

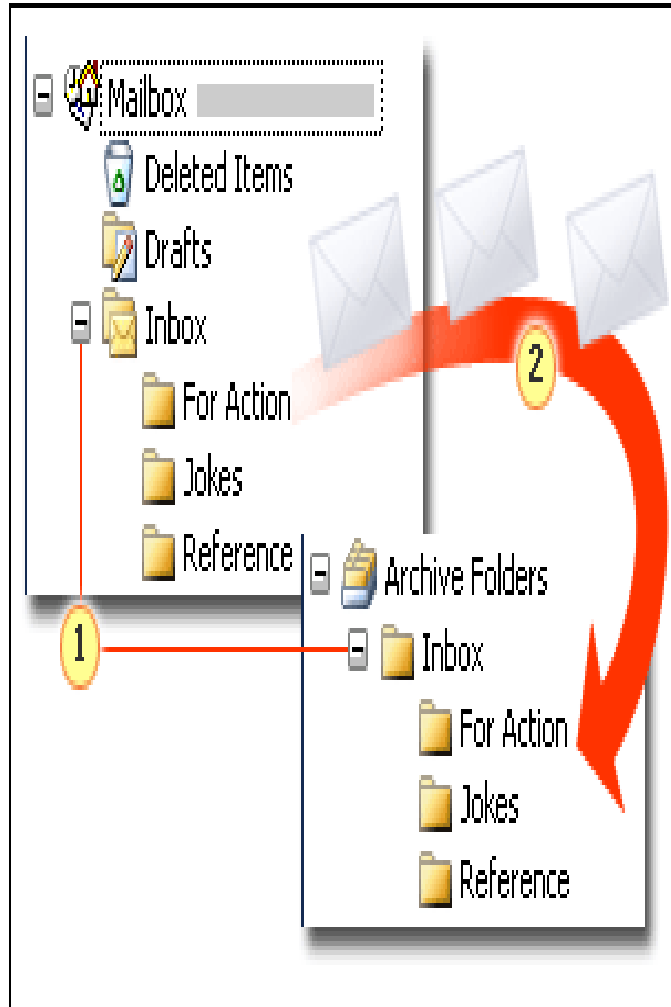


Guide to Message Archiving in Microsoft Outlook using

What you need to know before using Outlook Message Archiving

- Archived e-mail will be stored on Local Hard Drive not server.
- Archived e-mail will not be backed up and is subject to loss if computer goes down.
- Archived e-mail does not count against e-mail quota.
- Archived e-mail is not available Outlook Web Access.

