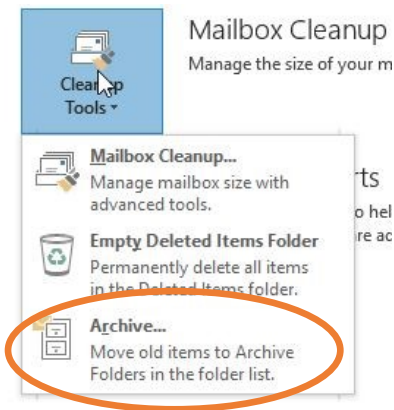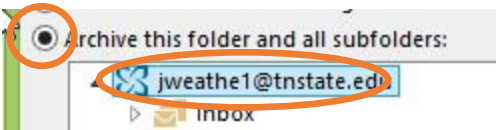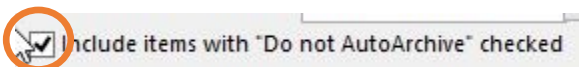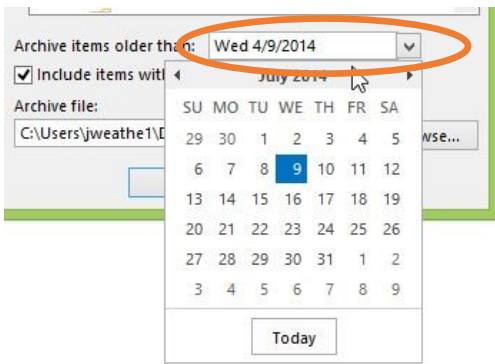Click "File".

Click "Cleanup Tools".

Click "Archive".

Click "Archive this folder and all subfolders". Select your email address just like the example here.

Check "Include items with DO NOT ARCHIVE".

Click the arrow next to the date listed and choose a date. Outlook will archive all mail from this date and backwards.
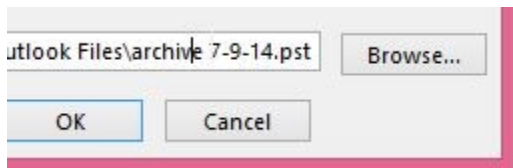
Rename archive file to 'backup-MM-DD-YY.pst'

MM = Month, DD = Day, YY = Year

If you look to the left in Outlook, you will see the Archive you just created.

Right-click the word "Archive" and then choose "Data File Properties".

Click "Advanced".

tasks from this folder in the To-Do Bar

Advanced...

ories...

