Microsoft Outlook 2010 AutoArchive User Guide

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Version 1.0

ITU Helpdesk: 3746-0818 (HHB) / 3746-0819 (WK)

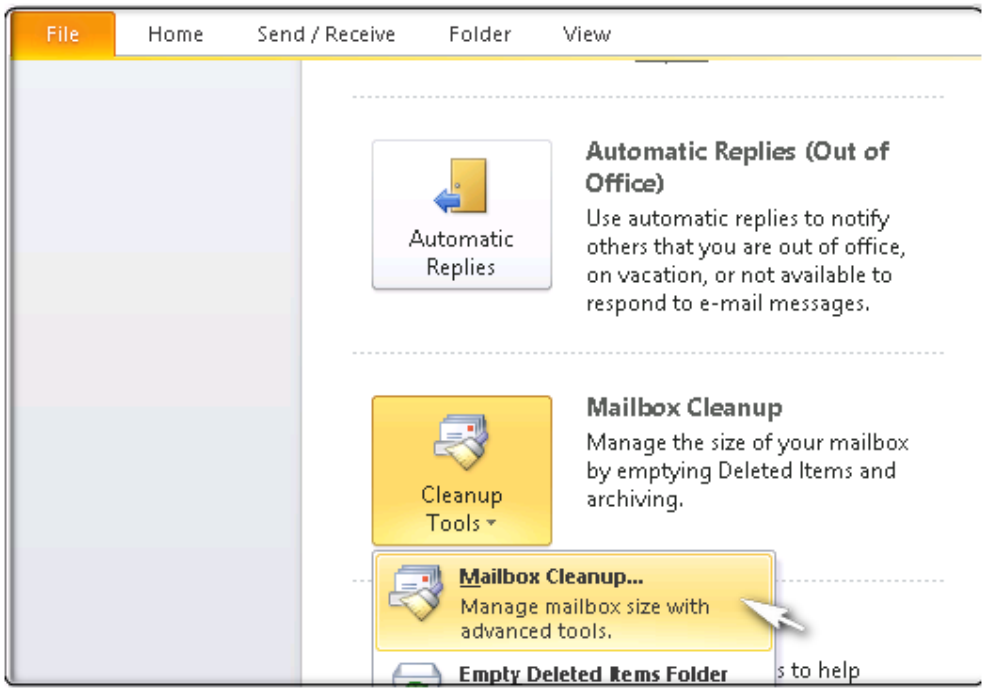
Email: pfitoper@cpce-polyu.edu.hk

Manage AutoArchive in Outlook 2010

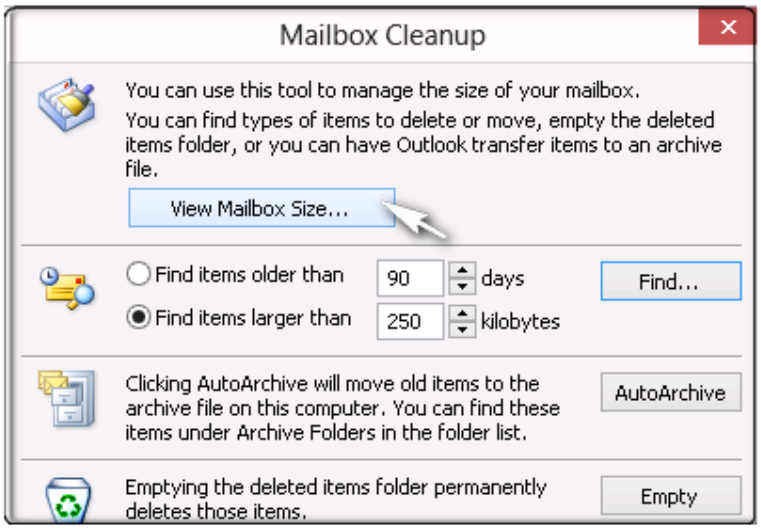
This user guide consist of 3 sections and show you how to manage autoarchive in Outlook 2010.

