

Outlook 2007 Auto Archiving

Introduction

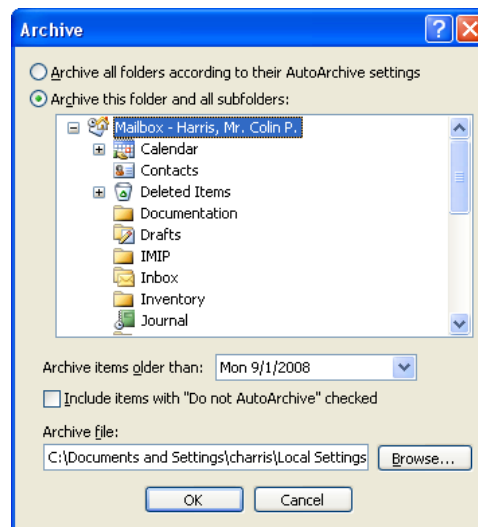
Auto Archive helps keep mailboxes manageable. It stores the old items such as: e-mail messages, appointment, contacts, and tasks. This document contains instructions on how to configure Auto-Archive to manually or automatically archive Outlook contents.

- open **Microsoft Outlook 2007**

To manually archive a folder in Outlook:

- click **File** and select **Archive**

The *Archive* dialog box displays.



- select **Archive this folder and all subfolders**
- select **Mailbox – yourusername**

Note: Instead of selecting the entire mailbox (**Mailbox – yourusername**), you can opt to select individual folders. Otherwise Microsoft will archive everything under **Mailbox-yourusername**.

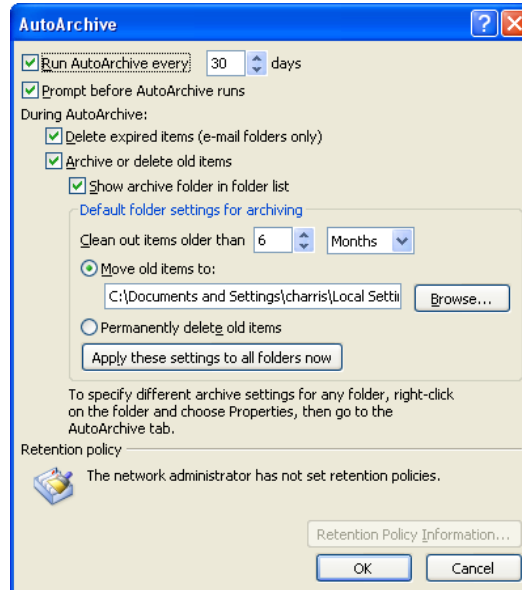
- specify a date next to **Archive items older than**
- click **Browse** to specify a new file or location if different from the default file or location
- click **OK**

Note: All items marked for archiving will be removed from your **Mailbox – yourusername** and moved to the designated AutoArchive location.

To automatically archive a folder in Outlook:

- click **Tools**
- select **Options** and click the **Other** tab
- click **AutoArchive**

The *AutoArchive* dialog box displays.



Option

Description

Run AutoArchive every	Choose how often you want AutoArchive to run.
Prompt before AutoArchive runs	Choose this option if you want a reminder before AutoArchive runs.
Delete expired items (e-mail folders only)	This option deletes any expired e-mails only.
Archive or delete old items	Choose this option if you want AutoArchive to delete some or all items when they expire.
Show archive folder in folder list	Choose to have the Archive folder listed with your other folders in the Navigation Pane.
Clean out items older than	Choose the default setting for when you want your items archived.
Move old items to	The default location in Windows XP that old items are moved to is C:\Documents and Settings\yourusername\Local Settings\Application Data\Microsoft\Outlook\Archive.pst.

Permanently delete old items

This immediately deletes expired items instead of moving them to archive.pst.

Apply these settings to all folders now

This applies the AutoArchive settings, including your changes, to all of your folders.

Retention Policy

Place system administrators set retention policies that determine when and how your mailbox items are AutoArchived. You can only view the policies.

- make desired changes
- click **OK**

Note: The first time Outlook runs AutoArchive, the archive file is automatically named archive.pst and is located on your local machine at C:\Documents and Settings\yourusername\Local Settings\Application Data\Microsoft\Outlook\Archive.pst