

Archiving

Exercise 1: Creating Archive Files

1. On the menu bar, click **File** and then click **Archive**. The **Archive** dialog box will open.
2. Select **Inbox** from the folder list displayed.
3. Click on the arrow to the right of the **Archive items older than** box and the **Date Navigator** will appear.
4. Click on tomorrow's date on the **Date Navigator**.

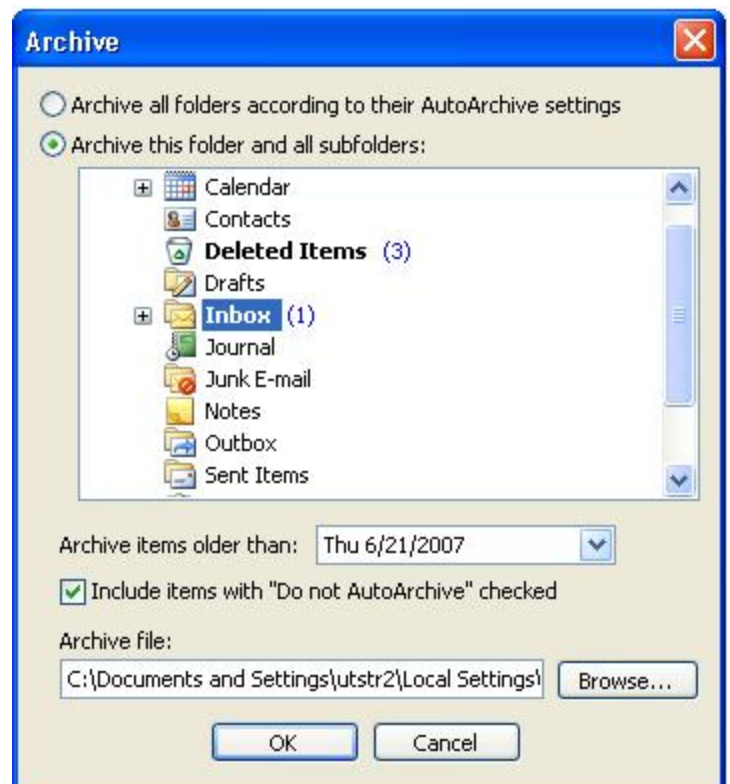
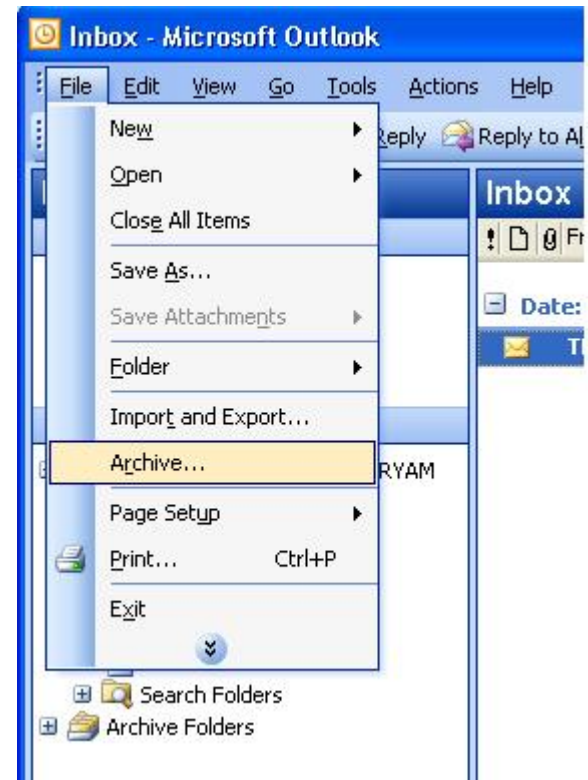
Note: Normally, you do not set the threshold to a future date. However, to see the effect of archiving in this course we use a future date so that today's items are archived.

5. An alert box will open notifying you that the date selected is in the future and it will cause your current items to be archived as well. Click **OK**.
6. Select the **Archive this folder and all subfolders** option if not already selected.
7. Check the box next to **Include items with "Do not AutoArchive" checked**.
8. For this class, do not change the default path for the archive file from what is already typed in the **Archive file** textbox.

9. Click **OK**.
10. All items are removed from the **Inbox**.

Note: The PST files are not encrypted. Unlike GroupWise, archived items on your machine will not be encrypted.

11. The **Folder List** in the **Navigation Pane** is updated to include **Archive Folders**.
12. Click on the + sign to the left of **Archive Folders** to expand it, and click **Inbox** that appears as a subfolder of **Archive Folders**.



13. The contents of the archived *Inbox* folder are displayed in the *Display Pane*.

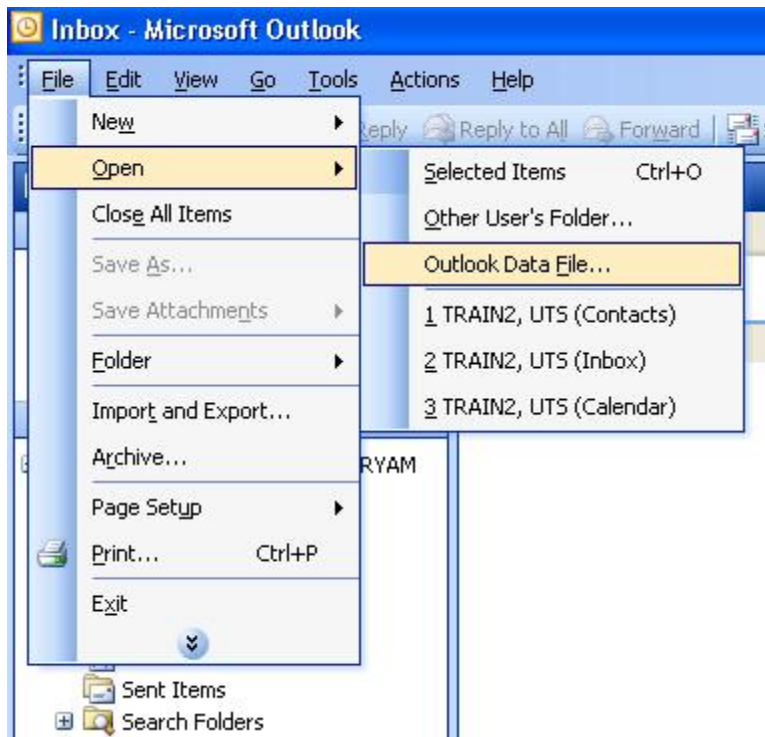
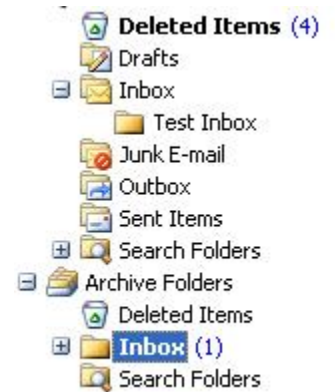
Exercise 2: Accessing Archive Files

Step 1 below removes *Archive Folders* from the *Navigation Pane*.

1. Right-click on *Archive Folders* in the *Navigation Pane*, and click “*Close Archive Folders*” on the pop-up menu that appears.

To make *Archive Folders* visible in the *Navigation Pane*:

2. On the menu bar, click *File*, and select *Open*. On the pop-up menu that appears, click *Outlook Data File* and the *Open Outlook Data File* dialog box will open



3. Select the PST file in the folder contents area.
4. Click *OK*.
5. *Archive Folders* is now restored in your *Folder List* in the *Navigation Pane*.

