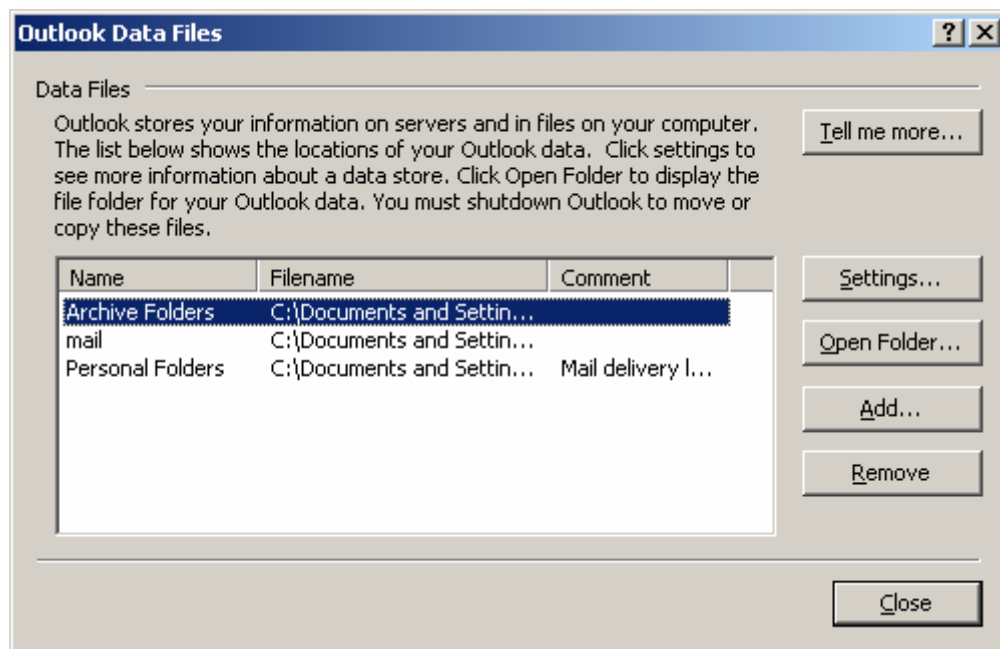


Microsoft Outlook 2002 – Create New Archive Folder

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. In the event that the *Archive* folder approaches or exceeds the PST file size limitation (1.82GB), follow the steps below to create a new/additional archive folder.

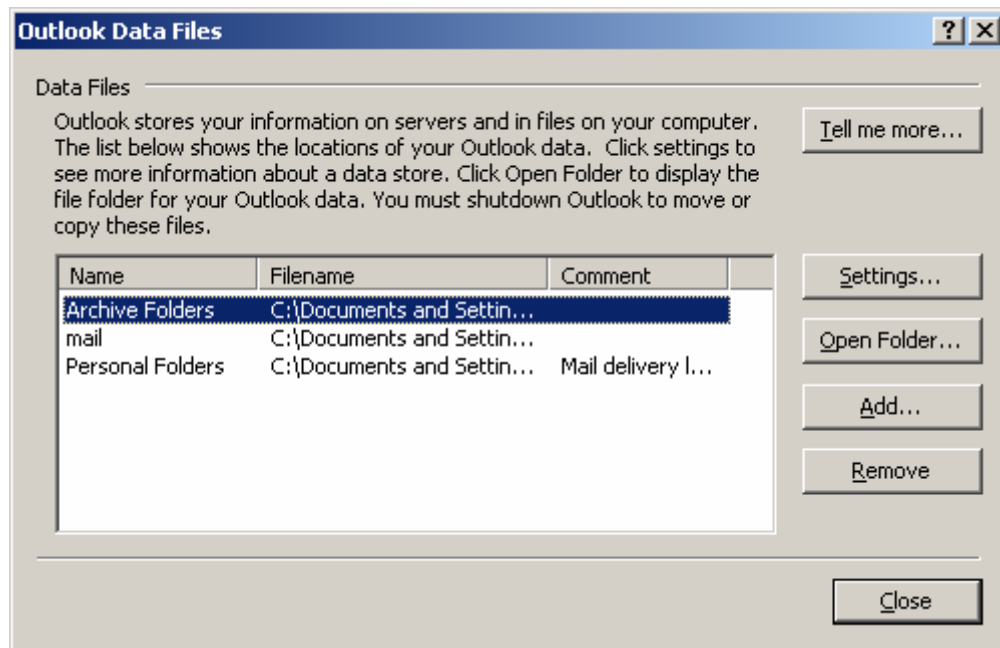
To Create a New Archive Folder:

