

Managing Online and Offline Archives in Outlook

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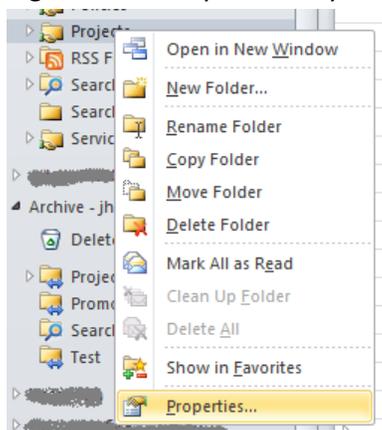
How to Enable the Online Archive Feature in Outlook 2010

Most AgriLife employees have an online archive mailbox that they can use as an overflow for their regular mailbox or to store seldom accessed messages that they still need to keep.(Because we have online archiving, Outlook’s built in AutoArchive feature is disabled.) There are two ways to move items to the archive.

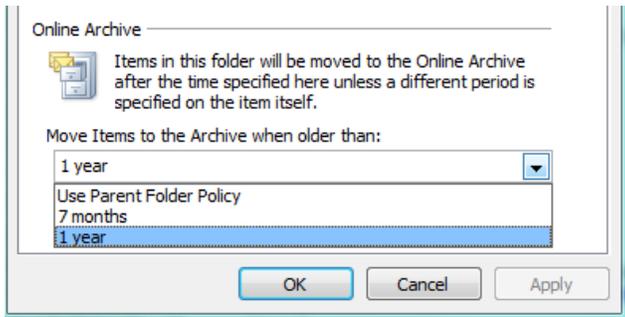
The first is to manually move them. (Be careful with this. Anything in the Sent Items, Deleted Items, and Conversation History folders have “retention tags” which automatically delete items over a certain age. If you manually move something from one of these folders directly to your online archive, it won’t lose that retention tag. You need to move it to another folder first. For this reason, we do not recommend manually moving items to your online archive unless you are running out of space and need to remedy that situation quickly.

The second way is to apply one of two preconfigured archiving policies to a folder:

1. Right-click on any folder in your mailbox and select Properties.



2. Go to the Policy tab and select one of the two preconfigured archive policies:



This will tell the Exchange server to put an archive tag on every item in the folder. After 7 months or 1 year, depending on which policy you chose, Exchange will begin moving those items to a matching folder in your online archive.

For Outlook 2007:

Online archiving does not work for Outlook 2007. Instead, you can use the older AutoArchive feature that will save old messages to an offline archive file (aka Outlook Data File or PST file).

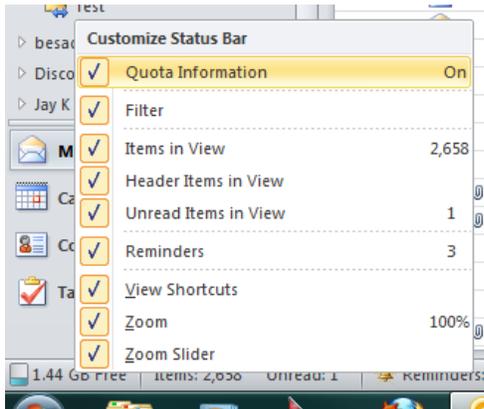
1. On the **Tools** menu, click **Options**, and then click the **Other** tab.
2. Click **AutoArchive**.
3. Click to select the **AutoArchive Every** check box, and then specify how frequently the AutoArchive process will run by typing a number in the days box.
4. If you want to be notified before the items are archived, click to select the **Prompt Before AutoArchive** check box.
5. In the **Default archive file** box, type a file name for the archived items to be transferred to, or click **Browse** to select from a list. We recommend you pick a location and file name that makes sense to you somewhere under your Documents/My Documents folder. Do not save your archive to a network location or shared drive! Using a PST file across a network connection can cause application crashes and data loss.
6. Click **OK** two times. Now that you have turned on the AutoArchive feature, you must set the AutoArchive properties for each folder.

How to Set the AutoArchive Properties for a Folder in Outlook 2007:

1. In the **Folder List**, right-click the folder that you want to AutoArchive, and then click **Properties**.
2. Click the **AutoArchive** tab.
3. To set the AutoArchive properties for this folder, click to select **Clean out items older than**.
4. To specify when the items must be automatically transferred to your archive file, type a number in the **Months** box.
5. To specify a file for the archived items to be transferred to, click **Move old items to**.
6. In the **Move old items to** box, type a file name for the archived items, or click **Browse** to select from a list, and then click **OK**.

