To Configure or Enable AutoArchive settings in Outlook 2007:

- Tools Actions <u>H</u>elp Send/Receive ۲ Instant Search ۲ Address Book... Ctrl+Shift+B 🚰 Organi<u>z</u>e Rules and Alerts... Mailbox Cleanup... Empty "Deleted Items" Folder <u>Forms</u> ۲ <u>M</u>acro ۲ Account Settings... Trust Center... Customize... Options... 2
- 1. From the Tools menu click Options

2. Select the Other tab.



3. Click AutoArchive.

| Preference   | es Mail Setup Mail Format Spelling Other |  |  |  |  |
|--|--|--|--|--|--|
| General  |  |  |  |  |  |
| Empty the Deleted Items folder upon exiting  |  |  |  |  |  |
| W Make Outlook the default program for E-mail, Contacts, and Calendar.   |  |  |  |  |  |
|  | Default programs Advanced Options        |  |  |  |  |
| AutoArchive  |  |  |  |  |  |
| Manages mailbox size by deleting old items or moving them to an archive file<br>and by deleting expired items. |  |  |  |  |  |
|  | AutoArchive                              |  |  |  |  |

4. Select and change the options you want for AutoArchive.

**HINT:** We recommend setting Archiving to run every 7-20 days and cleaning out items older than 3 Weeks. Your settings may vary depending on how many emails you get.

5. Click **Apply these settings to all folders now** to apply the new options to all folders (This overrides any custom archive settings applied to individual folders). Now click **OK**.

| AutoArchive ? ×  |  |  |  |  |
|--|--|--|--|--|
| <ul> <li>Run AutoArchive every 20 days</li> <li>Prompt before AutoArchive runs</li> <li>During AutoArchive:</li> <li>Delete expired items (e-mail folders only)</li> <li>Archive or delete old items</li> <li>Show archive folder in folder list</li> <li>Default folder settings for archiving</li> <li>Class out items older than 6 Months and 100 Months a</li></ul> |  |  |  |  |
| O Permanently delete old items     O Permanently delete old items  |  |  |  |  |
| To specify different archive settings for any folder, right-dick<br>on the folder and choose Properties, then go to the<br>AutoArchive tab.<br>Retention policy<br>The network administrator has not set retention policies.   |  |  |  |  |
| Retention Policy Information OK Cancel   |  |  |  |  |

**WARNING:** Make sure that you do **NOT** check the **Permanently delete old items** doing so will DELETE your old emails instead of Archiving them. Choose **"Move old items to"** and **"Browse"** to let Outlook know where to save the Archive file.

That is it, you are now configured to auto archive. You will now be prompted every 7-20 days (depending on what you set) to Auto Archive your emails. If you have been a while since you archived your email you may want to manually start the Archive process.

## Lets MANUALLY start Auto Archiving in Outlook 2007:



1. From the **Tools** menu click the **Mailbox Cleanup** menu option.

2. Click the **AutoArchive** button to archive older items and emails from the server to your computer.

| Mailbox Cleanup |   |   |
|-----------------|---|---|
| <b>Š</b>        | You can use this tool to manage the size of your ma<br>You can find types of items to delete or move, empi<br>items folder, or you can have Outlook transfer item<br>file.<br>View Mailbox Size | ilbox.<br>ty the deleted<br>s to an archive |
| 2               | <ul> <li>Find items older than</li> <li>Find items larger than</li> <li>250</li> <li>kilobytes</li> </ul>   | Find  |
| 1               | Clicking AutoArchive will move old items to the<br>archive file on this computer. You can find these<br>items under Archive Folders in the folder list.   | AutoArchive                                 |
| 0               | Emptying the deleted items folder permanently deletes those items.<br>View Deleted Items Size   | Empty                                       |
|                 | Delete all alternate versions of items in your<br>mailbox.<br>View Conflicts Size   | Delete                                      |
|                 |   | Close                                       |

3. After archiving, you will now find archived emails under the **Archive Folders** underneath the Mailbox folder section.

