Archiving Old Messages

Manual archiving allows you to archive your Outlook items to a specific location. In addition, manual archiving lets you archive individual or multiple folders.

Manual Archiving

The process to manually archive files is quite simple. You can manually archive all or any of your Outlook folders.

1. From within Outlook click the *File* menu, select ***Archive...***
   The *Archive* dialog box appears.
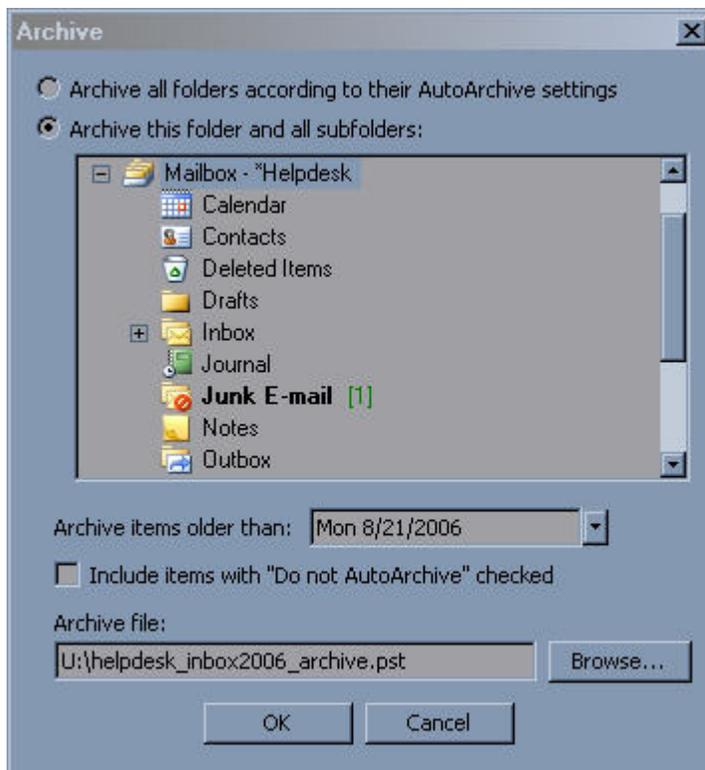
2. Select ***Archive this folder and all subfolders***
3. From the scroll box, select the desired folder to be archived
   Recommended: *Select the entire Mailbox so that all of your archives can be accessed via a single archive file.*

4. In the *Archive items older than* text box, type the appropriate date
   OR
   To select the date from a list, click
5. In the *Archive file* text box, select the location, by clicking **BROWSE...**
   Recommended: *Choose a location that ensures your archive file is safe, and give*

it a name that indicates the date of its content. Save your archives to either a network drive (U: or H: drive) or to your C: drive then move it to a CD.

6. Click **OK**
   The specified folder is now manually archived.

Working with Archived Items

Archived items may be stored in multiple locations and can be accessed at any time. Once you know the location of the archive, viewing the items in it or retrieving items from it are easy.

Viewing Archived Items

You can view archived items by opening the archive folder. Viewing items in the open archive folder does not move the archived item to active folders.

1. From the *File* menu, select ***Open » Outlook Data File...***
   The *Outlook Data File* dialog box appears.
2. Navigate to the archive folder
3. Select the file and click **OK**
   The *Archive Folders* appears in your *Folder List*.
4. View the contents of the *Archive Folders* as you would any other folder

Retrieving Archived Items

You can retrieve archived items by importing them. This moves the archived item from the archive to the active folder. When importing archived items, you have two options: importing to the original folder or importing to a new folder. When using a new folder, the items will be moved when starting Outlook.

WARNING: Depending on the number and size of items being retrieved, moving items from the archive to your active Outlook folder may impact your quota on the Exchange Server.

1. Create a new folder and select it
2. From the *File* menu, select ***Import and Export...***
   The *Import and Export Wizard* dialog box appears.
3. From the *Choose an action to perform* scroll box, select ***Import from another program or file***

4. Click **NEXT**
5. From the *Select file type to import from* scroll box, select ***Personal Folder File (.pst)***
6. Click **NEXT**
7. In the *File to import* text box, type the file path and name
   OR
   Select the desired location by clicking **BROWSE**
8. In the *Options* section of the dialog box, select the desired option regarding duplicates
9. Click **NEXT**
10. In the *Select the folder to import from* listing, select the desired folder
11. OPTIONAL: To include subfolders, select ***Include subfolders***
12. To import archived items into the original folder, select ***Import items into the same folder in*** and select a folder from the pull-down list
    OR
    To import items into a new folder, select ***Import items into the current folder***
    WARNING: The items go into the folder selected when starting.
13. Click **FINISH**
    The archived items will now be located in the folder you indicated.

Emptying the Deleted Items Folder

You should empty your *Deleted Items* folder on a regular basis. There are two options within Outlook 2003 for deleting items; the best option for you depends on your personal working style. If you wish to view a message before deleting (to verify that you really want to delete it), simply double click the item in the *Deleted Items* folder to open it or use the Reading Pane. Outlook will also allow you to recover items if they were recently emptied from the *Deleted Items* folder.

RECOMMDED*: Emptying your Deleted Items when exiting Outlook is the recommended method.*

Emptying Deleted Items When Exiting Outlook

Emptying the *Deleted Items* folder every time you exit Outlook 2003 is a good maintenance practice to adopt. The process is simple and performing it can save you time in the long run.

1. From the *Tools* menu, select ***Options...***
   The *Options* dialog box appears.

2. Select the *Other* tab
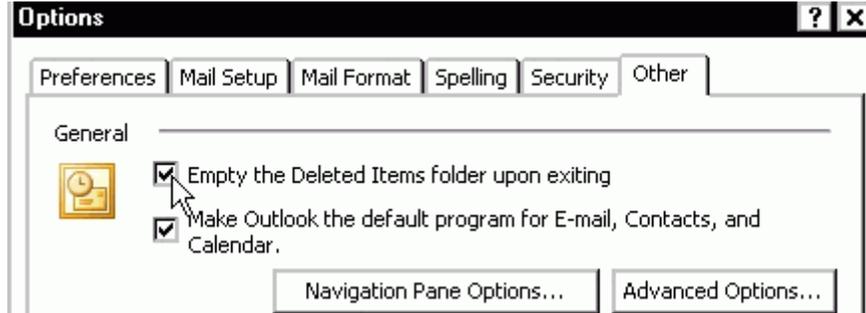
3. Select ***Empty the Deleted Items folder upon exiting***
4. OPTIONAL: To suppress the warning that typically appears before the *Deleted Items* folder is emptied:
   a. Click **ADVANCED OPTIONS...**
      The *Advanced Options* dialog box appears.
   b. Deselect ***Warn before permanently deleting times***
   c. Click **OK**
5. Click **OK**
   The *Deleted Items* folder will now be emptied upon every exit.

Emptying Deleted Items upon Demand

You may also wish to empty the *Deleted Items* folder periodically while using Outlook 2003. If you are using Outlook throughout the day to send and receive messages or update your calendar, it would be a good idea to clean up your space from time to time.

1. From the *Tools* menu, select ***Empty "Deleted Items" Folder***
2. If a confirmation dialog box appears, click **YES**
   The *Deleted Items* folder is now empty.