Creating an Offline Archive

When your mailbox or your online archive (displayed in Outlook's navigation pane as "Archive – username" reaches 90% capacity, Exchange will send you an alert to make sure you know it's time to do some cleanup. You can see how much space you have available by displaying Quota Information. To do that, right-click on the status bar at the bottom of Outlook and select "Quota Information."

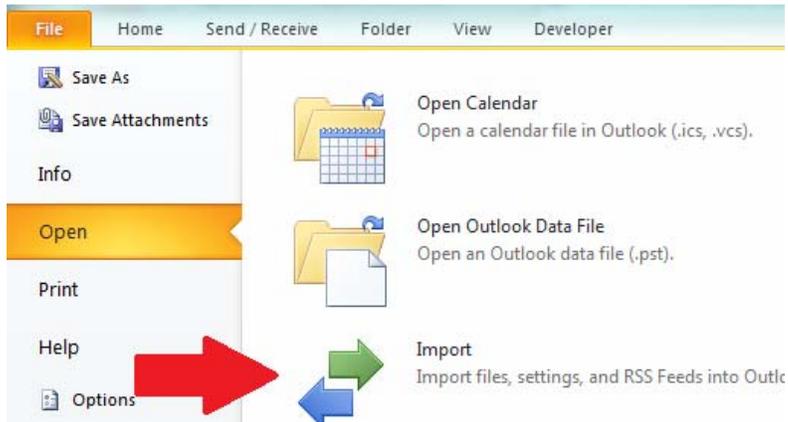


To see the Quota Information for your online archive, simply click on the archive and check Outlook's status bar.

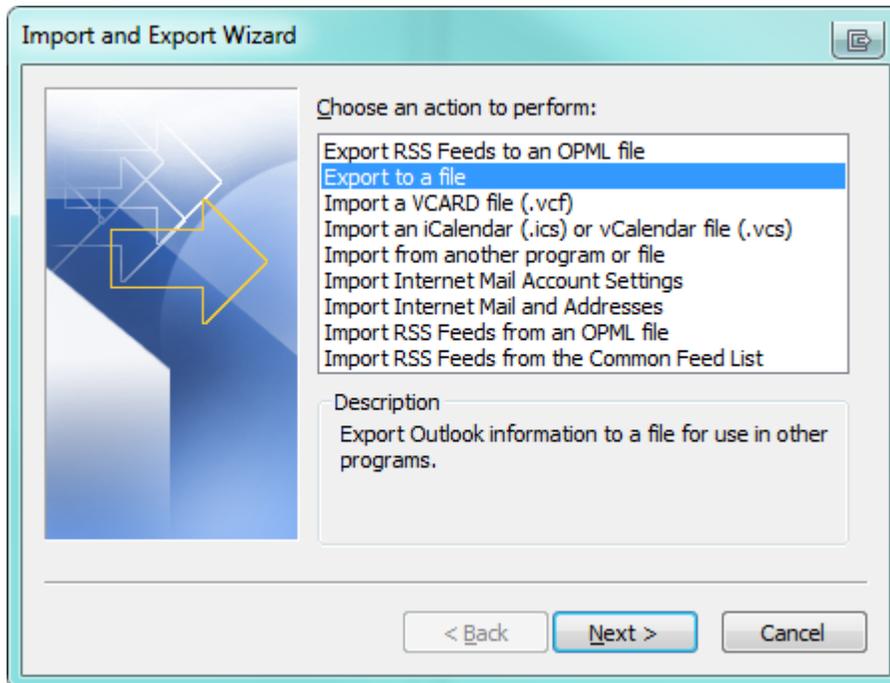
The Quota Information value won't update immediately after you delete messages and empty the Deleted Items folder. It takes some time for the Exchange servers to re-index your mailbox. If it doesn't show more free space by the next day, contact First-Call for assistance.

If you have filled up your online archive already deleted everything that you can possibly delete and are still running out of space, you can export your online archive to an Outlook Data File (aka PST file).