General

Name: Archives

Filename: the1\Documents\Outlook Files\archive 7-9-14.pst

Format: Outlook Data File
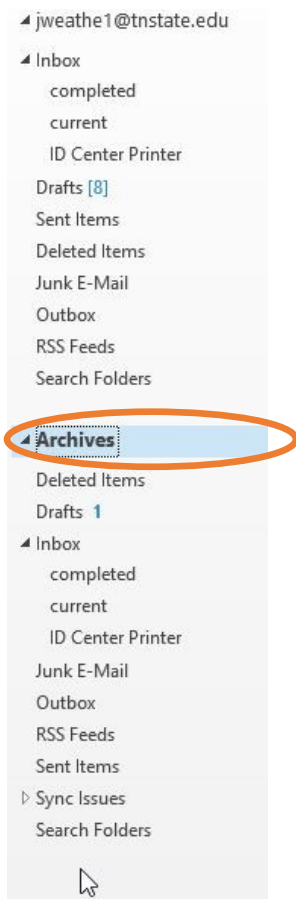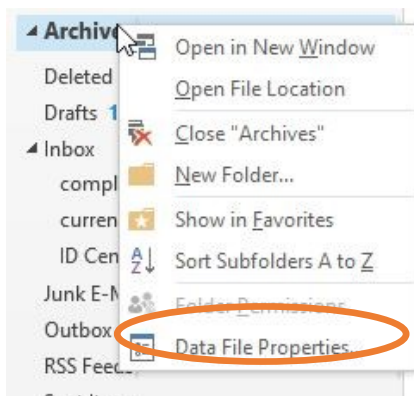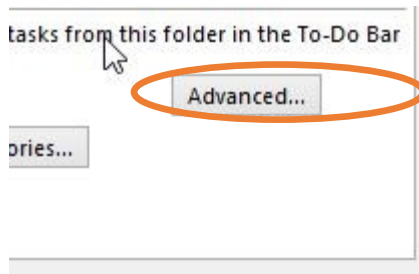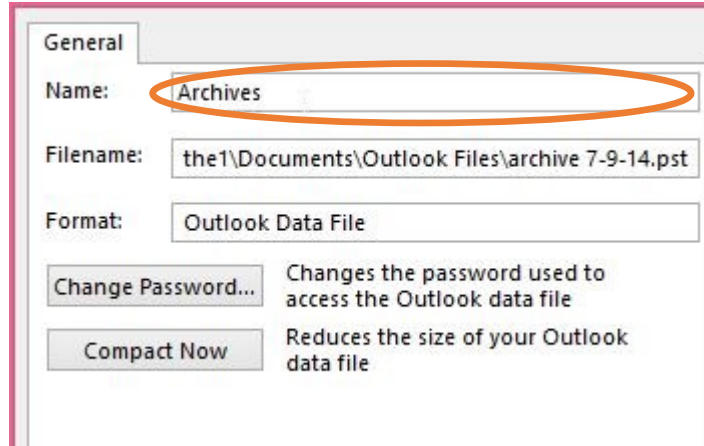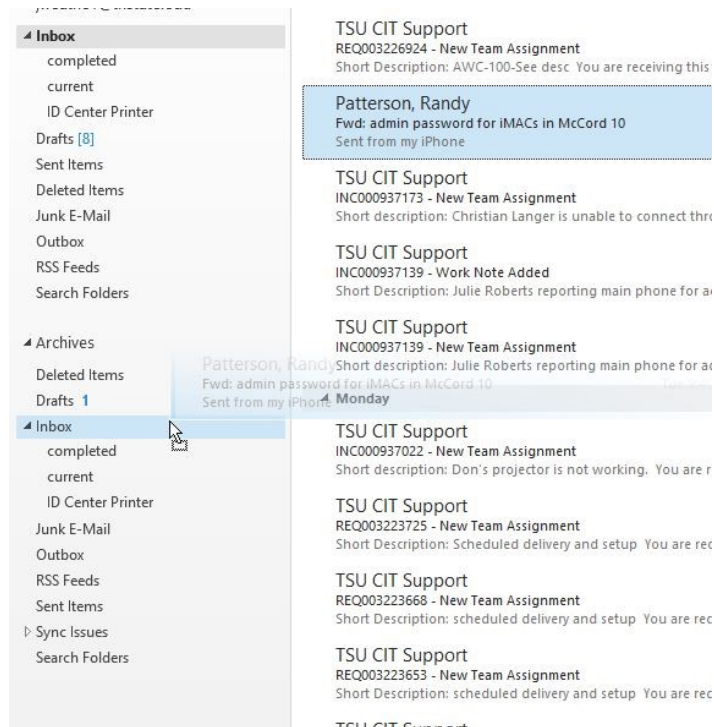
Change Password... Changes the password used to access the Outlook data file

Compact Now Reduces the size of your Outlook data file

Change the name of the archive in the Name field to have the date in it so it looks better. Then click "Apply", then "Ok".

To archive future emails, you only need to drag them from your regular email Inbox (or Sent folder) to the Archive inbox (or Sent folder) below.

⊿ Inbox
completed
current
ID Center Printer
Drafts [8]
Sent Items
Deleted Items
Junk E-Mail
Outbox
RSS Feeds
Search Folders

⊿ Archives
Deleted Items
Drafts 1
⊿ Inbox
completed
current
ID Center Printer
Junk E-Mail
Outbox
RSS Feeds
Sent Items
▷ Sync Issues
Search Folders

TSU CIT Support
REQ003226924 - New Team Assignment
Short Description: AWC-100-See desc You are receiving this

Patterson, Randy
Fwd: admin password for iMACs in McCord 10
Sent from my iPhone

TSU CIT Support
INC000937173 - New Team Assignment
Short description: Christian Langer is unable to connect thro

TSU CIT Support
INC000937139 - Work Note Added
Short Description: Julie Roberts reporting main phone for ac

TSU CIT Support
INC000937139 - New Team Assignment
Short description: Julie Roberts reporting main phone for ac

Patterson, Randy
Fwd: admin password for iMACs in McCord 10
Sent from my iPhone ⊿ Monday

TSU CIT Support
INC000937022 - New Team Assignment
Short description: Don's projector is not working. You are r

TSU CIT Support
REQ003223725 - New Team Assignment
Short Description: Scheduled delivery and setup You are rec

TSU CIT Support
REQ003223668 - New Team Assignment
Short Description: scheduled delivery and setup You are rec

TSU CIT Support
REQ003223653 - New Team Assignment
Short Description: scheduled delivery and setup You are rec

TSU CIT Support