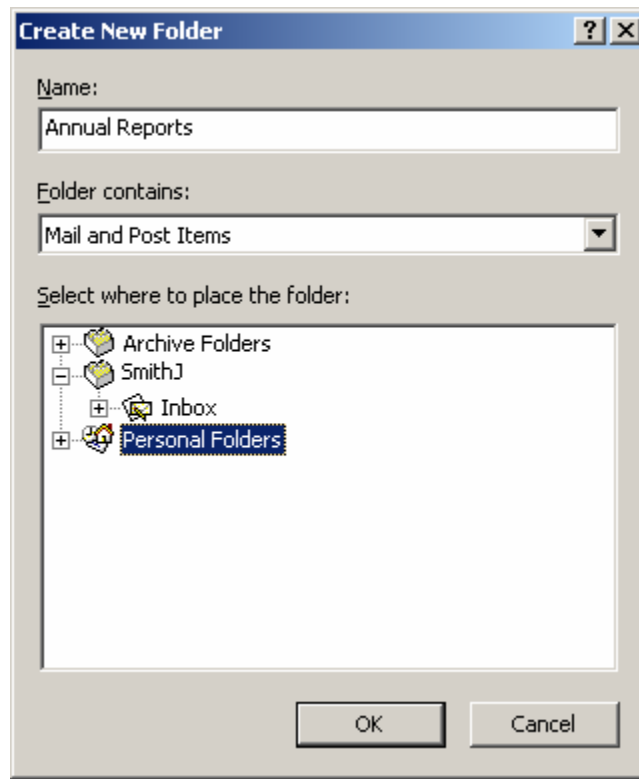


Microsoft Outlook 2002 – Local Folders and Archiving

Email messages stored on the County mail server are purged every 14 days. If your job requires that you save email, local folders can be created within Outlook. Messages can then be copied or moved from the mail server to the local folders. These folders are not subject to the 14 day purge policy. Follow the steps below to create local folder(s) within Outlook.

Create a Folder

1. From the **Desktop**, click the **Microsoft Outlook** icon.
2. From the Outlook menu bar, click **File...Folder...New Folder**.
3. From the **Name** box, type a name for the folder (e.g. Annual Reports).
4. From the **Select where to place the folder** area, click the **Personal Folders** folder.
5. Click the **OK** button to create the new folder.

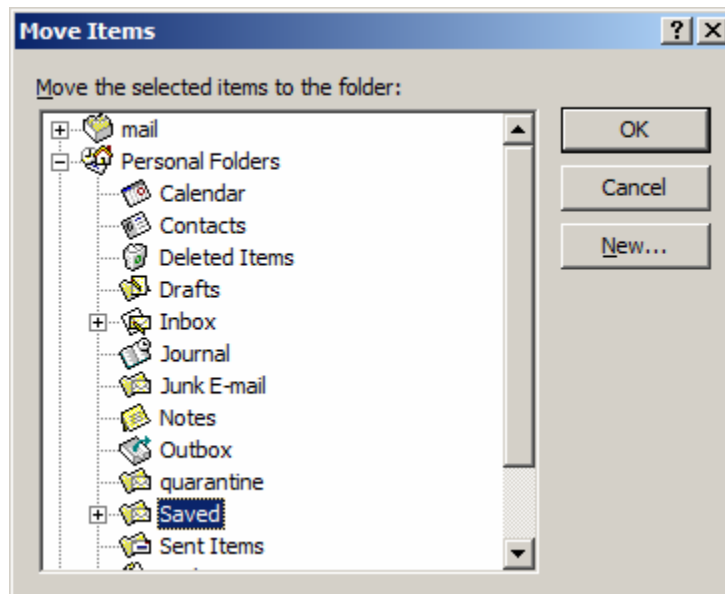


When working with local folders, it is helpful to enable the *Folder List*. This can be done by clicking **View...Folder List** from the Outlook menu. Messages you would like to save should now be copied or moved from the mail server Inbox to the local folder(s) using drag and drop or by using the **Move Items** feature.

Microsoft Outlook 2002 – Local Folders and Archiving

Move Items

1. From the mail server Inbox, right-click the message(s) you would like to move.
2. Click **Move to Folder**.
3. From the **Move the selected items to the folder** area, click the folder you would like to move the message(s) to.
4. Click the **OK** button to move the message(s).

