Lesson 8 Archiving Messages

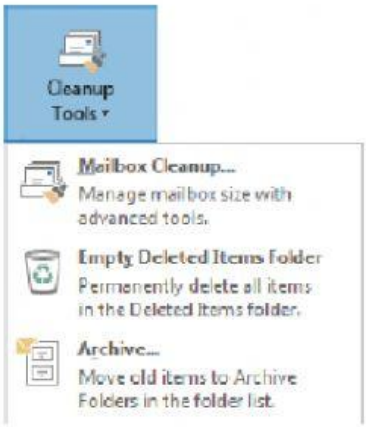
An effective way to reduce the size of your **Outlook** mailbox is to regularly archive older items. You can use the *Auto Archive* feature to automatically archive items at scheduled intervals. You can also archive items manually wherever you want. That way, you can control which items to archive, where to store them, and how old an item needs to be before it can be archived.

Archived items are moved to a separate **Outlook Data File (.pst)** and can be accessed at any time by opening the file. By default, **Outlook** is set up to archive message to a file named *archive.pst*

To normally archive messages:

1. Click the **File** tab on the **Ribbon**.
2. On the *Info* page of the **backstage view**, click the **Cleanup Tools** button, and then click **Archive**. **(1)** The **Archive** dialog box opens **(2).**
3. Select the **Archive this folder and all subfolders** option, and then select the folder that you want to archive**. If the folder includes subfolders**, those folders are archived as well.

   NOTE: Clicking a white triangle next to a folder expands the folder and shows its subfolders, clicking a black triangle collapses the folder and hides its subfolders.
4. Click the **Archive** items older than arrow and select a cut off date (such as items older than 3 months).
5. Select the **Include** items with "**Do not AutoArchive"** checked check box to include items that might be individually marked to be excluded from automatic archiving.
6. Click the **OK** button.



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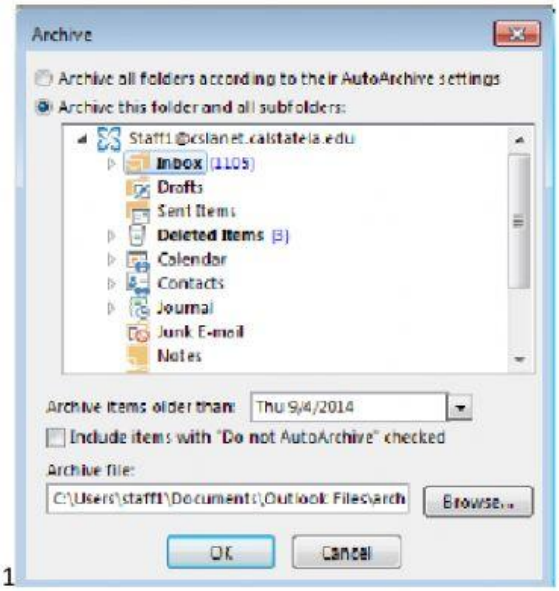

2

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7. Click the **Back** button in the upper-left corner of the **Backstage** view. The archive folder (named Archived By default) appears in the folder pane and contains all archived messages (3).

NOTE: Your existing folder structure is maintained in the archive file. If there is a parent folder above the folder that you achieved, the parent folder is created in the archive file, but the items that are in the parent folder are not archived. In this way the same folder structure exists between the archive file and your mailbox. Folders are left in place after being archived, even if they are empty.

3

Questions

1. **Explain the steps to archive messages.**

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