n days**. The option is selected if a checkmark appears before it.

5. To modify how often Outlook checks for items to be archived, in the *Run AutoArchive every* text box, type or use the nudge buttons to indicate the appropriate number of days
6. To receive a prompt before Outlook *AutoArchives* any items, select **Prompt before AutoArchive runs**. The option is selected if a checkmark appears before it.
7. To set Outlook to delete expired items, select **Delete expired items (e-mail folders only)**. The option is selected if a checkmark appears before it.
WARNING: The items will be permanently deleted, not archived.

Default folder settings for archiving section

8. In the *Clean out items older than* text boxes, set the age of the items you want archived
9. In the *Move old items to* text box, use the default location or type the file location
OR
To select the location, click **BROWSE...**
OR
To set *AutoArchive* to delete the items, select **Permanently delete old items**
10. Click the **Apply these settings to all folders now** button to apply the AutoArchive settings, including your changes, to all of your folders. (To specify different settings for one or more folders, see **Changing Individual Folder AutoArchive Settings**.)

How is the age of an item determined by Outlook?

Age is based on the last action associated with an e-mail or other Outlook item. For example, an e-mail you receive would be aged based on the date of receipt. However, if you forward or reply to the e-mail, the forward or reply date is the last date associated with the e-mail and therefore the basis for aging. Also, for any mail migrated from the old mail systems, age is based on the migration date, not the date you received the e-mail.

CAUTION: Applying the Auto-Archive settings to all folders is not recommended. If you click this button, it is possible that items will be archived before you want them archived. For example, e-mails in your inbox could be archived before you have read them.

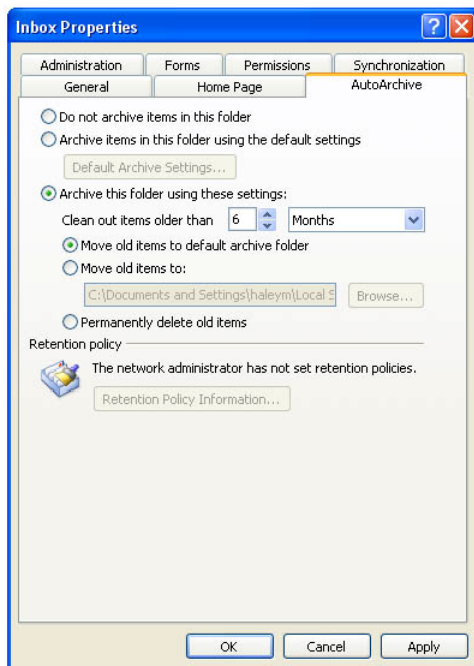
11. Click **OK**.
12. Click **OK**.

Changing Individual Folder AutoArchive Settings

There are many *AutoArchive* settings which can be specified at the folder level, including how often *AutoArchive* runs, when items expire (aging) and the location to which the archive is saved on your computer. *AutoArchive* also gives you the option to delete expired items instead of archiving them.

Customization of the *AutoArchive* settings must be done on a folder-by-folder basis.

1. In the *Folder* list, right click the desired folder and select **Properties**
The *Properties* dialog box for the folder you selected appears.
2. Select the **AutoArchive** tab



3. Select **Archive this folder using these settings**
4. **To change the expiration period**, in the *Clean out items older than* text boxes, set the age of the items you want archived
5. **To change the location**, select **Move old items to** and in the *Move old items to* text box, type the file location
OR
To select the location, click **BROWSE...**
OR
To set *AutoArchive* to delete the items, select **Permanently delete old items**
6. Click **OK**.

Turning Off the AutoArchive Feature

In Outlook 2007, AutoArchive is on by default and runs automatically at scheduled intervals. However, you can turn AutoArchive off for all folders or for an individual folder.

To turn off AutoArchive for *all folders*:

1. From the **Tools** menu, select **Options**, and then click the **Other** tab.
2. Click **AutoArchive**.
3. Clear the **Run AutoArchive every *n* days** check box.

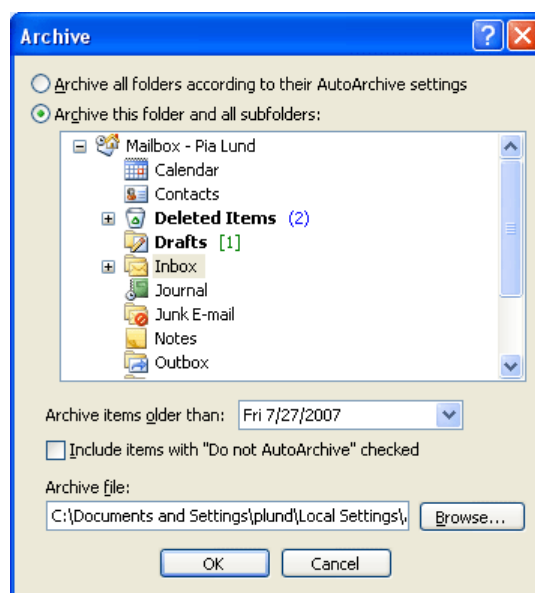
To turn off AutoArchive for *a single folder*:

1. On the **Go** menu, click **Folder List**, right-click the folder you want to AutoArchive, and then click **Properties** on the shortcut menu.
2. Click the **AutoArchive** tab.
3. Select the **Do not archive items in this folder** option.

Archiving Your Mail Manually

As an alternative to the AutoArchive feature, you can archive manually in Outlook 2007.

1. Navigate to the folder you wish to archive (Mailbox, Inbox, etc.)
2. From the **File** menu, select **Archive**.
3. Select the **Archive this folder and all subfolders** option



4. Specify a date under **Archive items older than**.

5. Under **Archive file**, click **Browse** to specify a new file or location if you do not want to use the default file or location.
6. Select the ***Include items with "Do not AutoArchive" checked*** check box if you want to override a previous setting to not automatically archive specific items.

NOTE: Any items that you choose to override will continue to be subject to the **Do not AutoArchive** setting after you manually archive. (You can manually override that setting again in the future.)

Finding and Moving Archived Mail

The first time you archive mail, Outlook creates a set of Archive Folders at the bottom of your Mail folders in the Navigation Pane. You can access your archived mail from these folders at any time.

1. Click **Archive Folders** in the Navigation Pane.
2. Click the folder containing the items you want to view or move.
3. To move archived mail into an active mail folder, select the items you want to move, and then drag them into their original folder in the **Folder List**, or into another folder.

REMINDER: Remember that your regular mail folders are located in your mailbox on the FIUMail Server. Your archive folders are located on your computer. Therefore, you don't have access to archived mail from Outlook Web Access. You can only archive, and access your archive folders, from your machine.