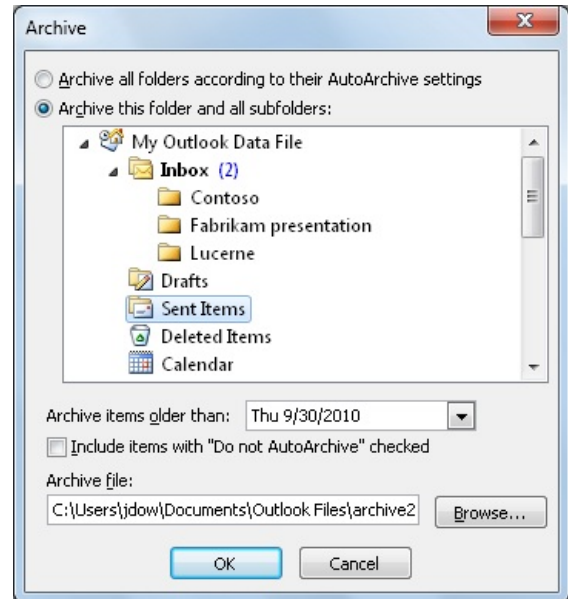


Manual Archive - Outlook 2010

How to manually archive email messages and other items in Outlook 2010.

1. Click the **File** tab.
2. Click **Cleanup Tools**.
3. Click **Archive**.
4. Select the **Archive This Folder And All Subfolders** option.
5. Select folder you wish to archive. Click the **+** next to a folder to view and select subfolders. NOTE: All items within the selected folder and all subfolders within the selected folder will be archived. Select **Mailbox - User's Name** to archive all Outlook items.



6. Specify a date under **Archive Items Older Than**.
7. Under **Archive File**, click **Browse** to specify a new file or location if you do not want to use the default file or location. Browse to find the file that you want, or enter the file name, then click **OK**. The destination file location appears in the **Archive File** box.

NOTE: New archives created with Microsoft Outlook 2010 are saved in the following locations:

- Windows 7 and Windows Vista:

drive:\Users\user\Documents\Outlook Files\archive.pst

- Windows XP:

drive:\Documents and Settings\user \Local Settings\Application Data\Microsoft\Outlook\archive.pst

9. Select the **Include Items With "Do Not AutoArchive" Checked** check box to include any items that might be individually marked to be excluded from automatic archiving. This option does not remove that exclusion from these items, but instead ignores the **Do Not AutoArchive** check box for this archive only. If you choose to manually archive these items during this procedure, the items will again be subject to the **Do Not AutoArchive** setting unless you manually override that setting again in the future.

10. Click **OK**.

NOTE: Outlook automatically creates another archive file for items in the folder and location specified.

To access items in your archive, do one of the following:

- If the archive Outlook Data File (.pst) is open in Outlook, the name of the archive will appear under **All Folders** in the **Folder List** on the **Navigation Pane**.
- If the archive Outlook Data File (.pst) is not open in Outlook:
 1. Click the **File** tab.
 2. Click **Open**.
 3. Click **Open Outlook Data File** and browse to open the archive Outlook Data File (.pst).

The name of the archive will appear under the **Mail** or **Folder List** in the **Navigation Pane**.

3/3/2011 kjarrell