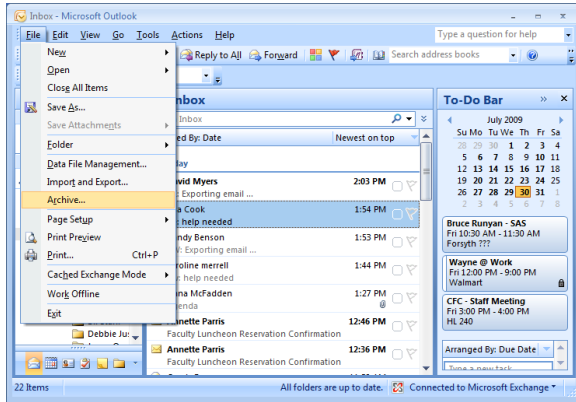
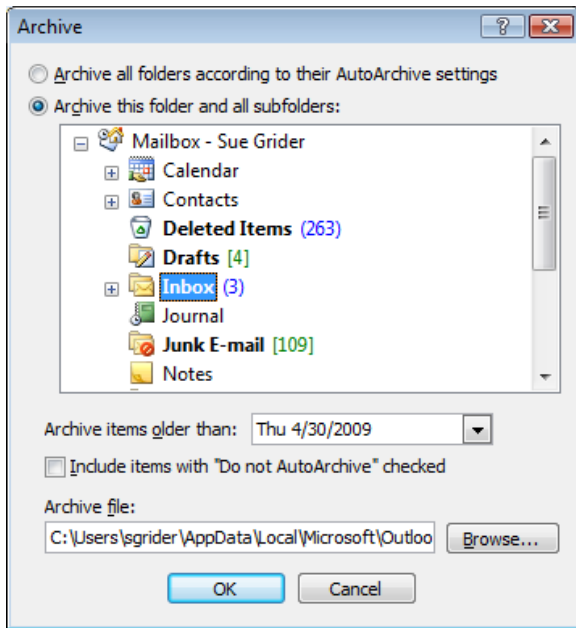


# How to Archive Items from My Outlook Account (Microsoft Outlook 2007)

1. Open Outlook
2. Under the File menu, select Archive.



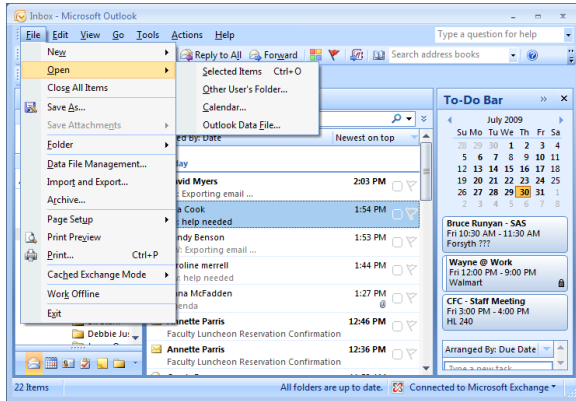
3. An Archive window should appear.



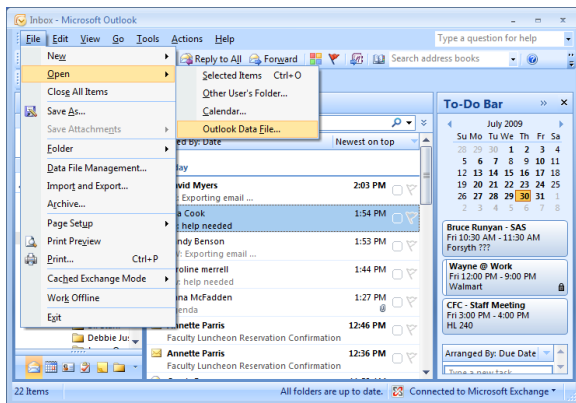
4. At the top of the window there are two radio buttons. The first is to archive your items from your Auto Archive settings. These archive settings are set by default when the software is installed on your computer. The settings can be changed. The second radio button allows you to override the default settings and archive what you want when you want. I personally prefer this option. I do not always have the time to archive my Outlook account when the computer thinks I should have time.
5. The next box down is where you select what you want to archive. I usually select the item labeled "Mailbox – Sue Grider" by clicking once on it. This means that all the mail, contacts, calendar items, tasks, notes, etc. that I have stored in my many folders as well as my Sent Items folder will get archived.
6. Next, you need to select what date you want for your archive. I usually keep about 1 month to 1 ½ months worth of e-mail on the server and archive anything older than that.
7. Leave the check box, "Include items with "Do not AutoArchive" un-checked.
8. The last item is where the archive file will get stored on your hard drive. It is recommended that you select where you want the archive file to reside by selecting the Browse button, but then you have to remember where you put it. A good place to store your archives would be in your Documents folder.
9. Select the OK button and the archive process will begin.
10. The last step is that you will need to find the file ARCHIVE.PST on your hard drive and copy it to another location other than your hard drive. If your hard drive goes bad, the file will most likely be lost and so will all of your archived items. It is suggested that you save this file to the administrative server share on 'mercury' (H:) drive in the folder with your username.