Archive Subfolders are the same as Mailbox Subfolders

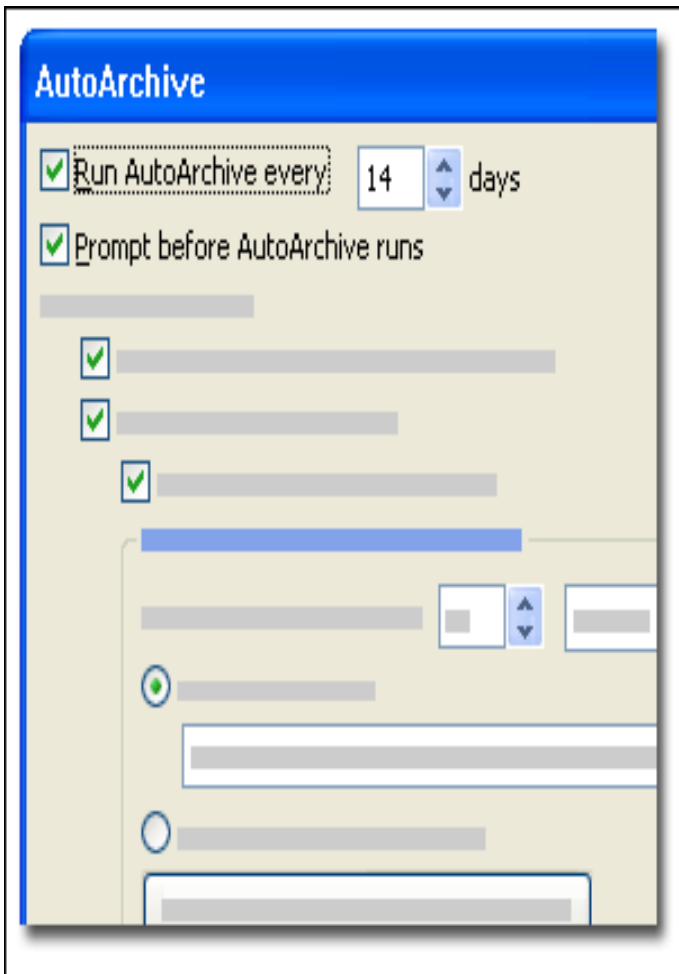


1. Subfolders in Archive Folders are exactly the same as subfolders in Mailbox.
2. Archived messages are removed from Mailbox and placed in the equivalent subfolders in Archive Folders.

AutoArchive

- The great thing about AutoArchive is, you don't have to do anything. Once it is set up, it will take care of itself. No hassle, no mess.
- To use AutoArchive one just needs to ask “Is AutoArchive On”.
- Does one of these this sound like you?
 - 1. You never move or delete e-mail messages.
 - 2. You may add folders to the Inbox, but you don't change their names or remove them. Once and for good, is your filing motto.
 - 3. Then AutoArchive is for you.
 - 4. AutoArchive creates its own rules that work behind the scenes (you don't have to bother creating them). In that process, it creates a folder called Archive Folders, which automatically mirrors the structure of the Mailbox. Wherever you were used to looking for your messages, the archive looks the same way.
 - Note: AutoArchive stores the entire contents of the Mailbox in the same way that it stores your e-mail. For most people, getting e-mail under control is the first big AutoArchive benefit, so this course will focus on archiving the Inbox.

AutoArchive, Continued



❖ If the Run AutoArchive every check box is selected, AutoArchive will run. The number in the days box specifies how frequently messages will be archived.

❖ You can tell if Outlook is set up to use AutoArchive by opening the AutoArchive dialog box. To see this dialog box, you would click Options on the Tools menu, click the Other tab, and click AutoArchive.

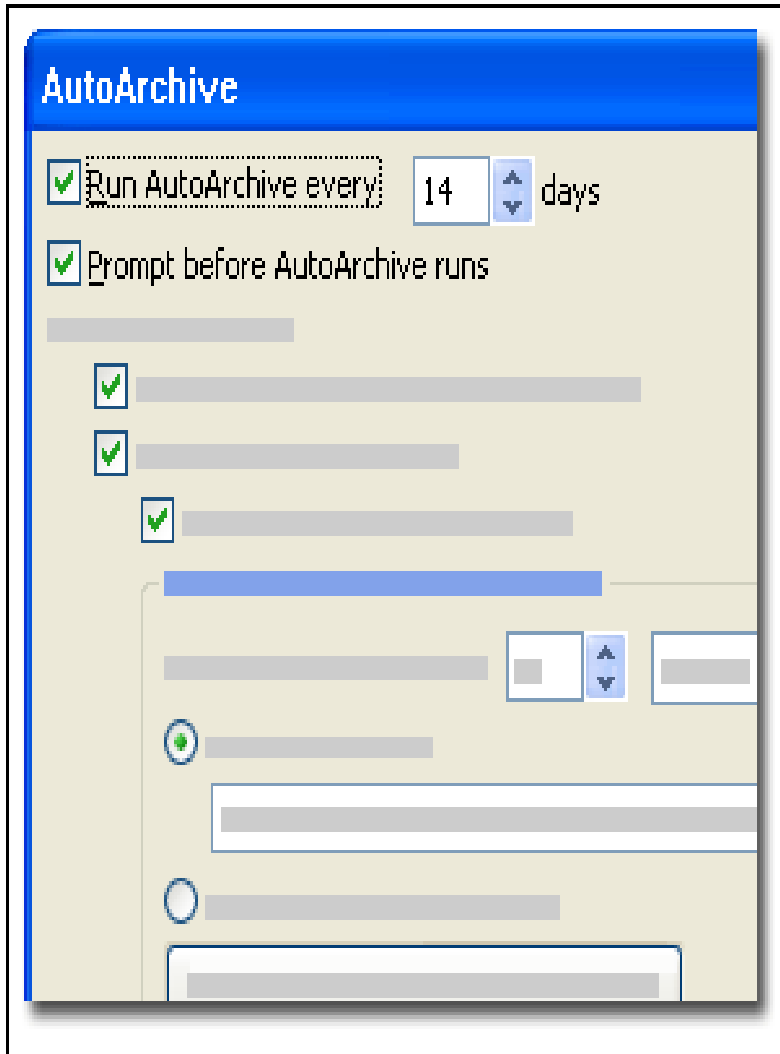
❖ By default, AutoArchive is set to run every 14 days. To change the frequency, you would change the number in the days box.