1. From the Outlook menu bar, click **File...Data File Management**.
2. Click **Archive Folders**.

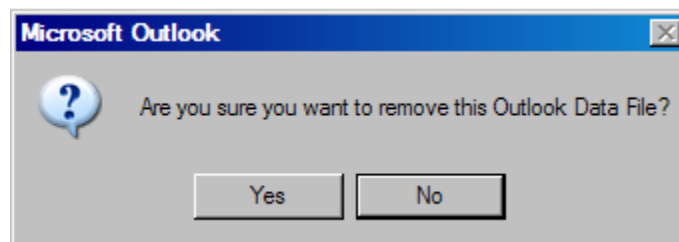


3. Click the **Open Folder** button.
4. Minimize the **Windows Explorer** dialog box.
5. From the **Outlook Data Files** dialog box, click the **Remove** button.

Microsoft Outlook 2002 – Create New Archive Folder



6. From the **Microsoft Outlook** dialog box, click the **Yes** button.

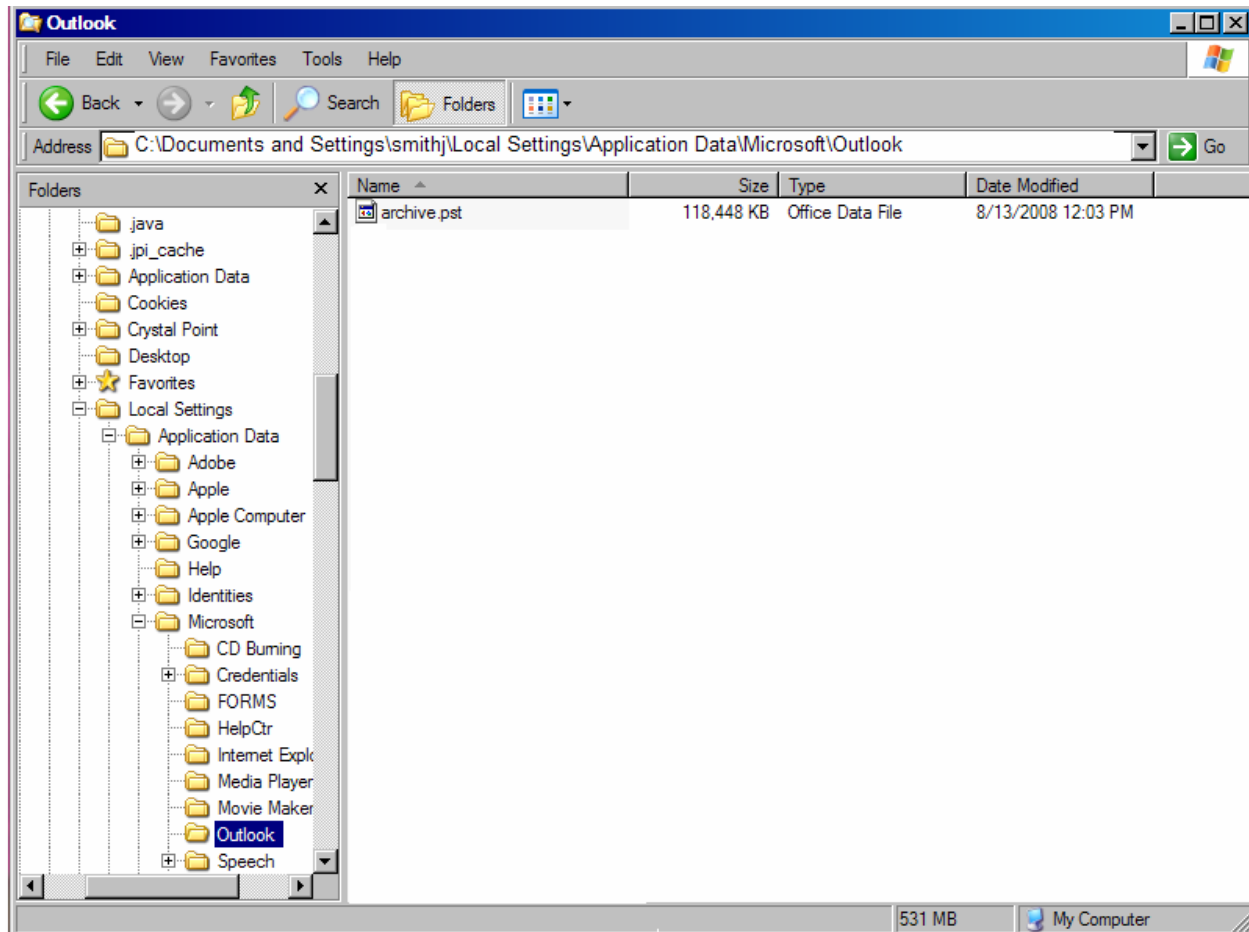


7. From the **Outlook Data Files** dialog box, click the **Close** button.
8. Close Outlook.
9. From the Windows Taskbar, click the **Windows Explorer** tab.



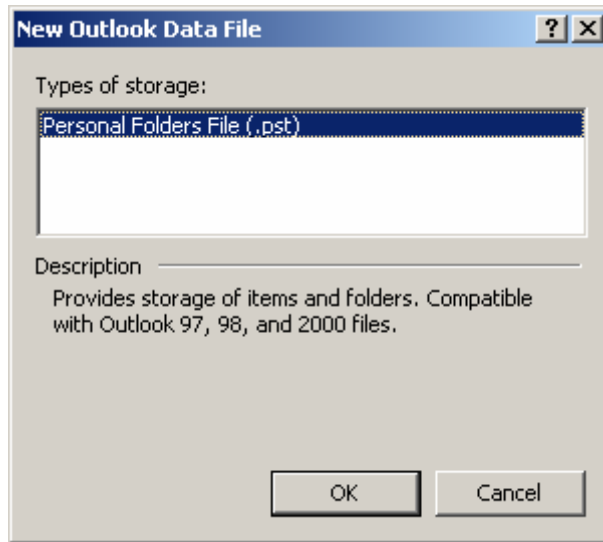
10. Right click on the **archive.pst** file.

