

Tuesday TechTip:

Have you archived your email recently? Or ever? Archiving your email allows you to move a copy of emails to a location outside of Outlook, clearing your Outlook folders of old messages while retaining a copy for historical purposes.

How it works

Archiving your email compiles Outlook items into one file, a personal storage table (.pst) file. Typically saved locally (for example in My Documents) this file is accessible through Outlook. To access an archived email message, open the .pst file in Outlook (File → Open → Outlook Data File). *Archive folders* displays under the Mail Folders section in Outlook, where you may access email or other archived items.

Decisions, decisions, decisions

Some people archive once a fiscal year, others may like to archive every 6 months. Setup a schedule to fit your needs. In making your decision, think about how often you look through old emails. Do you need to reference past emails frequently? Or quite infrequently?

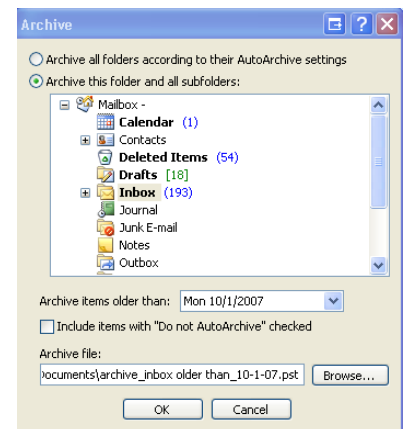
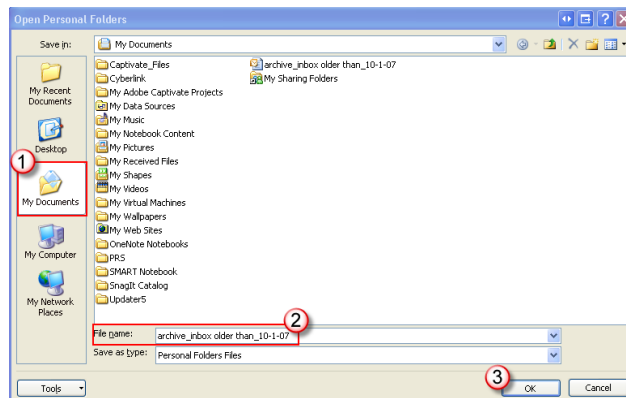
Bottom Line:

Benefits of archiving your email:

- Keeps your mailbox manageable
- Increases access speed to email
- Reduces storage size of mailbox

Archive your inbox:

1. Open Outlook. Click File → Archive.
2. The *Archive* dialog box opens.
3. To archive any email older than a certain date:
 - a. Select **Archive this folder and all subfolders**.
 - b. Select **Inbox**.
 - c. Select a date to *archive items older than*.
 - d. Click **Browse** under *Archive file*.





- e. Select **My documents** (or folder of your choice).
 - f. Enter a *File Name*. Be descriptive, such as “archive_Inbox older than 10-1-2007.pst”
 - g. Click **Ok**.
4. Repeat steps 1-3 for other Outlook items, such as the *Sent Items* folder.

Empty your Deleted Items folder

Don't forget to clean out your deleted items folder! When you delete messages from your Inbox, they are sent to the Deleted Items folder as a holding area, similar to your recycle bin. The Deleted Items folder must be emptied to completely delete a message.

[Click here to check out archives of all TechTips](#)

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