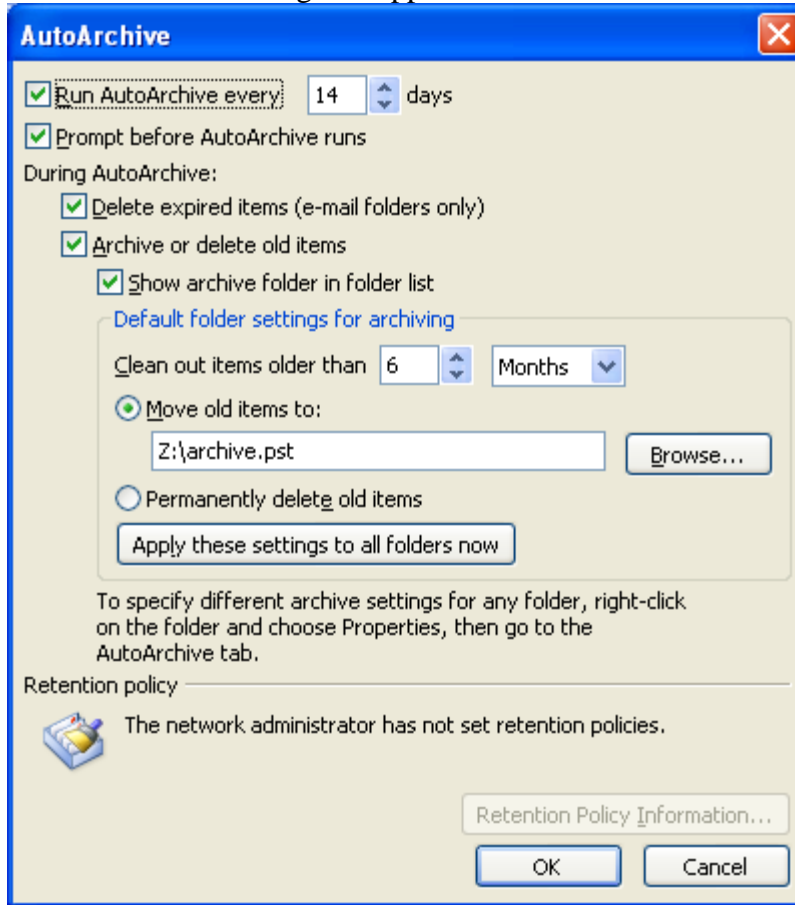


# Setting Up Auto-Archiving In Outlook 2003

If you are having issues you can contact your lab assistant, but if you would like to attempt this on your own here are the instructions.

1. From the *Tools* menu at the top, select **Options...**  
The *Options* dialog box appears.
2. Select the **Other** tab
3. Click **AUTOARCHIVE...**  
The *AutoArchive* dialog box appears.



4. To run *AutoArchive*, select **Run Auto Archive every**
5. To modify how often Outlook checks for items to be archived, in the *Run AutoArchive every* text box, type or use the nudge buttons to indicate the appropriate number of days
6. To receive a prompt before Outlook *AutoArchives* any items, select **Prompt before AutoArchive runs**
7. Under *Default folder settings for archiving*, in the *Clean out items older than* text boxes, set the age of the items you want archived
8. In the *Move old items to* text box, type the file location: **Z:\archive.pst**
9. Click: OK

Once Auto Archive is setup, you can manually archive your folders immediately instead of waiting 14 days for the first archive to begin. Once you archive you will notice an archive folder in your **all mail folders** area on the left hand side of Outlook.

## Manually Archiving Email

### Using Outlook's AutoArchive wizard

To start the AutoArchive wizard:

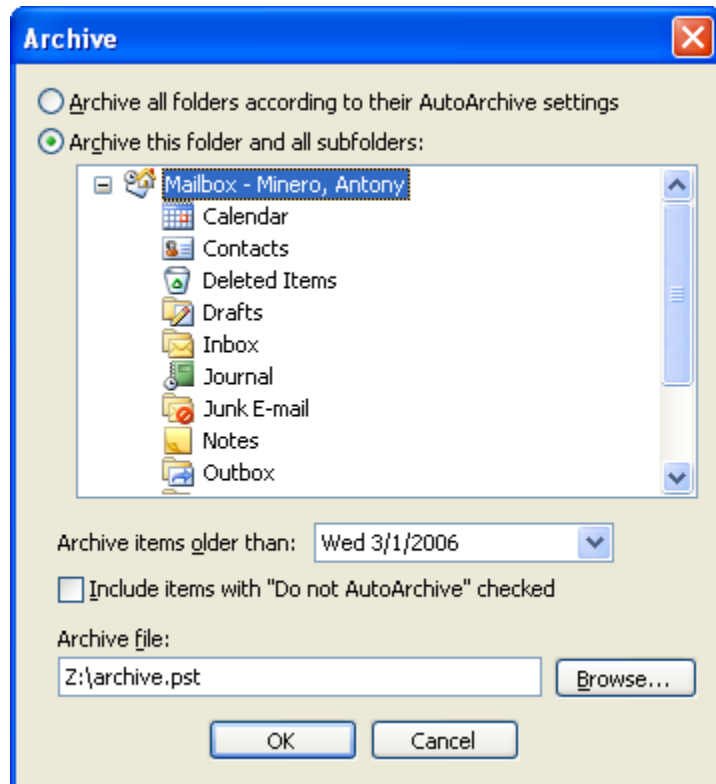
Open up Outlook.

Click the **File** menu at the top and select **Archive...**

Select the folders you wish to archive, and then select a date for which old items should be archived. All email older than this date will be archived.

If you wish to have the Auto Archive wizard archive **all** folders in the Personal Folder mailbox, click **Mailbox- name** and make sure the option to **Archive this folder and all subfolders** is selected.

Click **OK** to archive your selected folders and subfolders.



The archive process may take as long as 20 minutes. Please refrain from using Outlook while the archive is in progress. You can monitor the archive status in the lower right corner of the screen (i.e., "Archiving Deleted Items to Z:\archive.pst...").

**For more tips on archiving see your lab assistant.**