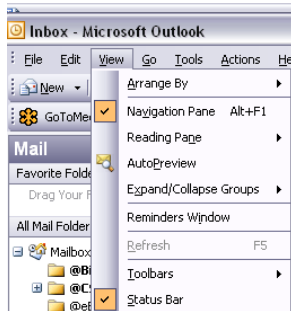


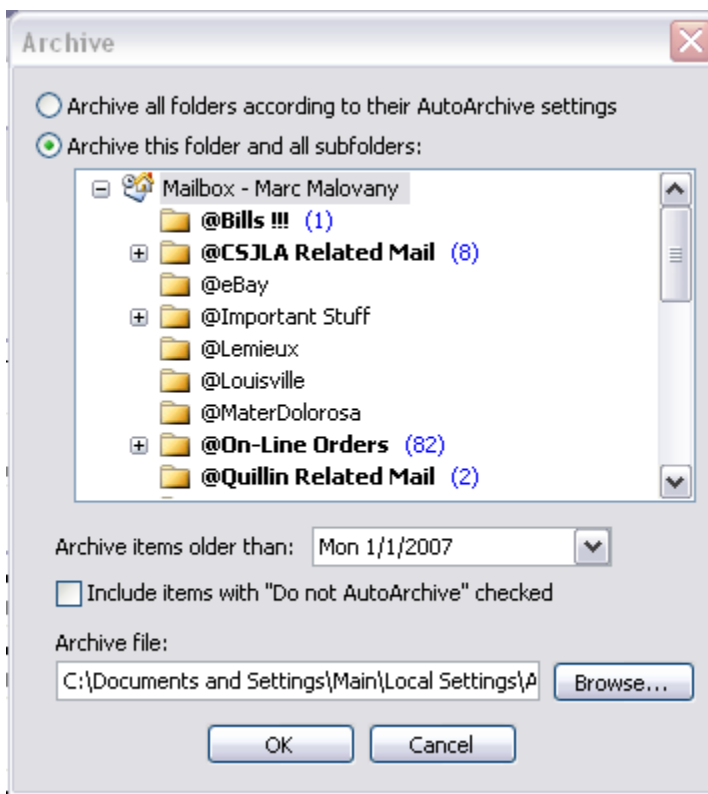
## Step-by-Step Archiving with pictures

First, make sure that your status bar is visible in Outlook.

- Click on **View** and make sure that **Status Bar** has a check by it. If it does not click on it.



In Outlook, click **File, Archive**. You will get a window like this:



- Make sure that you highlight the second radio button (Archive this folder and all subfolders)
- Make sure that the **Mailbox – Your Name** line is highlighted.
- Change the date to January 1 of the year that you are archiving up to.
- Leave the **Archive file location** alone.
- Click **OK**.

This will start the archiving process for all email older than the date chosen.

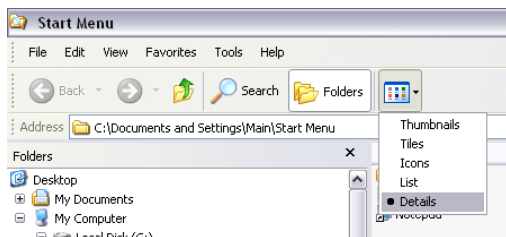
Watch the status bar in the bottom right corner of Outlook so you can see when Archiving is complete.

Close Outlook

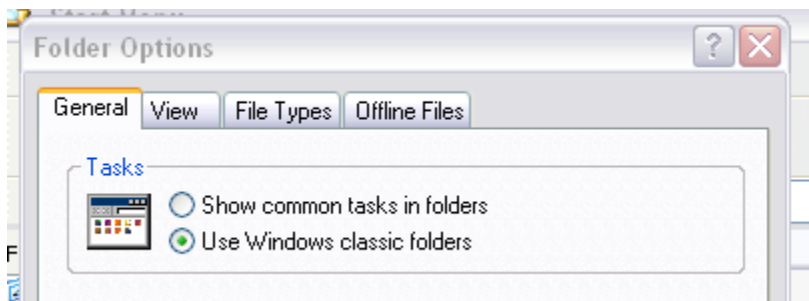
Go to Windows Explorer. The fastest way to get there is to **right-click** on **Start** and choose **Explore**.

Next, you need to make sure that hidden files are visible. You should only need to do this the first time.