1. Check the data size of your mailbox

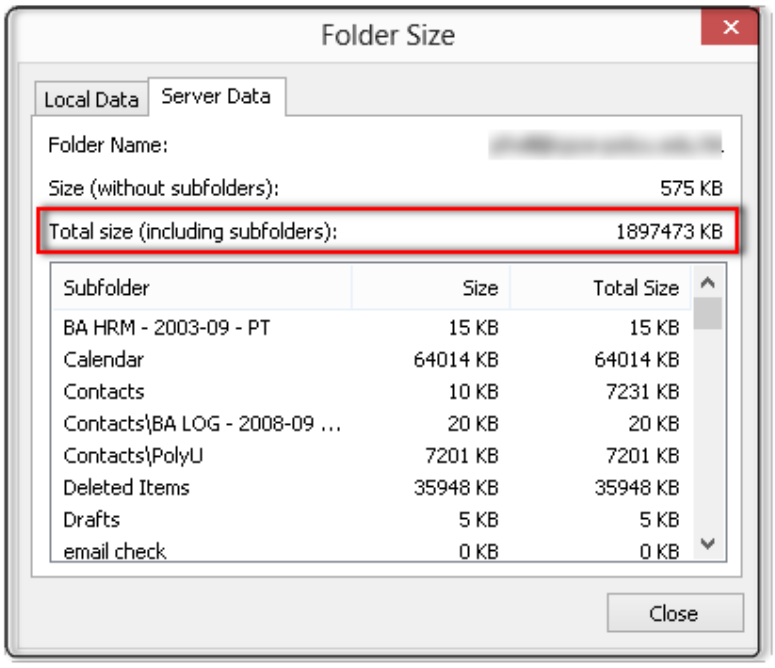
i. Click on the File tab to access Backstage View, then click on 'Cleanup Tools' and click on 'Mailbox Cleanup…'



ii. Click on 'View Mailbox Size



iii. Click on the 'Server Data' tab, check the 'Total size' of your mailbox



In this example: the total size is 1,897,476KB

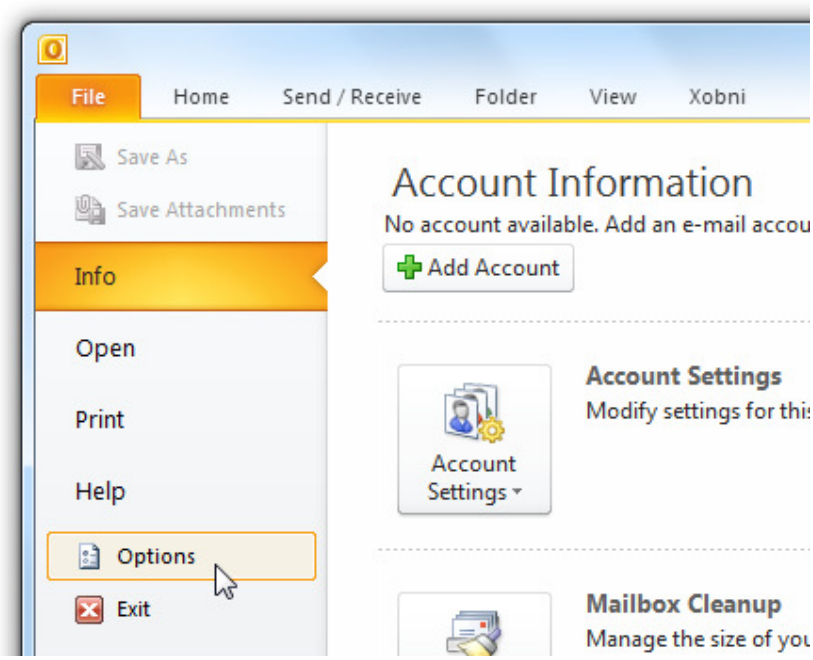
Transform the size into MB: 1,897,476KB / 1,000 = 1,897MB

