

Configuring Auto-Archive for Outlook 2007

About Backing Up or Deleting Items Using Auto-Archive

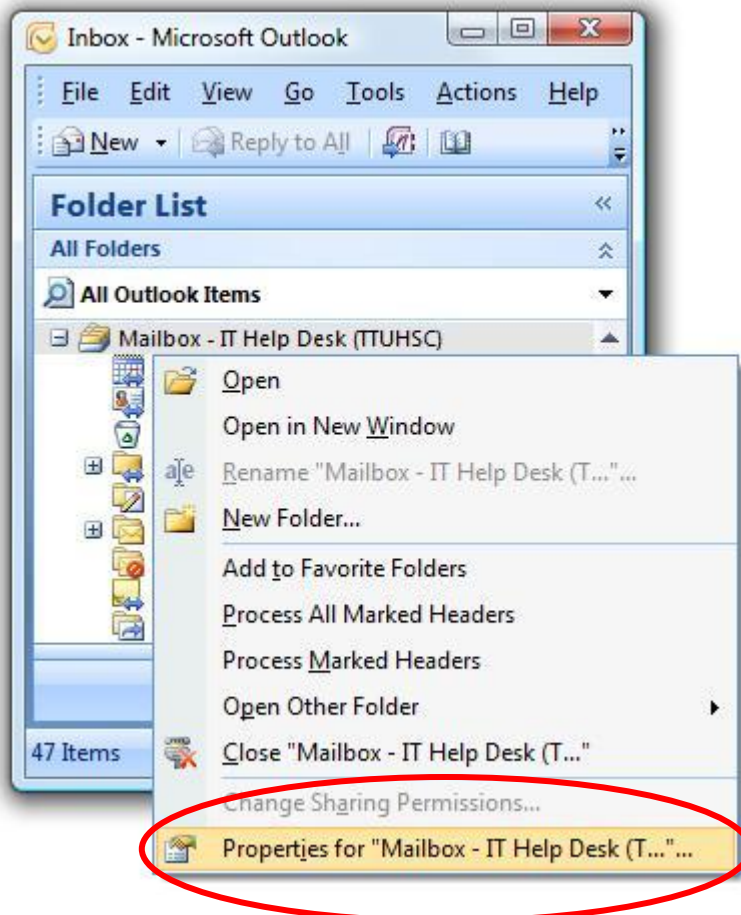
Your Microsoft Outlook mailbox grows as you create and receive items. To keep your mailbox manageable, you need another place to store or archive the old items that are important but not frequently used. You also need a way to automatically move those old items to the archive location and to discard items whose content have expired and are no longer valid. Auto-Archive takes care of these processes for you.

Auto-Archive is on by default and runs automatically at scheduled intervals, clearing out old and expired items from folders. Old items are those that reach the archiving age you specify, and may include such things as the original e-mail you received with the goals for a project you're assigned to. Expired items are mail and meeting items whose content is no longer valid after a certain date, such as a meeting you had four months ago that still appears on your calendar. Although an expiration date is optional, you can define it at the time you create the item or at a later date. When the item expires, it's unavailable and has a strike-out mark through it.

