

San Diego Community College District OFFICE OF INFORMATION TECHNOLOGY

How to - Setup Outlook's AutoArchive

Your Microsoft Office Outlook mailbox grows as you create and receive items (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.). To keep your mailbox manageable, you need another place to store — *archive* — the old items that are important but not frequently used. You also need a way to automatically move those old items to the archive location and to discard items whose content have expired and are no longer valid. AutoArchive helps takes care of these processes for you.

1. Open Outlook and Click on Tools then Options...

📴 !Help Desk - Microsoft Outlook						
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Folder List		Find	۲			
All Folders	00	Address Book Ctrl+Shift+B				
 ➡ ॐ Mailbox - Virginia Hag ➡ ➡ ! Mountain Man ➡ ➡ ! Personal 	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Organize Rules and Alerts Out of Office Assistant				
 IASM IHelp Desk IKent & Laura IKent & Laura ISDCCD DO ISDCCD MM ISGHE Calendar Contacts Deleted Items Drafts [1] Forms Journal 		- Mailbo <u>x</u> Cleanup Empt <u>y</u> "Deleted Items" Folder Recover Deleted Items				
		<u>F</u> orms <u>M</u> acro Speec <u>h</u>))			
		E-mail <u>A</u> ccounts Customize Options				
		Options				

2. Within Options, Click on the *Other* tab...

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Preference	es Mail Setup Mail For	mat Spelling Oth	er Delegates
E-mail —			
	Change the appearance	of messages and th	e way they are handled.
		Junk E-mail.	E- <u>m</u> ail Options
Calendar			
	Customize the appearan	ice of the Calendar.	
HHH	Default reminder:	30 minutes	Calendar Options
Tasks			
	Change the appearance	of tasks.	
\checkmark	Reminder time:	8:00 AM	Task Options
Contacts	- Notor	Lances and a second sec	
Contacts	Change default settings	for contacts journa	l and notes
8	Contact Options	Journal Option	<u> </u>
	Concact Options		
Search —			
9	Change the settings for	indexing and search	
			Search Options
Mobile			10 (K)
	Change the settings for	-	
		Notifications.	Mobile Options
		ОК	Cancel <u>A</u> pply

3. Within Other, click on the *AutoArchive...* button

Options	<u>?</u>]				
Preference	es Mail Setup Mail Format Spelling Security Other Delegates				
General	Empty the Deleted Items folder upon exiting				
	Make Outlook the default program for E-mail, Contacts, and Calendar.				
	Navigation Pane Options Advanced Options				
AutoArch					
Manages mailbox size by deleting old items or moving them to an archive file and by deleting expired items.					
	AutoArchive				
Reading	Pane				
	Customize options for the Reading Pane.				
	Reading Pane				
Person N	lames				
🕵 🔲 Enable the Person Names Smart Tag					
	\square Display Presence Status in the From field				
	OK Cancel Apply				

4. Fill out the fields as shown, then click on *Apply these setting to all folders now* and *OK*

AutoArchive ? 🔀	
 Run AutoArchive every 30 c 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	Important! Verify your archive
Move old items to: H:\archive.pst Permanently delete old items Apply these settings to all folders now	file is stored on your private share on the network (H:\). This will allow your archive file to be backed up with the rest of the network files.
To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab. Retention policy The network administrator has not set retention policies. Retention Policy Information OK Cancel	