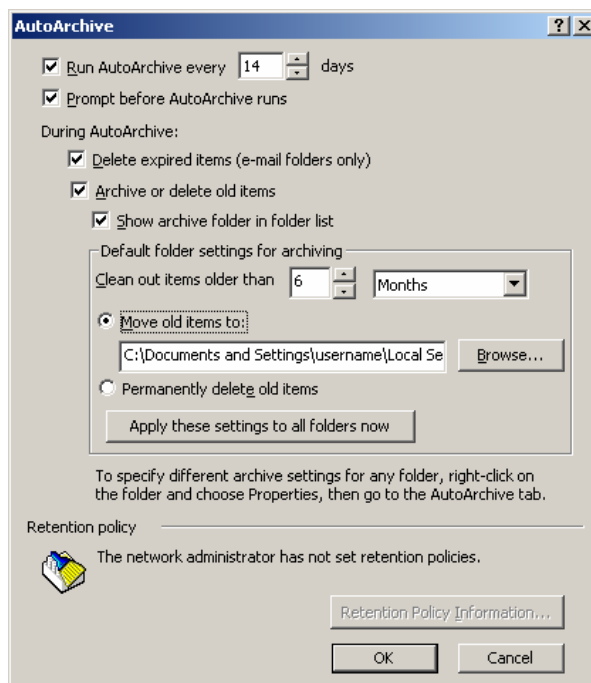


Microsoft Outlook 2002 – Local Folders and Archiving

Most of your Outlook data is stored in a single file called a Personal Folders file, or Personal Store (PST). Over time, this file can grow exceedingly large as more and more data accumulates. The PST file size limitation for Microsoft Outlook 2002 is 1.82GB. To avoid file corruption and/or other Outlook related errors, it is recommended that the PST file is kept under 1.7GB. For this reason, if you choose to store items in local folders, you should configure Outlook to archive older messages into an additional PST file on a regular basis. Below are instructions for configuring Outlook's AutoArchive feature as well as instructions to manually archive a specific folder.

AutoArchive Setup

1. From the Outlook menu bar, click **Tools...Options**.
2. Click the **Other** tab.
3. Click the **AutoArchive** button.
4. Click the **Run AutoArchive every** check box. Verify this setting shows **14** days.
5. Verify the **Prompt before AutoArchive runs** checkbox is checked.
6. Verify the **Delete expired items (e-mail folders only)** checkbox is checked.
7. Verify the **Archive or delete old items** checkbox is checked.
8. Verify the **Show archive folder in folder list** checkbox is checked.
9. The **Clean out items older than** option should be set to **6 Months**.
10. The **Move old items to** option should default to **C:\Documents and Settings\yourusername\Local Settings\Application Data\Microsoft\Outlook\Archive.pst**.



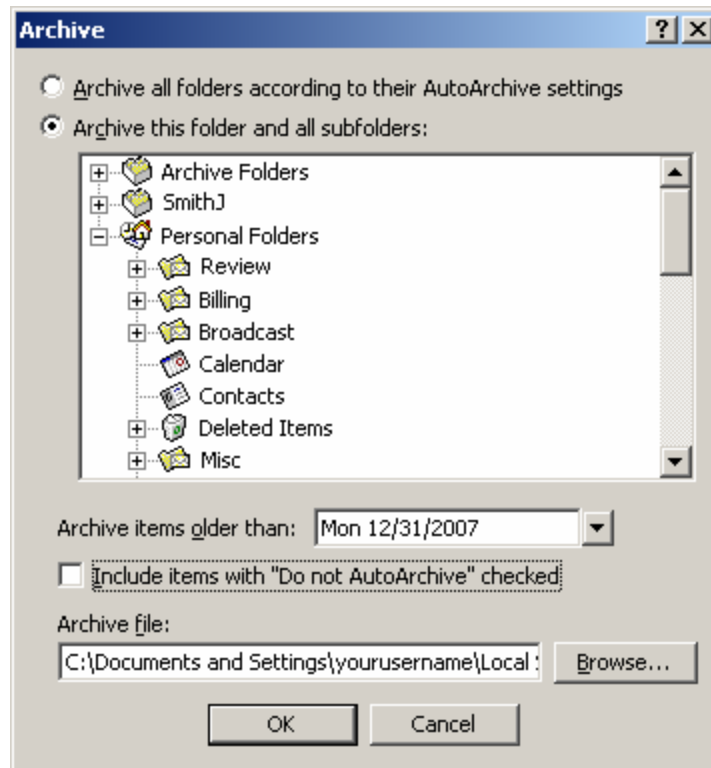
Microsoft Outlook 2002 – Local Folders and Archiving

11. Click the **OK** button twice to save and close the AutoArchive feature.

The AutoArchive feature is now set up. Archived messages are available from within the *Archive Folders* directory in the *Folder List*.

Manual Archive Procedure

1. From the Outlook *Folder List*, click the personal folder you wish to archive.
2. From the menu bar, click **File...Archive**.
3. Click the radio button next to **Archive this folder and all subfolders**.
4. Select a date from the **Archive items older than** area.
5. Click the **OK** button. The archive process will begin.



Archived messages are available from within the *Archive Folders* directory in the *Folder List*.

Microsoft Outlook 2002 – Local Folders and Archiving

To further reduce the size of your Personal Folders file, It is recommended that you compact the file after archiving. **Note:** Compacting can take an excessive amount of time during which you will not have access to Outlook. While your profile is being compacted you may also notice decreased system performance.

Compacting the Personal Folders File

1. From the Outlook *Folder List*, right click the *Personal Folders* folder.
2. Click **Properties** for “**Outlook Today**”.
3. Click the **Advanced** button.
4. Click the **Compact Now** button. The compacting process will begin.

Additional Archive Folders

In the event that the *Archive* folder itself approaches or exceeds the PST file size limitation (1.82GB), please review the *Microsoft Outlook 2002 – Create New Archive Folder* documentation found on the IT Training Center web site, specifically http://www.oakgov.com/ittrain/assets/docs/outlook_2002_create_new_archive_folder.pdf to create a new/additional Archive folder.

Backup Personal Folders

Users are responsible for backing up their Outlook PST file(s). It is important that data be backed up on a regular basis. For further information, please review the *Windows XP Backup & Restore Procedures* documentation found on the IT Training Center web site, specifically http://www.oakgov.com/ittrain/assets/docs/xp_backup_restore_proc.pdf.

If you have any questions, please contact the Information Service Center at (248) 858-8812.

outlook_2002_autoarchive.pdf
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