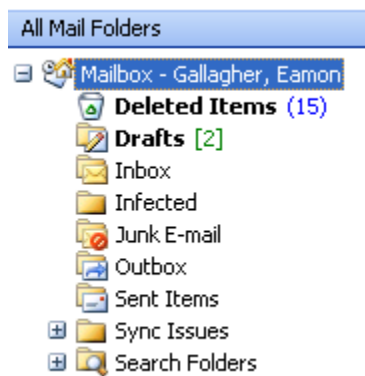


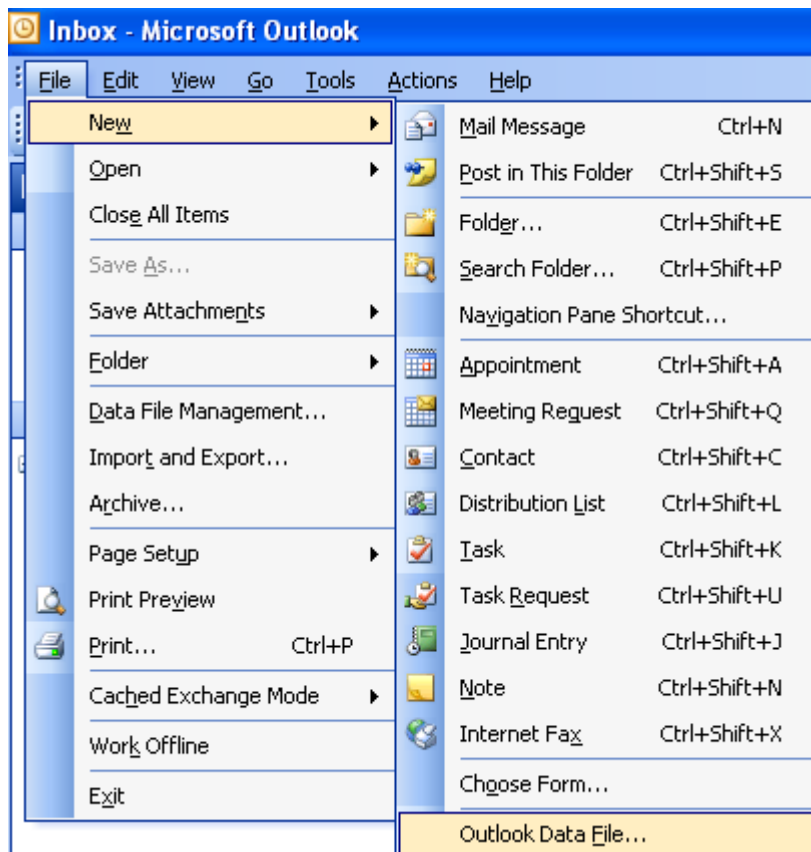
How to Archive Emails in Microsoft Outlook 2003

In order to keep your mailbox within proper storage limits, you should actively archive your mails. To setup your mail archiving, please follow the steps outlined below.

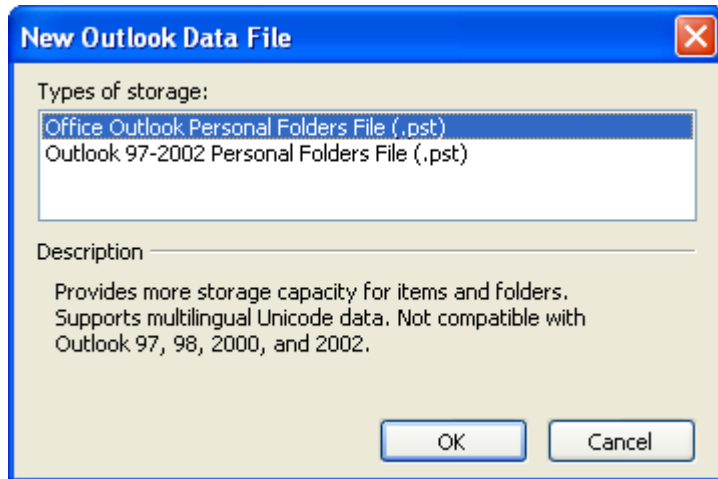
1. Open Microsoft Outlook.