Transform the size into GB: 1,897,476KB / 1,000,000 = 1.8GB

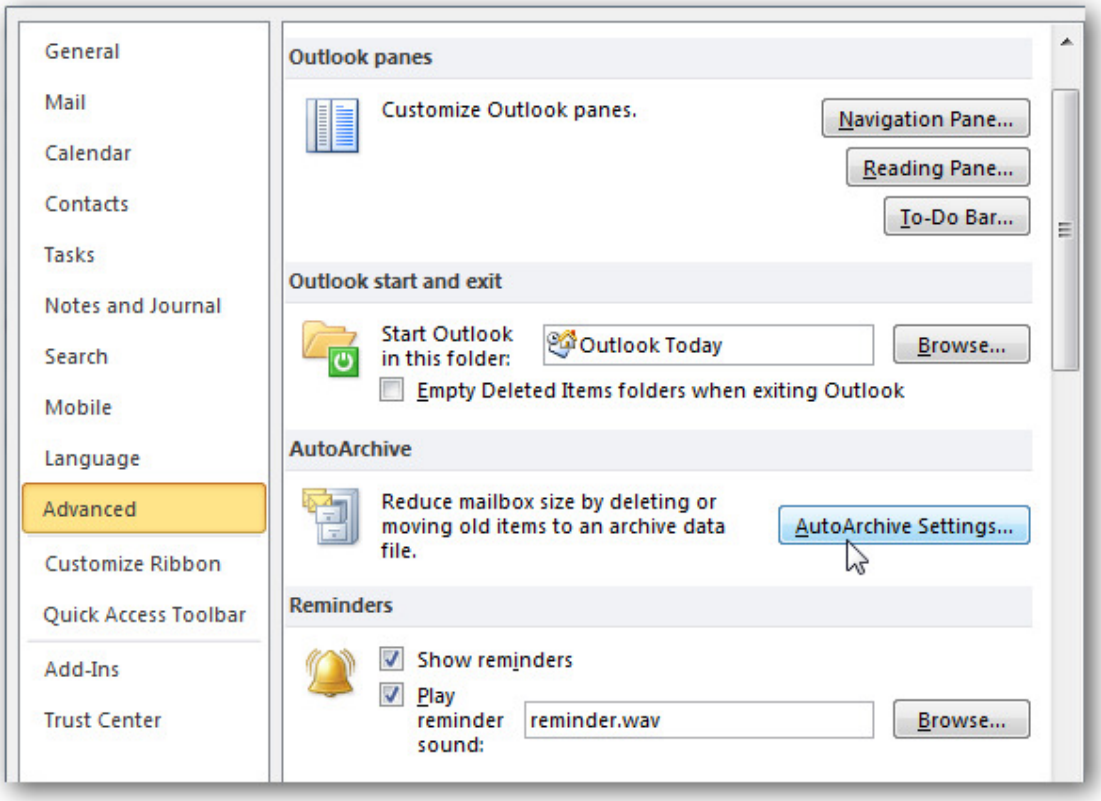
2. Enable and Configure Auto Archive

Using AutoArchive allows you to manage space in your mailbox or on the email server by moving older items to another location on your hard drive.

i. In Outlook 2010 Auto Archive is not enabled by default. To turn it on, click on the File tab to access Backstage View, then click on 'Options'.

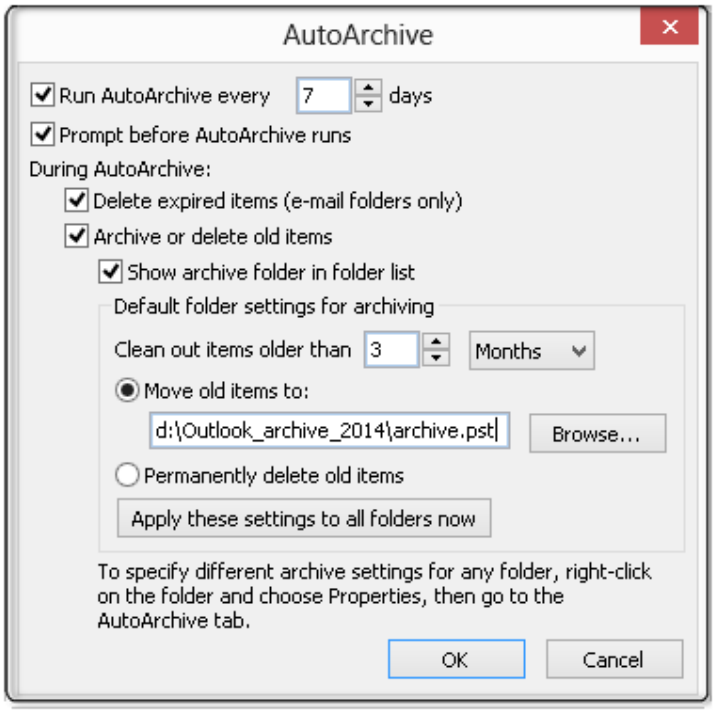


ii. The Outlook Options window opens then click on 'Advanced' then the 'AutoArchive Settings' button.