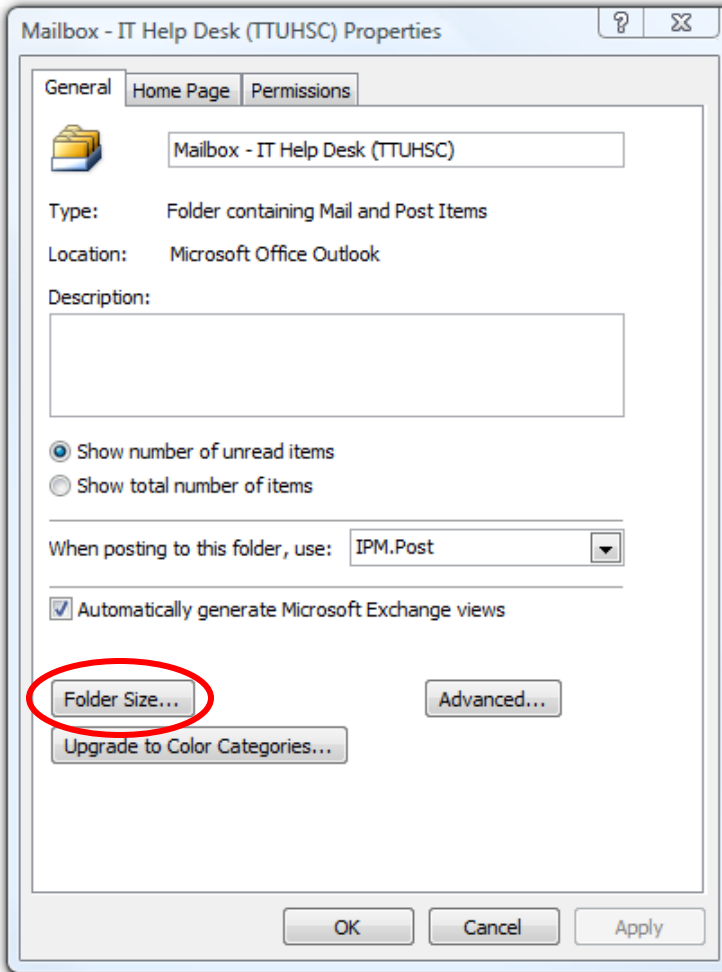
Determine Current Mailbox Size

The following steps will allow you to determine the current size of your mailbox. Your mailbox size should remain under **900,000 KB**. A mailbox larger than the allotted size may stop sending outgoing or receiving incoming mail.

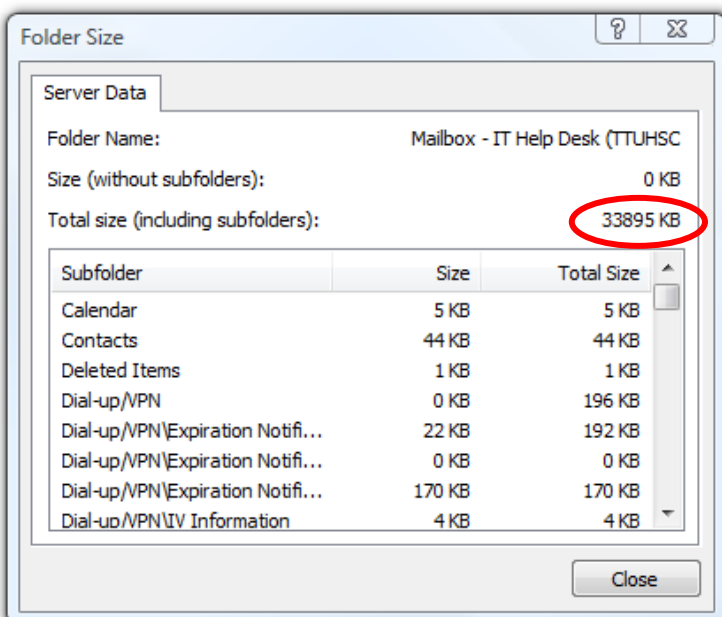
- 1) Right Click on your **Mailbox** folder under the folder list and select **Properties**.



2) Click **Folder Size** on the **General** tab.



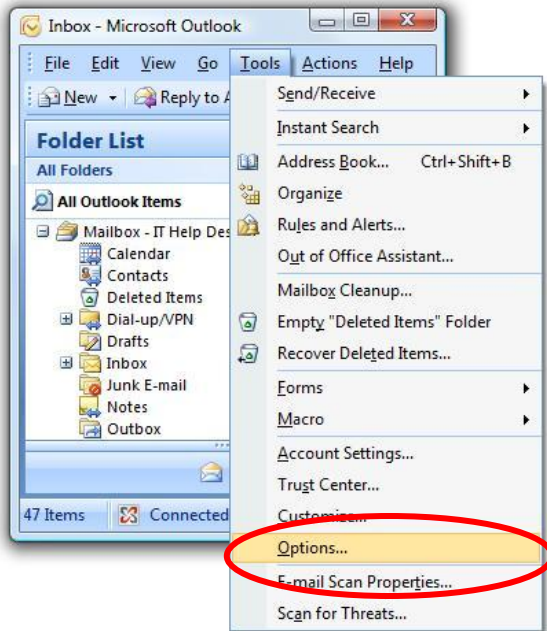
3) The total size of your mailbox will be listed as **Total size (including subfolders)**.