It will be easier if you are looking at files in the detail view. Click on the icon that looks like a small spreadsheet and then click on **Details**.



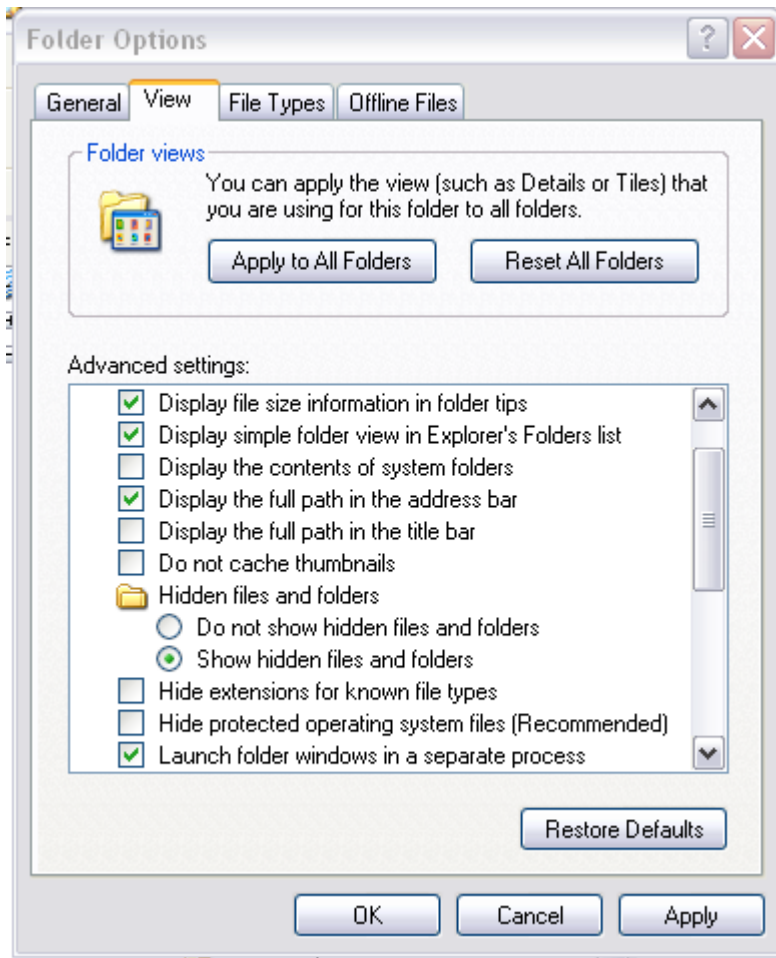
Click on **Tools**, then, **click** on **Use Windows classic folders**



Click on the **View** tab and make sure that

- Show hidden files and folders is clicked
- Hide Extensions for known file types is unchecked

Click **Apply** (there will be a pause), then, click **Apply to All Folders**, Click **OK**.



Close Windows Explorer and reopen it.

Your Archive file should be in the following location, where *YourName* refers the name that you logged on to the computer with, in this case Main.

C:\Documents and Settings\*YourName*\Local Settings\Application Data\Microsoft\Outlook

In that folder, you will find a file named Archive.pst, it should have today's date (or whatever date you did the archiving) and the time that you last did your archiving. **Right-click** on the filename and select **Rename**.

Rename the file to anything that you want to. My suggestion is YourName + ending date of the archive. Remember to leave the .pst at the end. This file would be called Main123106.pst.

Now that the file has a name that means something to you, move it to a location that you will be able to find. You could leave it right here if you are sure that this location will be backed up but that is not likely. You could move it to a network location if you have cleared it with your network administrator. **DO NOT MOVE IT TO YOUR MY DOCUMENTS FOLDER**. To move it, **right-click** on the filename and choose **Copy**, navigate to the location that you want to move it to, **right-click** on the new location, choose **paste**. Later, after you have verified that the file

moved to the new location and opened it, go back to the original location where you found the archive file and **right-click** on the file and **delete** it.

Open Outlook.

Click on **File, Open, Outlook Data File**.

Navigate to the location that you just stored this Archive, **highlight** it and click on **OK**.