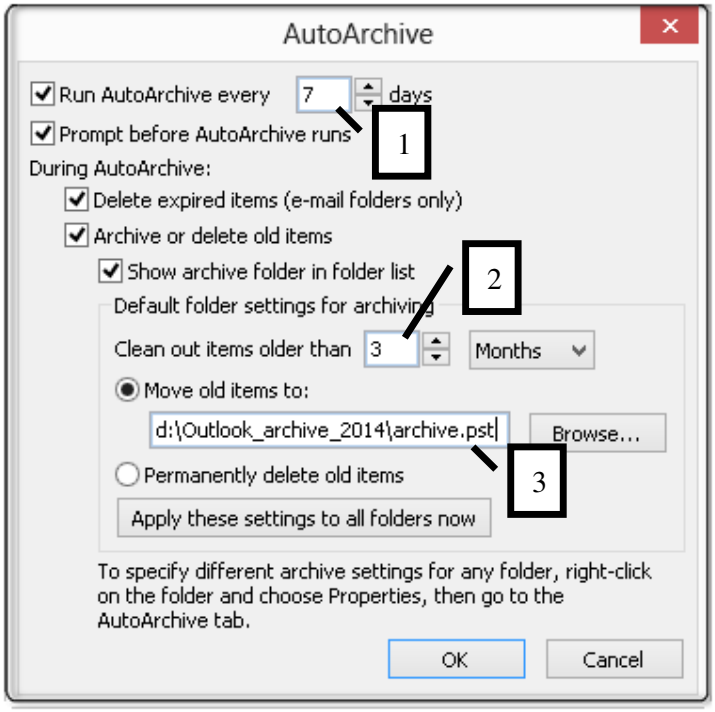
iii. The AutoArchive window opens and you'll notice everything is grayed out. **Check the box next to *Run AutoArchive every…***

Note: If you select the Permanently delete old items option, mails will not be archived.



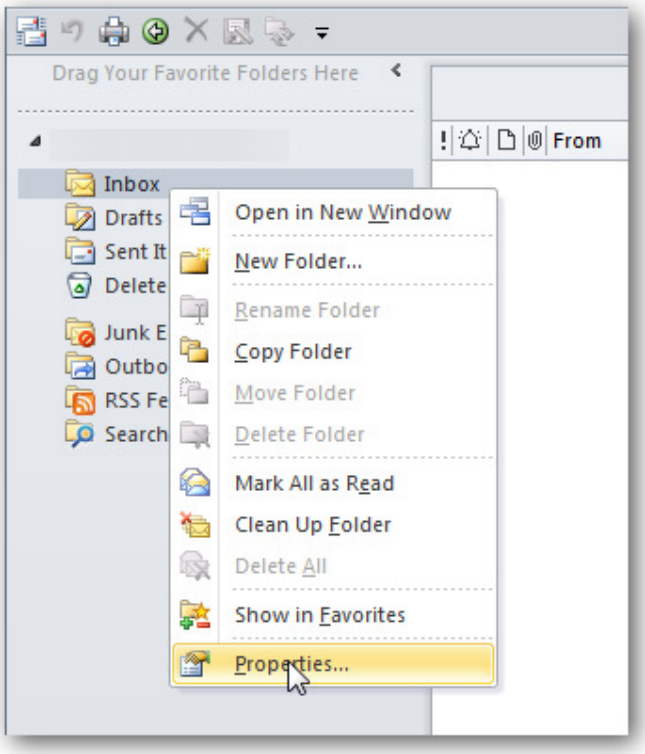
Now you can choose the settings for how you want to manage the AutoArchive feature.