Microsoft Outlook 2002 – Create New Archive Folder

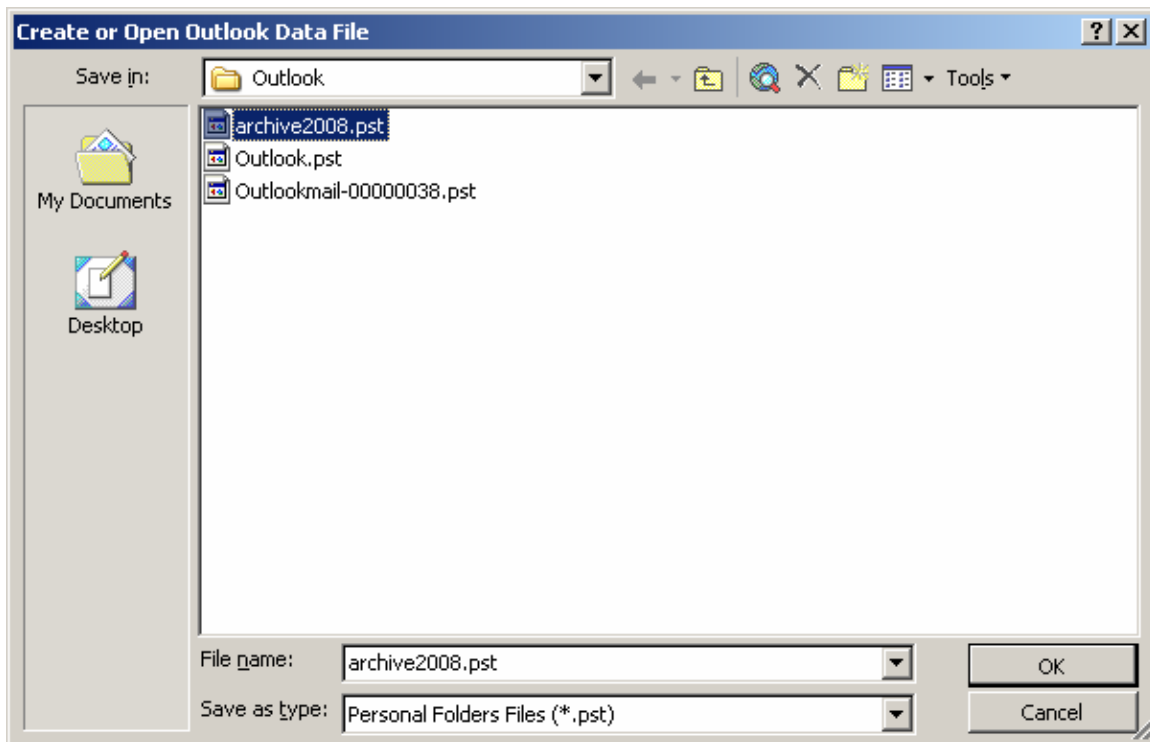


11. Select **Rename** from the menu.
12. Change the filename from **archive.pst** to **archive2008.pst**. **Note:** When renaming the archive.pst file, please use the current year.
13. Reopen Outlook.
14. From the Outlook menu bar, click **File...Data File Management**.
15. Click the **Add** button.
16. From the **New Outlook Data File** dialog box, click the **OK** button.

Microsoft Outlook 2002 – Create New Archive Folder



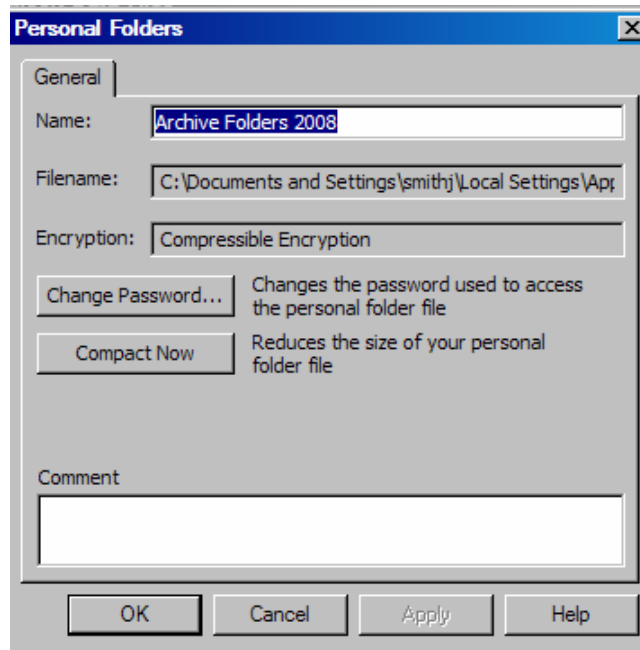
17. From the **Create or Open Outlook Data File** dialog box, select **archive2008.pst**.



18. Click the **OK** button.

19. From the **Personal Folders** dialog box, type **Archive Folders 2008** in the **Name** field.

Microsoft Outlook 2002 – Create New Archive Folder



20. Click the **OK** button.

21. Click the **Close** button.

The next time you archive in Outlook, an empty archive file will be created.

Compacting Personal Folders

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.

1. From the Outlook *Folder List* area, 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.

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.