***Here is a very useful tip that came up with.*** You can have as many of your archive folders open at the same time as you want. Each one will be listed at the bottom of the folder list and it will be called Archive. If you have several open, each one will be called Archive. In order to identify them, I suggest the following. **Right-click** the word Archive at the top of the folder list for the file you just opened, choose **New Folder**. Create a new folder that has the ending date of the archive as its title. Begin the folder name with an @ so that it gets sorted at the top of the list. The new folder will be called **@123106**. You don't need to put anything in this folder but by doing this, each archive folder will have a unique identifier that will be visible at the top of the folder list each time you open it.

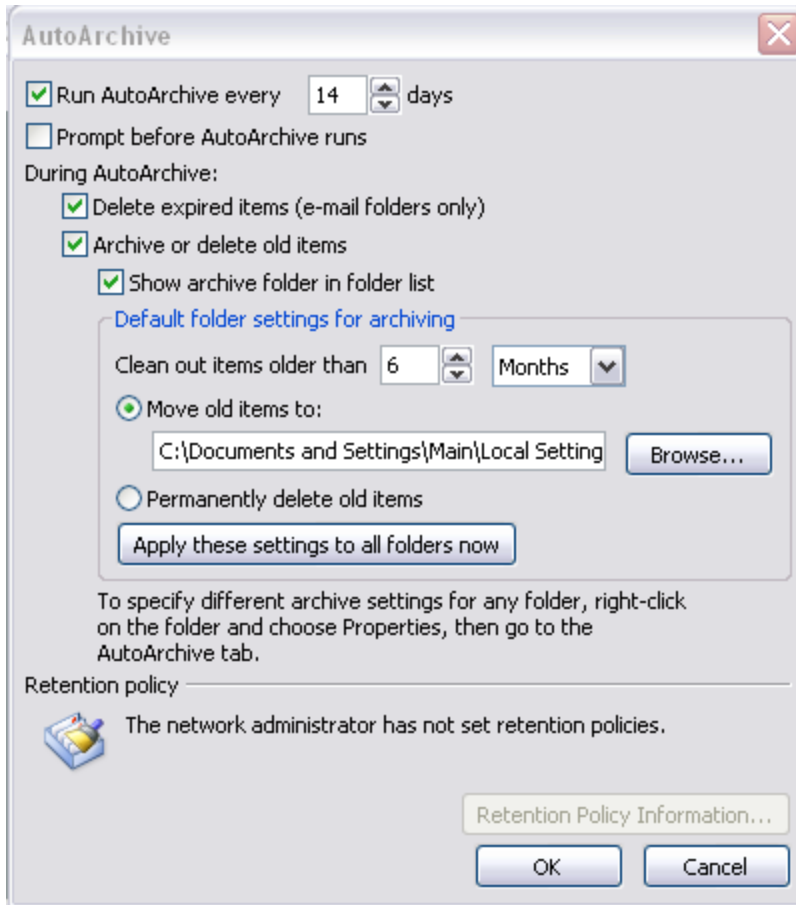
Browse thru the archive folder so that you can be satisfied that it contains the data that you think it should have. Now, you can go back to the original location of the folder location in C:\Documents & Settings.... And delete the most recent file (you are deleting the original that you copied to the new permanent location).

When you are done using an archive folder, **right-click** on the folder and **Close** it, the fewer files other than your main mailbox that Outlook has open, the better it will perform.

Go back to Outlook, **Click on File, Archive**. Bump up your archive settings by 1 year. Do it all again.

When you are caught up to the end of last full year, you need to set your archive settings to begin archiving on a regular basis, those items that are older than whatever you are comfortable. My suggestion is 6 months. Here is how you set that up so that it is automatic:

In Outlook, **click on Tools, Options**, then find the **Other** tab and **click** on that. **Click** on the **Auto Archive** button. You will see a screen that looks like this:



Change your settings to look like this, leaving the location at the default.

**Click on *Apply these settings to all folders now* button.**

**Click on *OK*.**

**Click on *OK* to exit the *Options Menu*.**

Every 14 days, you will be prompted to run **Auto Archive**. Just let it run. It runs in the background once you open Outlook so just let it go. The only reason not to run it would be if you are opening Outlook for only a moment to look something up and then plan to close it right away.

### ***This is what you do every year***

At July 1, 2009, you should force the archive process to run using the current settings. This option can be found under **File, Archive**, just click the first option to **Auto Archive all folders according to their AutoArchive settings** and click **OK**.

Just follow the previous instructions for renaming the current file and then move it to the location of the rest of the archive files, open it, create the @mdddy folder and then you can close it until you need it.