1. Select how often you want it to run, e.g 7 days
2. Clean out the items older than e.g. 3 months
3. Move the item to (the archive email will be stored in your local hard disk e.g. **d:\Outlook_archive_2014\archive.pst**

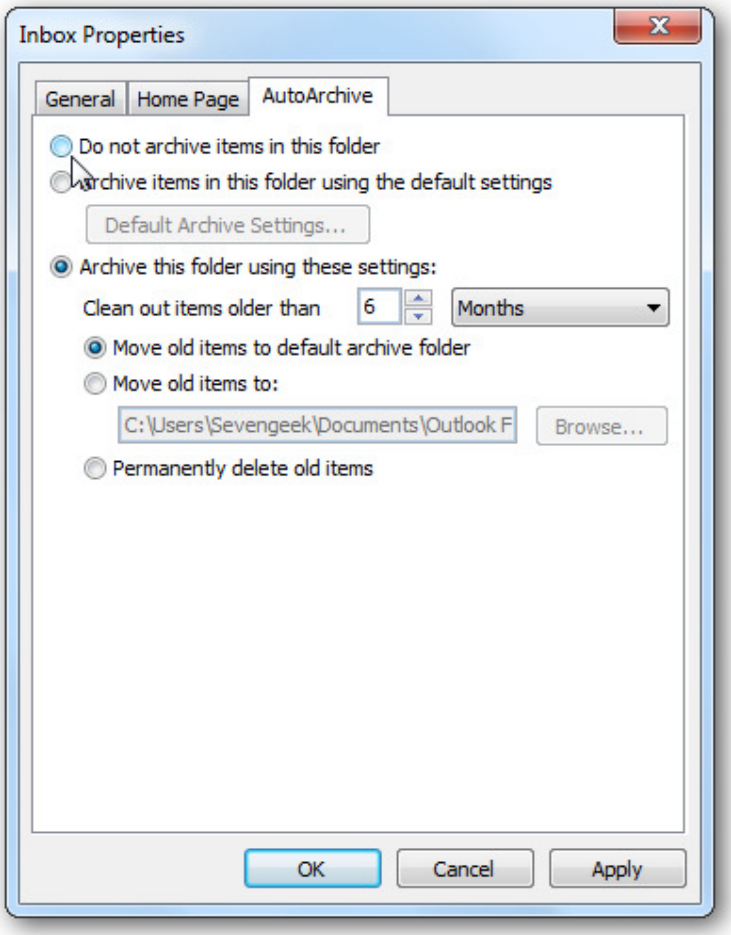

AutoArchive
Run AutoArchive every 7 days
Prompt before AutoArchive runs
During AutoArchive:
Delete expired items (e-mail folders only)
Archive or delete old items
Show archive folder in folder list
Default folder settings for archiving
Clean out items older than 3 Months
Move old items to:
d:\Outlook_archive_2014\archive.pst
Browse...
Permanently delete old items
Apply these settings to all folders now
To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.
OK
Cancel
1
2
3