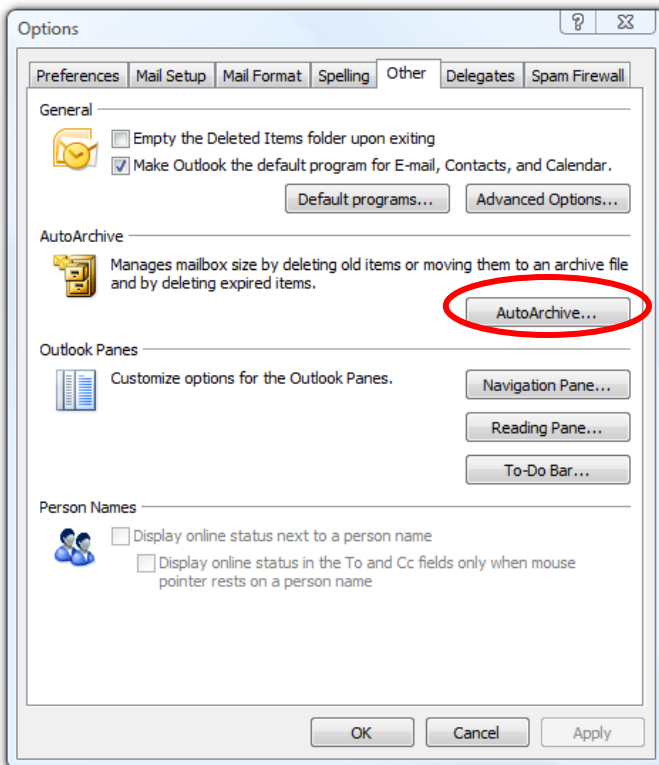
Setting Up AutoArchive

The following steps will setup **AutoArchive** to run after a specified number of days. A new folder called **Archive Folders** will be created and will store all archived files locally for easy access.

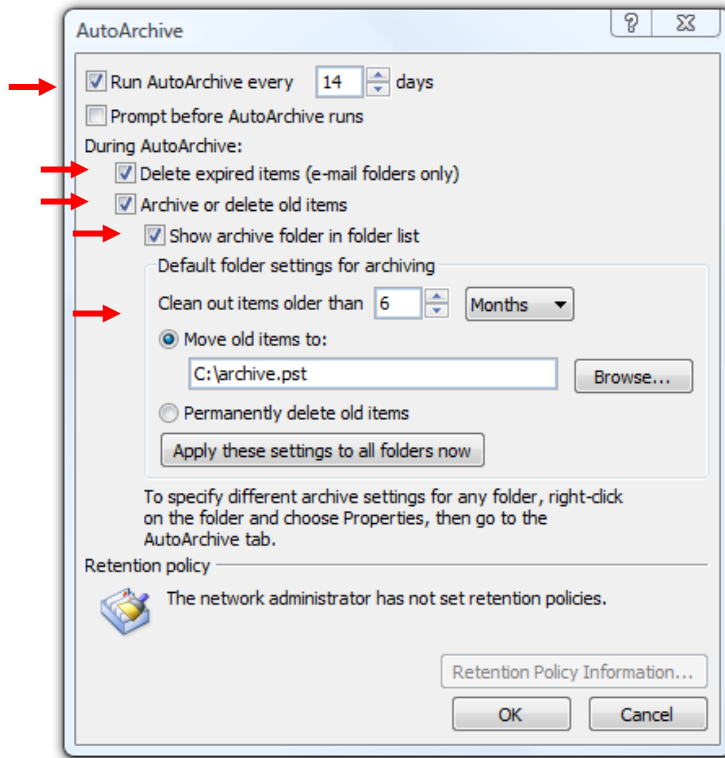
- 1) Choose **Options** from the **Tools** Menu.



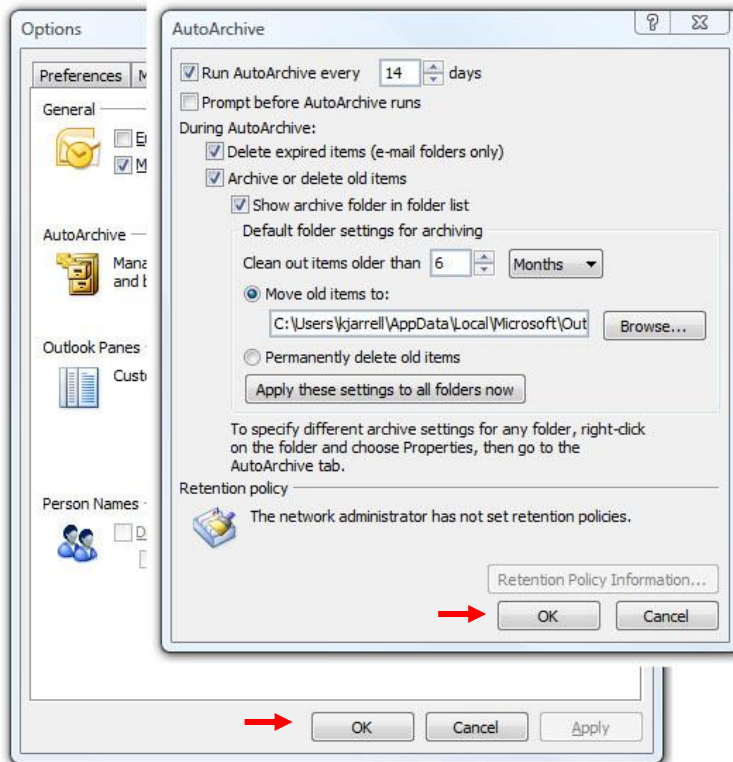
- 2) Click **AutoArchive** on the **Other** tab.



