

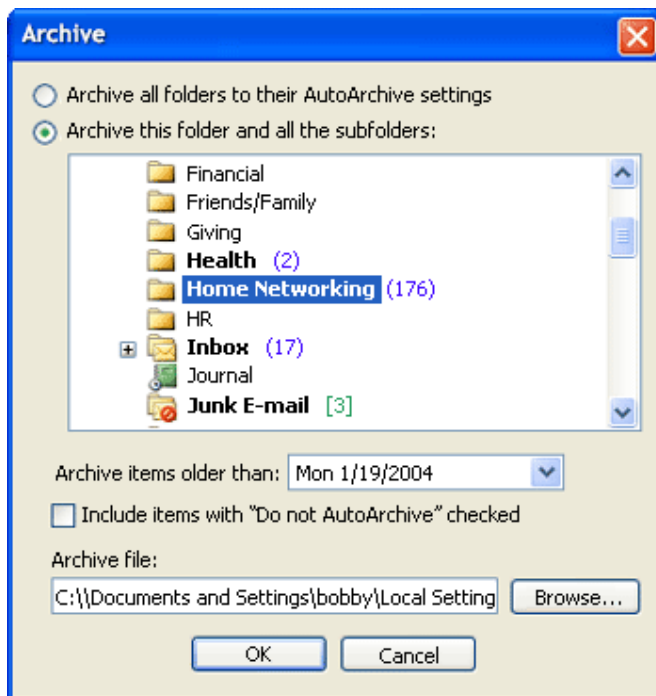
Tips for Using Outlook

Archiving Mail Folders

In Outlook, archiving is a way to back up or delete old items, such as e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents. AutoArchive backs up items for you automatically by using either the default settings or settings that you specify. However, sometimes you might not want to worry about all of those settings and just archive an individual folder manually.

Manually archive a folder

1. On the **Go** menu, click **Folder List**.
2. Click the folder that you want to archive. To archive your whole mailbox, click Mailbox-Your Name.
3. On the **File** menu, click **Archive**.
4. Click **Archive this folder and all the subfolders** This allows you to archive your folders using the options available in the **Archive** dialog box.



5. In the **Archive items older than** list, choose a date from the date picker. In this example, items in the folder created before January 19, 2004 are archived.
6. To include items that you previously selected not to archive, select the **Include items with "Do not AutoArchive"** checked check box. **Note** To see if items have the **Do not AutoArchive this item** check box selected, open the item. On the **File** menu, click **Properties**. On the **General** tab, verify that the **Do not AutoArchive this item** check box is selected.
7. To archive the folder to a file other than the default Archive.pst file, click **Browse**,

and then specify a different file name, such as MyArchive.pst, and a location, this should be in your **H:** drive but not inside "My Documents".

8. Click **OK**. The items in the folder are moved out of the folder and into the .pst file that you specified. To view the folder items again, use the archive folders at the end of your list of folders in Outlook.