

Why is Archiving Email Important?

Microsoft Outlook 2003 has a variety of robust features which make archiving email convenient and easy.

If you do not archive your email, it resides on the campus mailserver. Large files and attachments can cause slow-downs of the system and make maintenance/back-ups difficult and costly. We appreciate your assistance in archiving messages. There is currently no maximum for faculty and staff. However, the student maximum is 25MB.

As an email account reaches the maximum limit, users will be contacted by IT Network staff. If a mailbox is at or above a limit, users will no longer be able to send any email until that account is reduced. By using the archive functions of Outlook, you can manage your email and store it securely. If you have any additional questions, please contact the HelpDesk at x4357.

Archiving email provides a back-up copy of all of your previous correspondence. You can store this data to your hard-drive, CD, or even a USB drive. In addition to saving email to your Hard-Drive, it is recommended that you make at least one archive copy of vital data—and store that some-place secure.

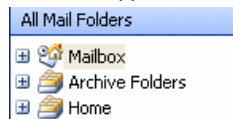


This is a USB drive which holds up to 1 GB of information. It is also known as a Pen, Flash, or Thumb drive. It is as small as a keychain and holds as much as hundreds of floppy disks.

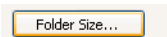
QUICK TIPS

HOW DO I CHECK MY MAILBOX SIZE ?

1. In Outlook, right-click on your “Mailbox” folder. A menu will appear.



2. Select “Properties for” (at the bottom of the menu). A window will appear.
3. Click the “Folder size” button.

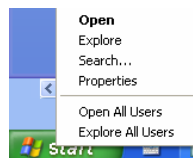


Your mailbox size will be displayed. You can also contact the Helpdesk to obtain this information.

Note: Remember that there are 1024 KB in one MB.

HOW CAN I FIND MY ARCHIVE FILE?

1. Right-click on the “start” menu



2. Select “Search...”
3. Type in the archive extension (.pst).
4. Be sure your “C:\” drive is selected under the “Look in” heading
5. Click the search button. This will locate your archive file so that you can make a back-up of your archive files onto a CD or USB drive for safe-keeping.

Mount Union College Information Technology

Presented by:
Jacqueline Kaminski
Instructional Technology
and Media Services Manager
KHIC 238
X 8219
kaminsjm@muc.edu

**CONTACT THE MUC
HELPDESK:**
x4357

Off-campus: 829-8726
Email: helpdesk@muc.edu

Information
Technology

Archiving Outlook Email



Mount Union College
Information Technology

Helpdesk x4357

Archiving Outlook Email

To begin the archive process, launch the Outlook application on your computer. If you are running Outlook 2000, the instructions will be similar, but you may wish to contact the HelpDesk to ask for an upgrade to Outlook 2003. *Please note that archiving cannot be done through "Webmail.muc.edu"*



(1) SET OPTIONS

Make sure that your Outlook application is configured so that "archive" is on.

1. To do this, select "Tools" from the main Outlook menu. A window will open.
2. Select the "Other" tab.
3. Under the heading "AutoArchive," click the button labeled, "AutoArchive."
4. Choose options which best suit your needs. When you are finished, click "OK."

(2) SELECT A VIEW

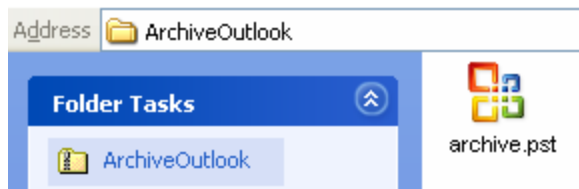
Setting your Outlook view to show folders will make the archive process easier to see.

1. Select "Go" from the main Outlook menu bar. A drop-down menu will appear.
2. Select "Folder list."

This will display a folder view so that you can see all of your current folders.

(3) SET ARCHIVING

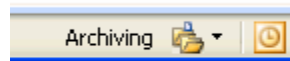
Outlook will make a file (.pst) on your hard drive which will display within Outlook under the heading of "Archive Folders." This folder will contain all of your archived email.



You may access it from the computer where the files resides through the outlook Folder list window. To start the archive, there are a few simple tasks:

1. Select "File" from the main Outlook menu bar. A drop-down menu will appear.
2. Pull down to "Archive..." If Archive is not an option, remember to click the "v" at the bottom of the pull-down menu so that you can view all options. After clicking "Archive..." a window will appear.
3. The next menu will give you options. You will need to click on what you want to save (the folders). You will also need to tell Outlook how far back it should go for the archive. Please enter a date where you would like the archive to run up to. Finally, you will need to decide where you want to save the archive. It will default to your Outlook directory. If you plan on burning a CD of this archive, it is important that you write down and remember this location.
4. Click "OK"

This will begin the archiving process. You will see a status display of a folder which documents flying in the lower right corner of your Outlook window. Your mail messages and attachments are being removed from the mail server and relocated to the harddrive you selected!



(4) ACCESSING EMAIL ARCHIVES

The easiest way to access your archived email is to open Outlook, click on "Go" and then select "Folder list." This will show all of your mail folders.



Click on the "+" next to "Archive Folders" to open that folder. There you should see a duplicate of your mailbox, including any other sub-folders you had created. Your archived files now reside locally, but you can still use the old messages just as if they were in your active mailbox on the server!

NOTE: Once the archive is created, the archived messages now reside on your hard-drive as specified in the archive process (step 3). *Please note that Outlook default settings will save to your harddrive. You will only be able to access your archives on that machine. It will not be available via "Webmail.muc.edu" or on other computers. If you would like to transfer the archive to another machine, please be sure to make a copy of the archive file (archive.pst) on a CD or USB drive or save your archive to a server such as the "H:" drive.*

If you require additional assistance, please contact the HelpDesk at x4357.

Mount Union College
Information Technology

Presented by:
Jacqueline Kaminski
Instructional Technology
and Media Services Manager

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