3. Manually Configure Individual Folders

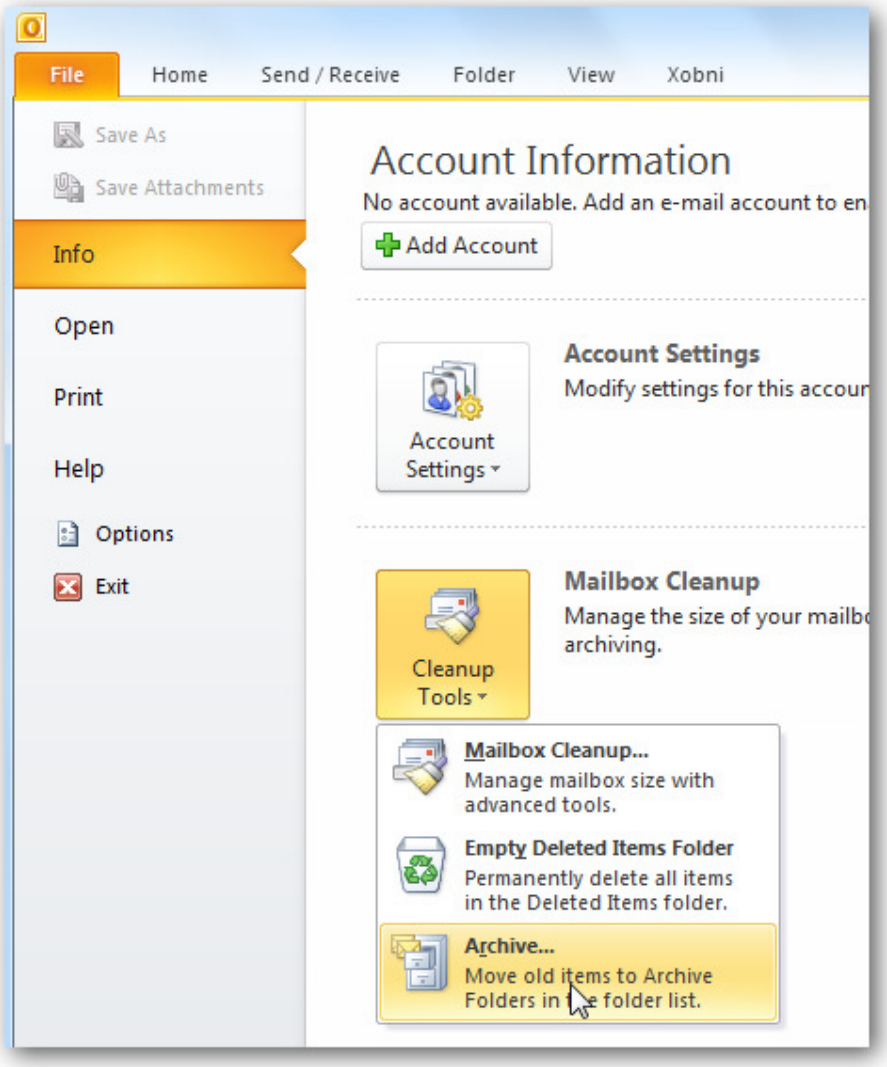
i. For more control over individual folders that are archived, right-click on the folder and click on Properties.



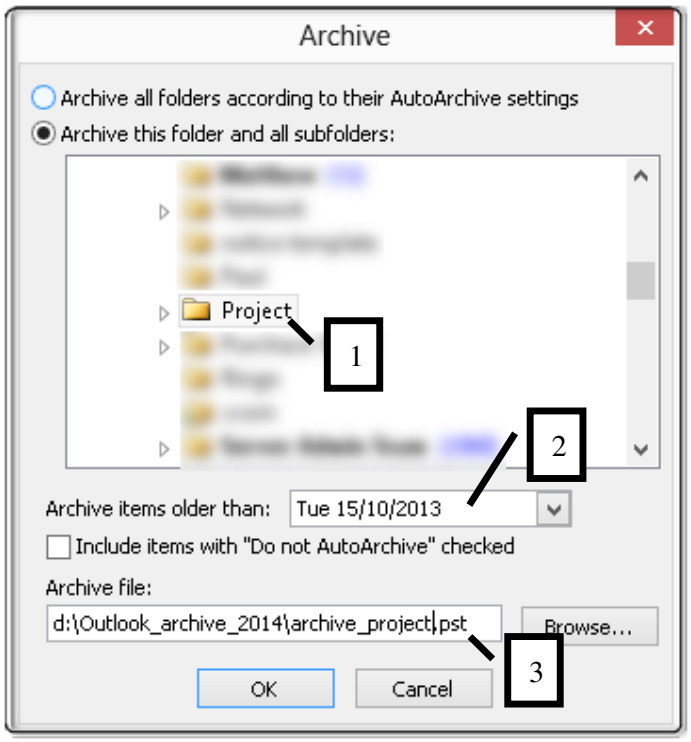
ii. Click on the 'AutoArchive' tab and choose the settings you want to change for that folder. For instance you might not want to archive a certain folder or move archived data to a specific folder.



iii. If you want to manually archive and backup an item, click on the File tab, 'Cleanup Tools', then 'Archive'.



iv. Click the radio button next to 'Archive this folder and all subfolders'. Select the folder you want to archive. In this example we want to archive this folder to a specific location of its own.