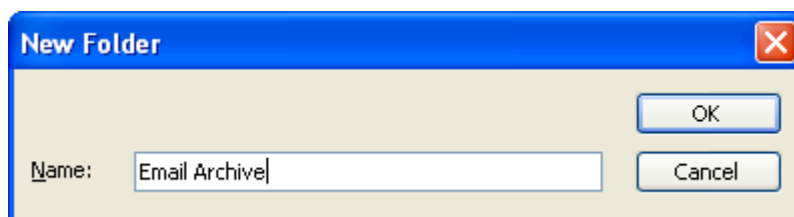
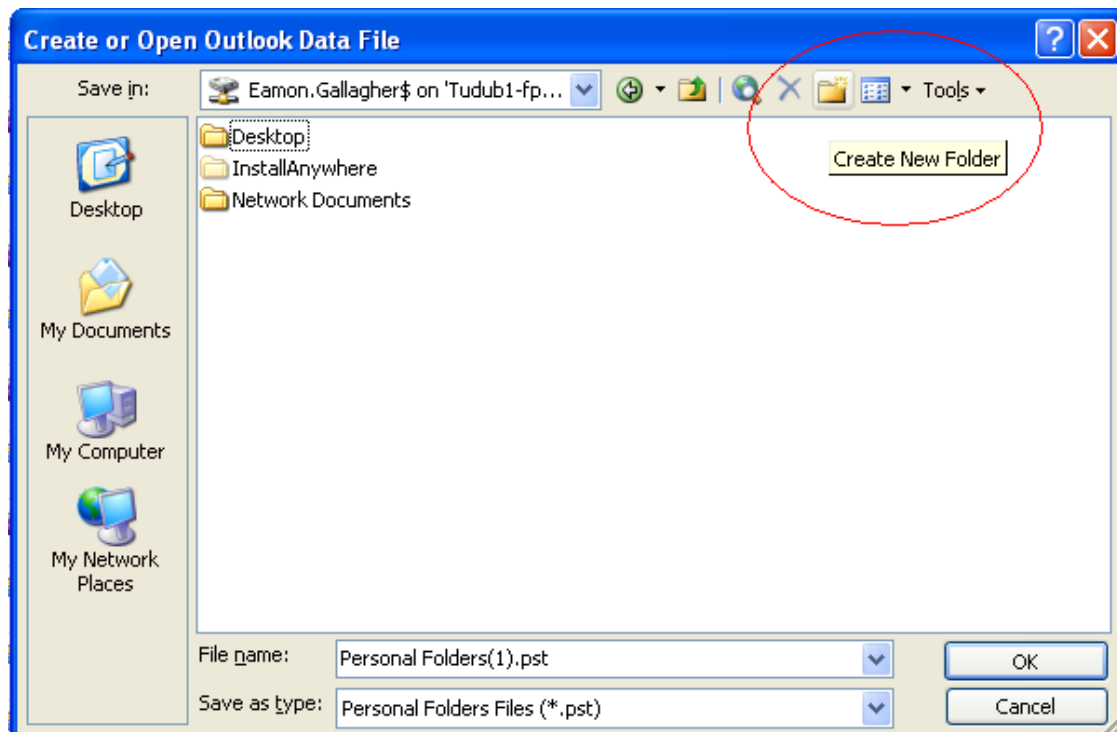
2. Click on File, New and Outlook Data File.



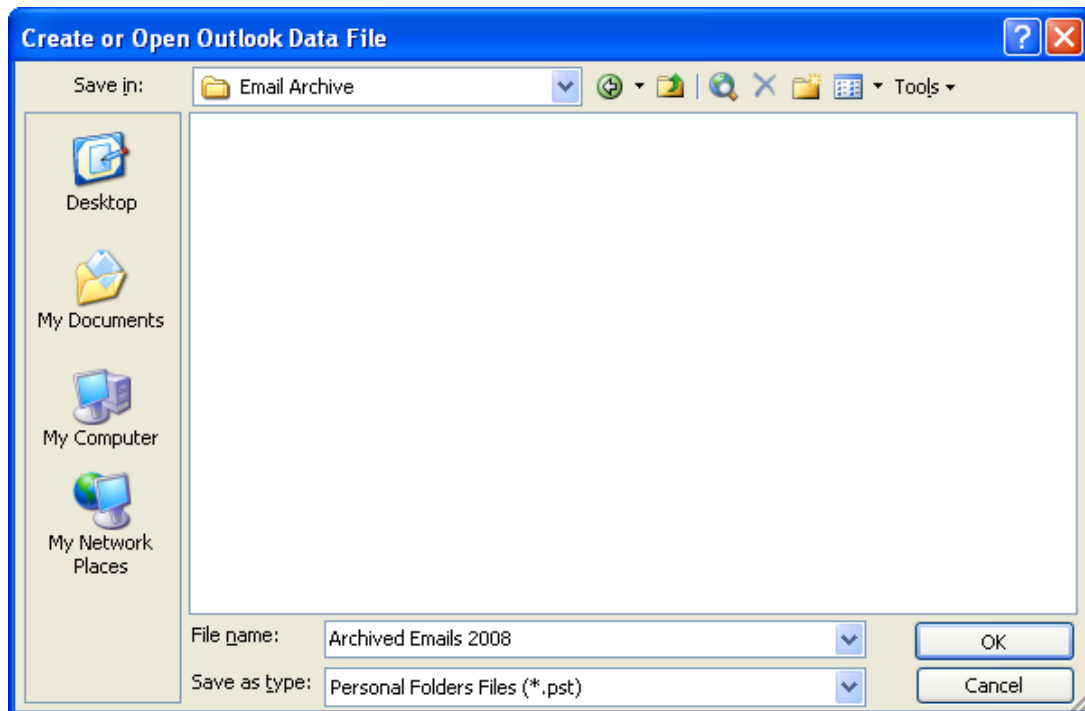
3. Accept the Default and click Okay.