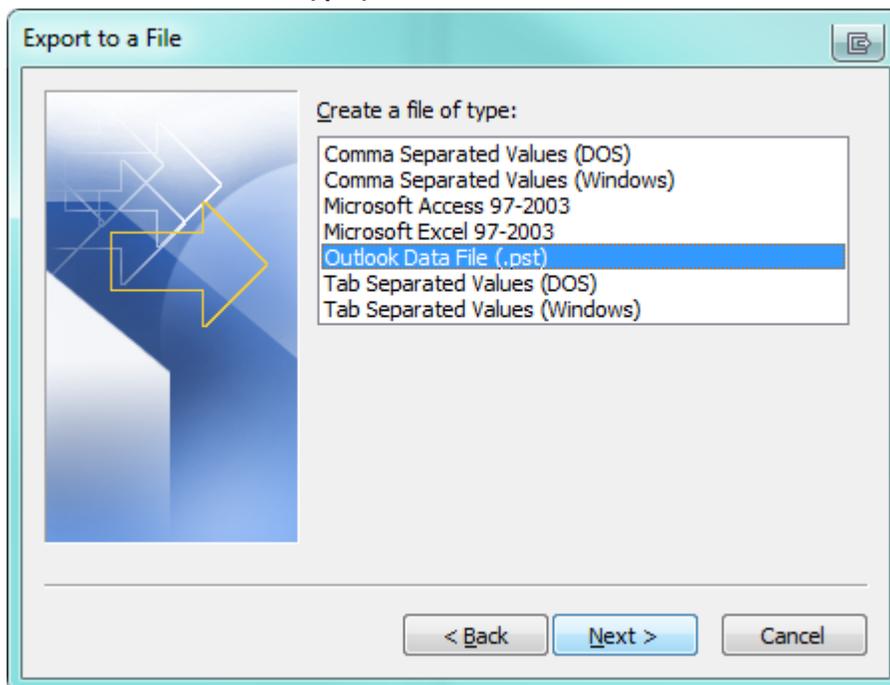
1. Go to the **File** tab in Outlook.
2. Click on Open, then Import.



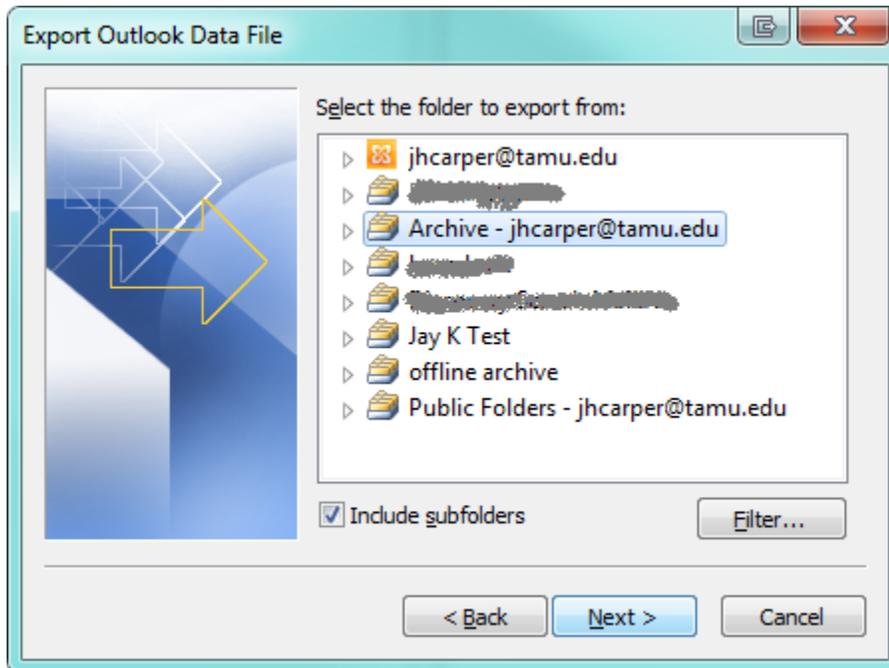
3. In the **Import and Export Wizard**, click on **“Export to a file.”**