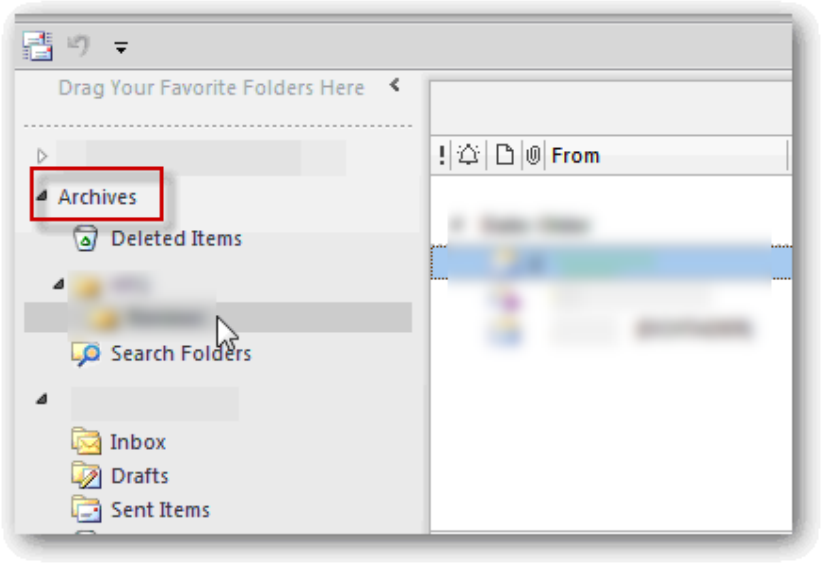
1. Select the folder which you want to archive e.g. Project

2. Set the date for the archive item older than e.g. 15/10/2013

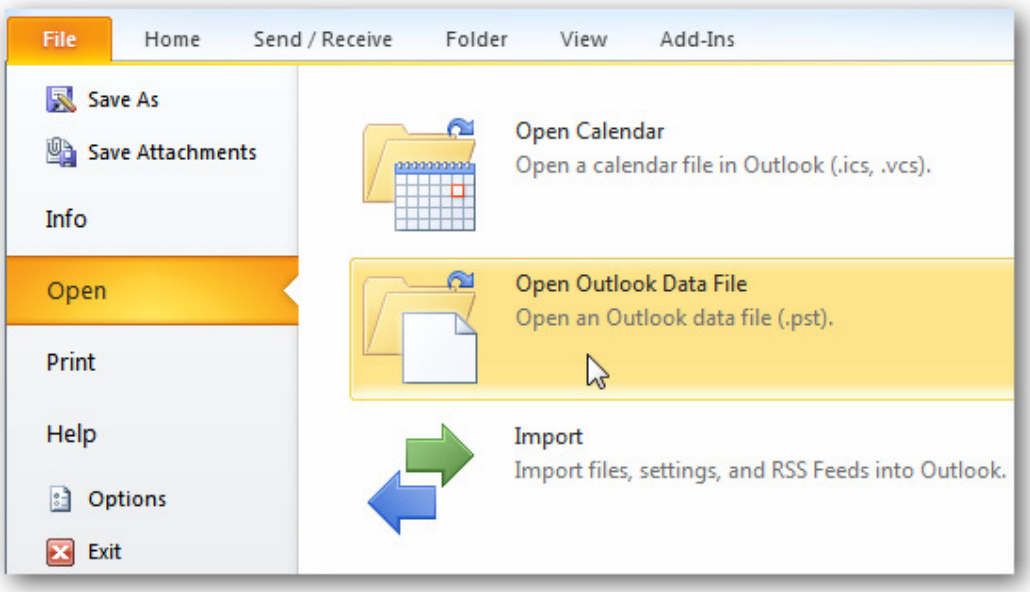
3. Set the location which you want to store the archive file e.g. d:\Outlook_archive_2014\archive_project.pst

The .pst files are saved in your D: drive's Outlook_archive_2014 folder and if you need to access them at a later time you can.

v. After you've setup AutoArchive you can find items in the archived files. In the Navigation Pane expand the Archives folder in the list. You can then view and access your messages.



vi. You can also access them by clicking the File tab \ Open then Open Outlook Data File.



Then you can browse to the archived file you want to open e.g. d:\Outlook_archive_2014.