

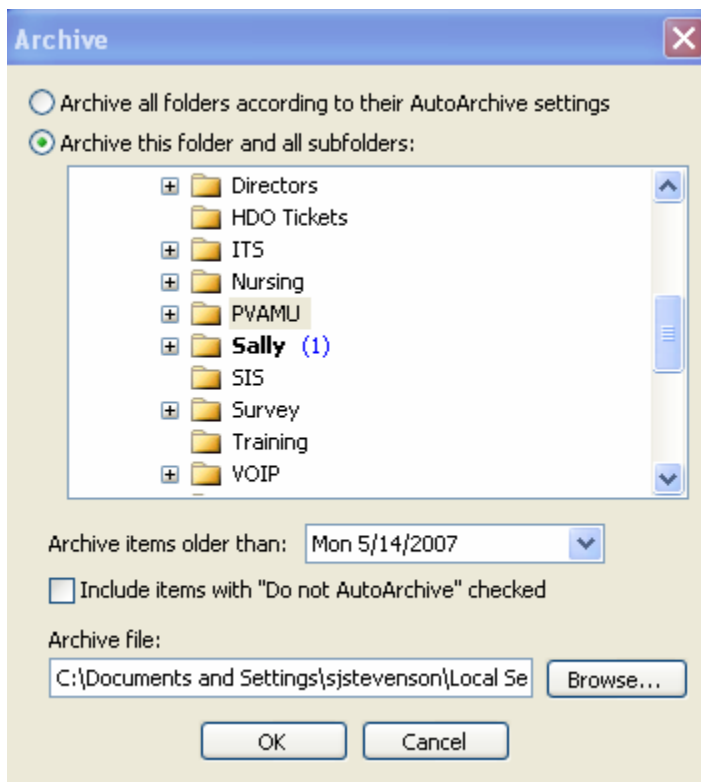
Archiving Email

This procedure is designed to reduce, and manage the size of your email.

1. Open Outlook
2. On the **File** menu, click **Archive**
3. Click the folder that you want to archive. In this procedure, the folder being archived is **PVAMU**.
4. On the **File** menu, click **Archive**.
5. Click one of the following options:

Archive all folders to their AutoArchive settings Allows you to use your AutoArchive settings to archive the Home Networking folder.

Archive this folder and all the subfolders Allows you to archive the Home Networking folder using the options available in the **Archive** dialog box.



1. In the **Archive items older than** list, choose a date from the date picker. In this example, items in the folder created before Mon 5/14/2007 are archived.
2. To include items that you previously selected not to archive, select the **Include items with "Do not AutoArchive" checked** check box.

Note: To see if items have the **Do not AutoArchive this item** check box selected, open the item. On the **File** menu, click **Properties**. On the **General** tab, verify that the **Do not AutoArchive this item** check box is selected.

3. To archive the folder to a file other than the default Archive.pst file, click **Browse**, and then specify a different file name, such as Home Networking Archive.pst, and a location, such as My Documents.

Note: The default location for Archive.pst is C:\Documents and Settings*user name*\Local Settings\Application Data\Microsoft\Outlook\. A Personal Folders file (.pst) is an Outlook data file that stores items such as e-mail messages, contacts, calendar data, tasks, and notes.

4. Click **OK**.

The items in the folder are moved out of the folder and into the .pst file that you specified. To view the folder items again, open the .pst file.