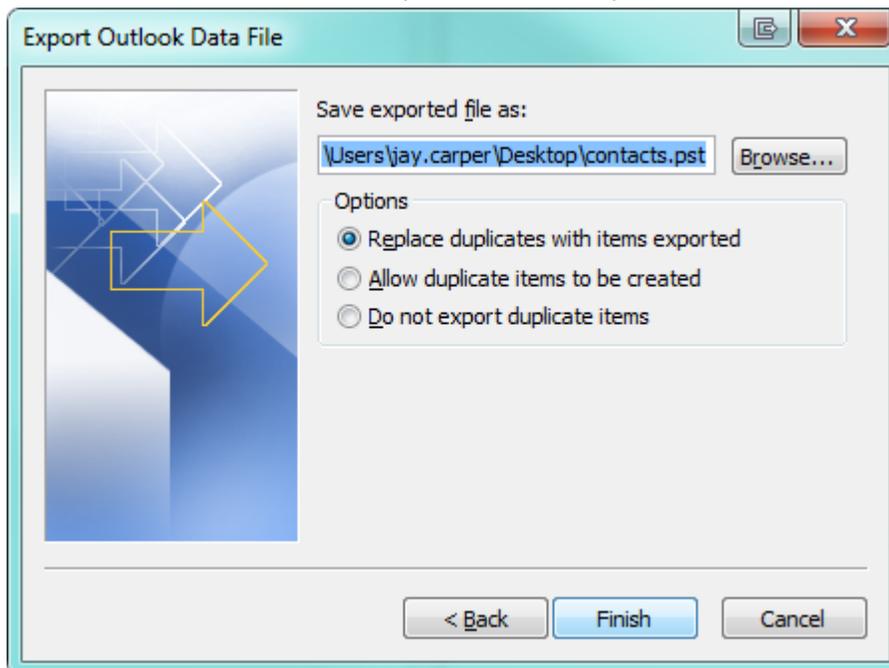
4. Select **“Outlook data file (.pst)”**.



5. Select your archive

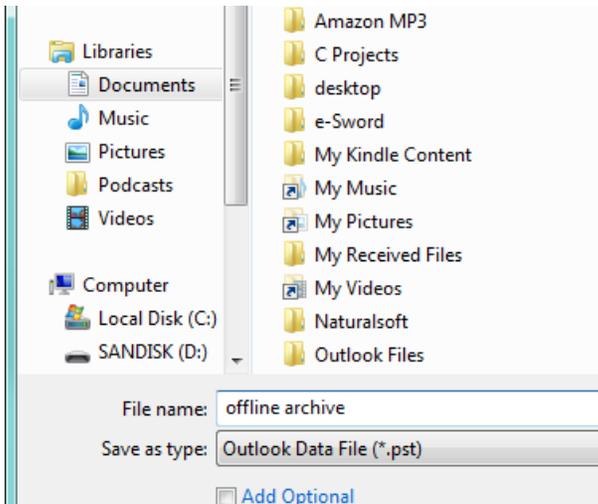


6. On the screen that asks what file you want to save your data to, click on the **Browse** button.



7. Select a location that makes sense to you. The Outlook Files folder in your Documents library (or is a good choice. **Don't select a network location or shared drive.** Outlook data files can be very large, and accessing those files across the network can cause software crashes, slow responses, and data corruption. You should only access PST files from your computer's hard drive. If you are concerned about backing up your data, *you can make a copy* of the pst file at a network location. Be aware that PST files are not secure. They are not encrypted and their passwords are

relatively easy to break.

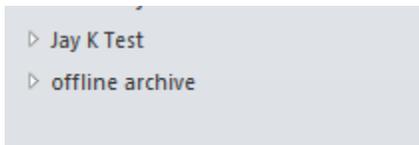


8. Choose a name for your offline archive file. In the example above, I used “offline archive” as the file name. You might want to add a date or year to the name to differentiate it from other PST files.
9. When you save your file, Outlook will ask you if you want to password protect it.



As long as you store the PST file in a secure location, a password doesn’t add a lot of security. To skip the password, simply leave the password fields blank and click **OK**.

10. Your online archive mailbox is stored on the Exchange server, so it could take some time to download the entire thing to your computer.
11. When the export is complete, your new PST file will appear in Outlook’s navigation pane and will look like a shared mailbox.



12. You can close it any time you want by right-clicking it and selecting ‘**Close “offline archive”**’.
13. You can re-open it later, by going to the **File** tab, and selecting **Open**, then **Open Outlook Data File**.