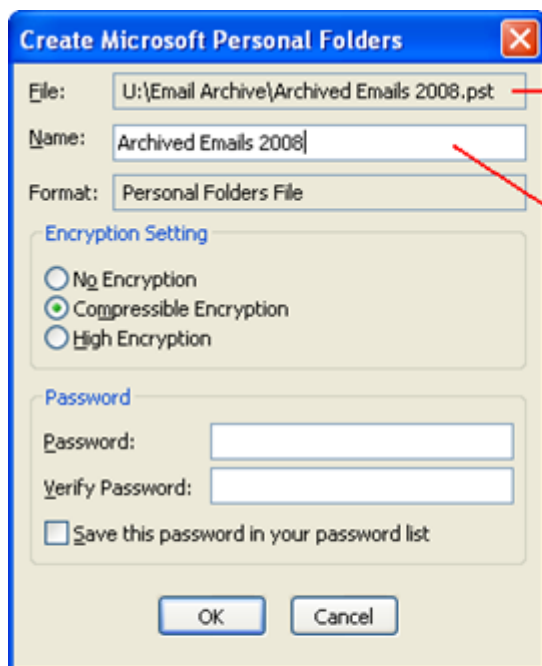
4. Next you will need to browse to a network or private folder location. If you are working in a client\server environment you should choose a folder located on your company server. If you are simply using a standalone system with a pc or laptop then any local folder will do. Browse to your chosen folder and if you do not have one already, create a folder called 'Email Archive' – See box below which indicates a quick method of creating a folder.



5. You then need to assign a name to the PST file. It makes sense to have a mail archive for each year so in this case, I have named the file 'Archived Emails 2008'



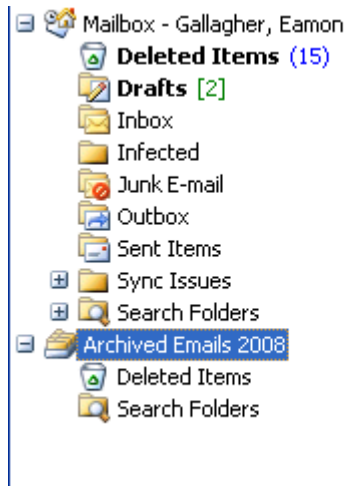
6. Next, you can assign the same name again. See below.



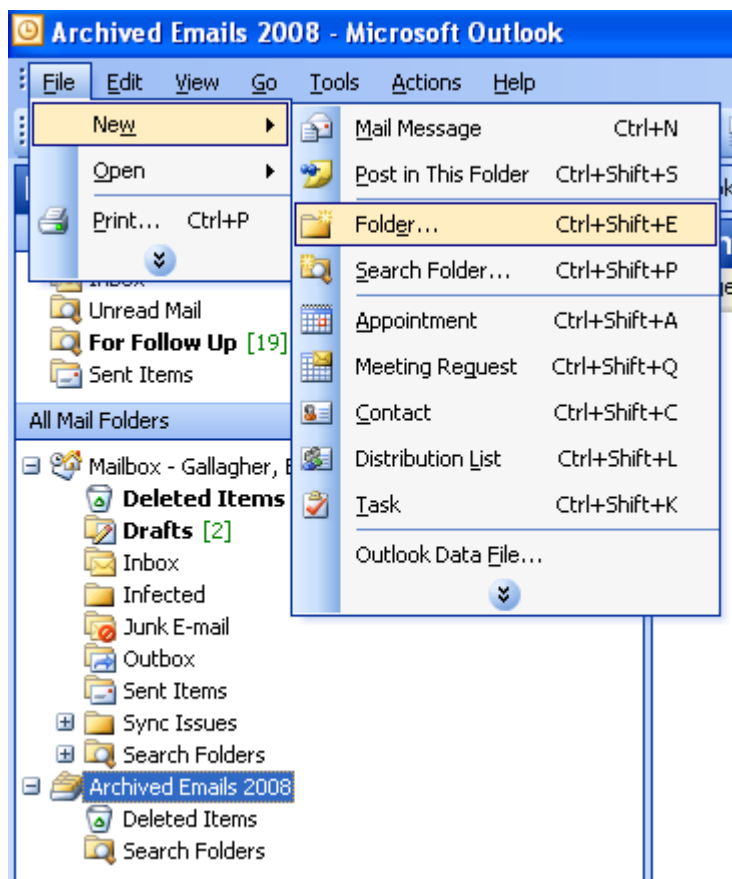
This will represent the path to your email archive. This should ideally be located on a server based system rather than a local pc. If you are choosing a local path, you should ensure the folder is included in a data backup job.