** Tip: You can also run AutoArchive at any time, if your Inbox is getting too full, by clicking AutoArchive in the Mailbox Cleanup dialog box (which you can get to from the Tools menu).

Is AutoArchiving for you

- **AutoArchive creates its own rules that work behind the scenes (you don't have to bother creating them). In that process, it creates a folder called Archive Folders, which automatically mirrors the structure of the Mailbox. Wherever you were used to looking for your messages, the archive looks the same way.**
- ** Note: AutoArchive stores the entire contents of the Mailbox in the same way that it stores your e-mail. For most people, getting e-mail under control is the first big AutoArchive benefit, so this course will focus on archiving the Inbox.**

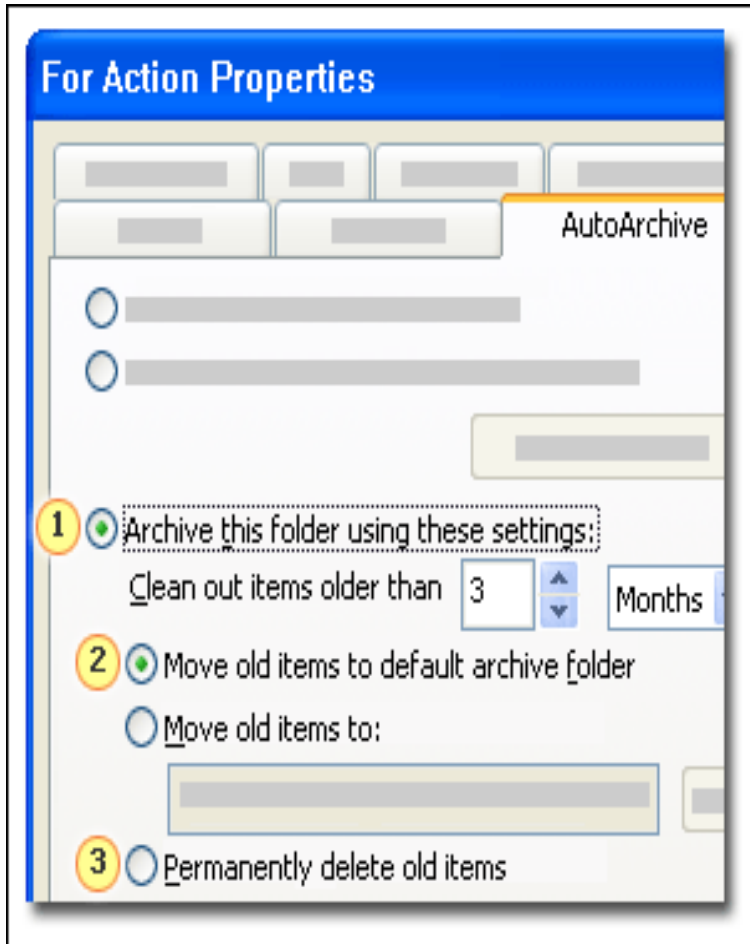
Making AutoArchive Run



You will know whether **AutoArchive** is running if you see the friendly dialog box as shown. If you'd rather not see the dialog box each time **AutoArchive** runs, you would clear the **Prompt before AutoArchive runs** check box.