- 3) Select **Run AutoArchive every n days** and specify how often to run AutoArchive. Select **Delete expired items (e-mail folders only)**. Select **Archive or delete old items**. Select **Show archive folder in folder list**. Select the age in Months, Weeks or Days of items to be archives. Choose **Move old items to:** and designate a location where the your archived e-mails will be saved.



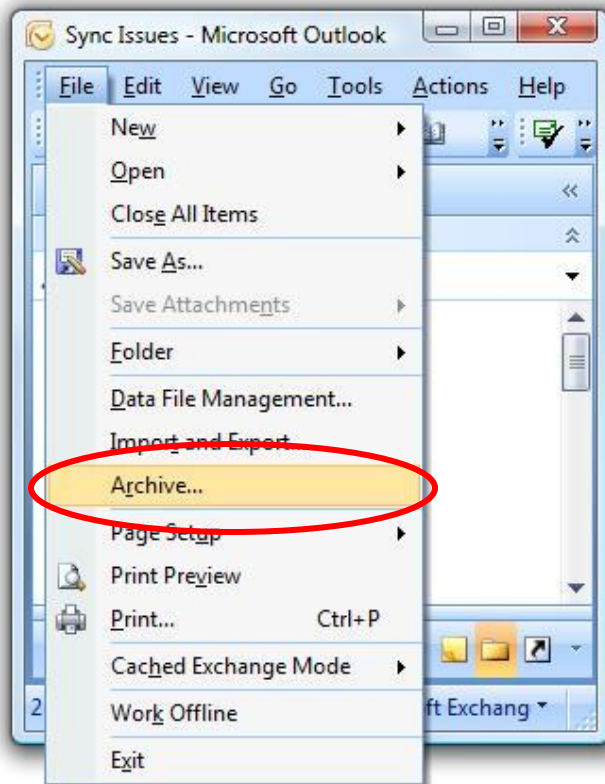
- 4) Click **OK** in the AutoArchive window. Click **Apply** then **OK** in the Options window.



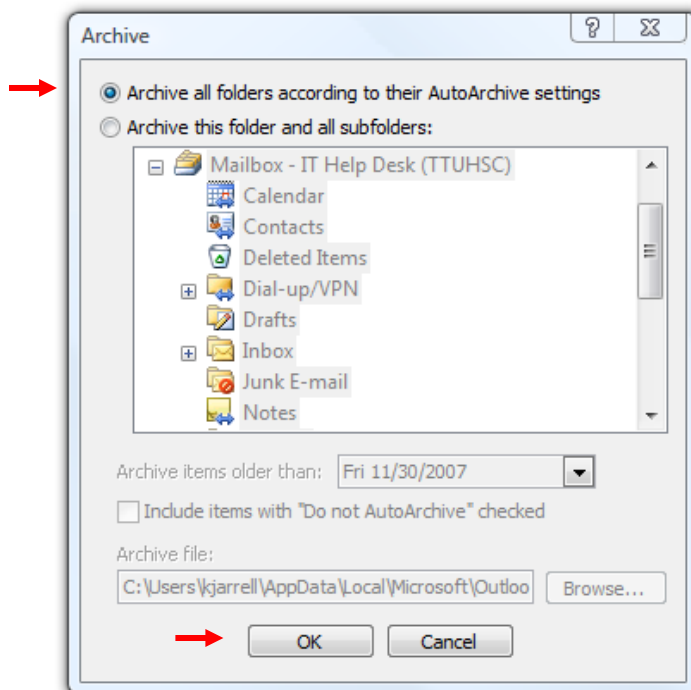
Manually Archiving All Folders

The following steps will allow you to manually **Archive** all folders in your mailbox at anytime.

- 1) Choose **Archive** from the **File** Menu.



- 2) Select **Archive all folders according to their AutoArchive settings** and click **OK**.



Accessing Archived Email

Archived email is available in Outlook from the **Archived Folders** under the folder list. Email is organized in the same subfolders as your mailbox.