Archives can build up so it's good to give a name here that's easily recognisable.

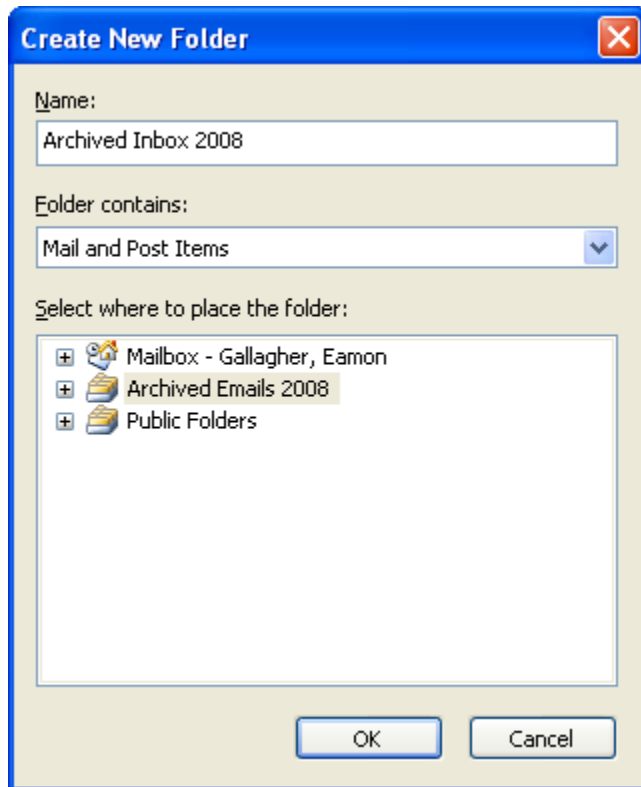
7. After you have completed these steps, you will now have a second mailbox on the left hand side in Microsoft Outlook.



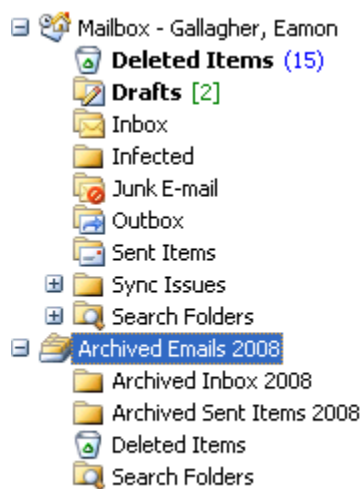
8. You should then create folders in this Archive to organise your mails.
9. To create a folder, click on the new Archive and then click on File, New, and Folder.



10. Give your folder a name like below



11. You can repeat these steps to meet your own requirements. It is perfectly okay to have two folders like below and move the mails to this location in order to free up space from your email. If you do not know how to move files, I have included more instructions on the next page.



12. To select the mails you wish to move, you simply click on the folder such as 'Sent Items' in your mailbox and select each mail and drag the mail over to your new folder 'Archived Sent Items 2008'.

You can move one at a time, a handful or all if necessary.

TIPS:

1. To move all mails at once: Open the folder, Edit, Select All and drag the mails to your new folder.
2. To move random/multiple messages: Holding the CTRL Key and clicking, you can select multiple messages that are not necessarily in sequence.
3. To move multiple in sequence: Holding the Shift Key and Clicking you can select mails in groups.

The screenshot shows the Microsoft Outlook interface. The left pane displays the folder hierarchy under 'Mailbox - Gallagher, Eamon'. The 'Sent Items' folder is highlighted with a red arrow labeled 'From Here'. The 'Archived Sent Items 2008' folder is highlighted with a red arrow labeled 'To Here'. A red text box with the text 'You select the mails you want to Archive and drag them to their relevant folder in your new external mail Archive' is positioned between the two folders. The main pane shows a list of emails in the 'Sent Items' folder, arranged by 'From' and 'A on top'. The list includes various emails from 'Gallagher, Eamon' with subject lines like 'FW: PO Number', 'RE: PO Number', 'News', 'RE: EMAIL FOR E-ROUTING', 'RE: Digicom', 'FW: Account', 'FW: Remedy Call EUHD00000446825', 'FW: EMAIL FOR E-ROUTING', 'FW: E-Routing', and 'Accepted: Schedule for Conference Room Upgrade'.

13. Alternatively, you can also right-click on a mail and 'Move to Folder'