## How do I View My Archived Items?

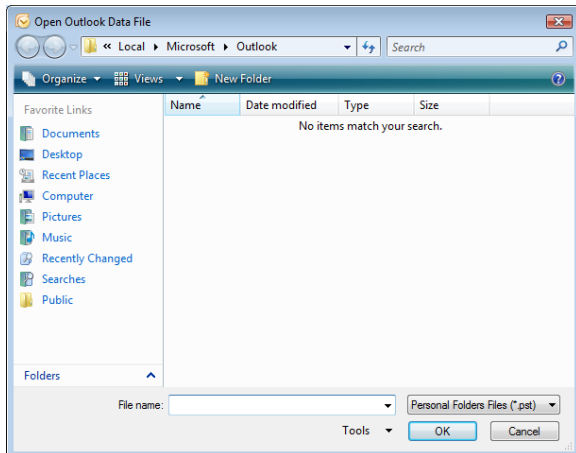
1. Open Outlook
2. Under the File menu, select Open



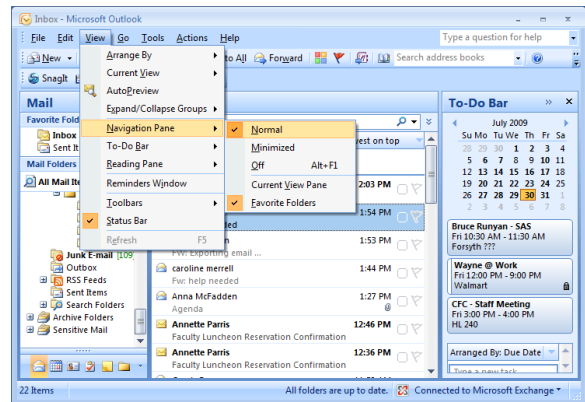
3. Under the Open menu, select Outlook Data File...



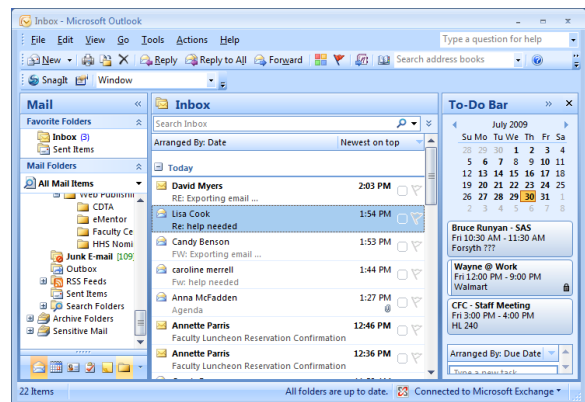
4. Below is the window that will open.



5. Locate the 'archive.pst' file on your hard drive. If you changed the location of the Archive.pst file when you were archiving and saved it in your documents folder, that is where you should look.
6. Select the 'archive.pst' file.
7. Click the OK button.
8. You will need to view your Folder List in your Navigation Pane to see the archives.
9. You first must view your Navigation Pane. Select Navigation Pane under the View menu then select Normal.



10. Click once on the Folder List button at the bottom of the Navigation Pane.



11. You should see "Archive Folders" at the bottom of the Folder List.