This will allow you to do your **AutoArchive** the way you want it done **“Your Way.”**

You can choose your settings



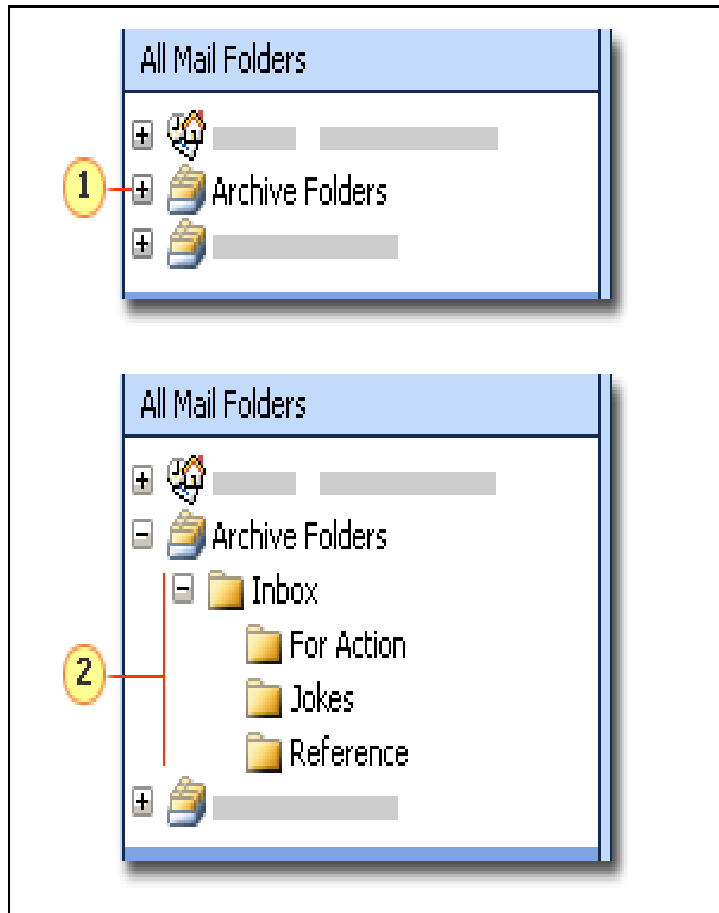
1. Select this option to specify custom archive settings.
2. Use these settings to specify whether to send items to a folder other than the default folder.
3. Use this setting if you want to delete items in the folder that you are customizing.

To customize archive settings for a folder, first you would right-click the folder and click Properties. On the AutoArchive tab of the Properties dialog box, you would click Archive this folder using these settings, as shown in the picture. Then, you would specify the archiving details for that particular folder.

You can Archive at any time

- You can specify whether you want to archive the contents of a folder at any time, or you can delete the folder contents permanently without archiving them.
- You can choose any folder name as your archive folder (the folder doesn't have to be named "Archive" it can be named anything).
- Once you choose these settings, AutoArchive will just happen. This is what makes AutoArchive so easy.
- It is important to remember to do periodic tune-ups. As you add or remove folders, you'll want to adjust your custom AutoArchive settings to match.
- You'll probably want to adjust your settings if you get more (or less) mail for a while, join newsgroups, or otherwise change the rate of activity in the Inbox.
- *** Tip: Test your AutoArchive settings by clicking AutoArchive in the Mailbox Cleanup dialog box, which you can get to from the Tools menu.

To Read Archived Messages



1. Click the plus sign to read archived messages.

2. Archived messages are visible in Archive Folders. Click a subfolder to read the messages.

You can read your archived messages by clicking the plus “+” sign next to Archive Folders in the Folder List. The list of your archived folders will appear. Clicking on an archived folder displays its contents in the same form that you are used to seeing in the Mailbox. When you open an archived message, it will look the same as before it was archived.