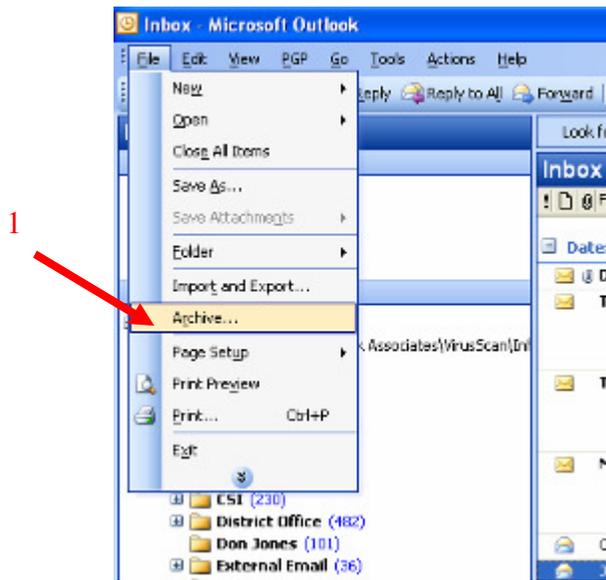# Directions to Archive Old Email
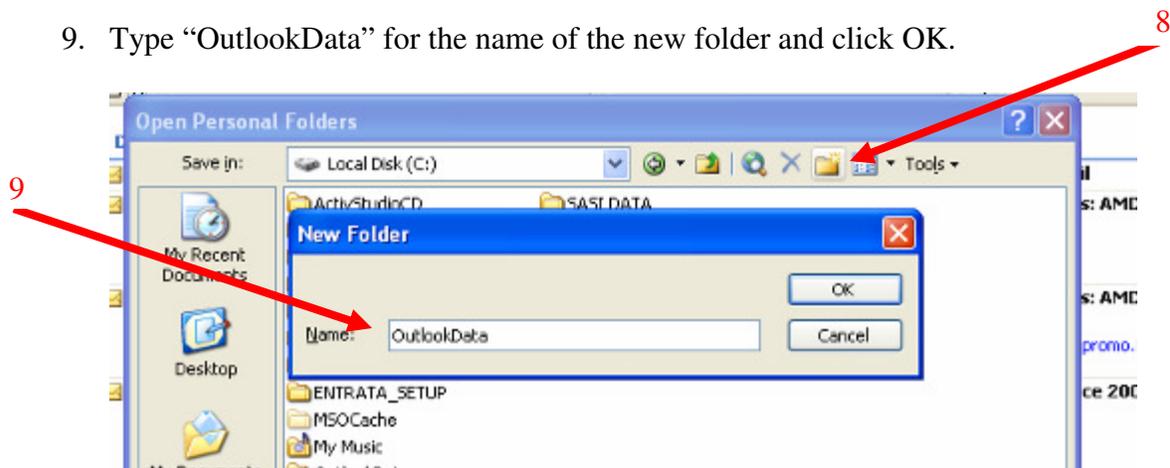
1. Click the File menu and choose Archive.

2. Select "Archive this folder and all subfolders" if it is not selected.

3. Click the Inbox folder in the window if it is not selected.

4. Enter the data you would like to archive through. In this example I choose to archive everything in my Inbox before 7/1/2003.

5. I created a folder on the C: drive called OutlookData where I could save my archives. I named the archive file "PreJuly2003archive.pst".
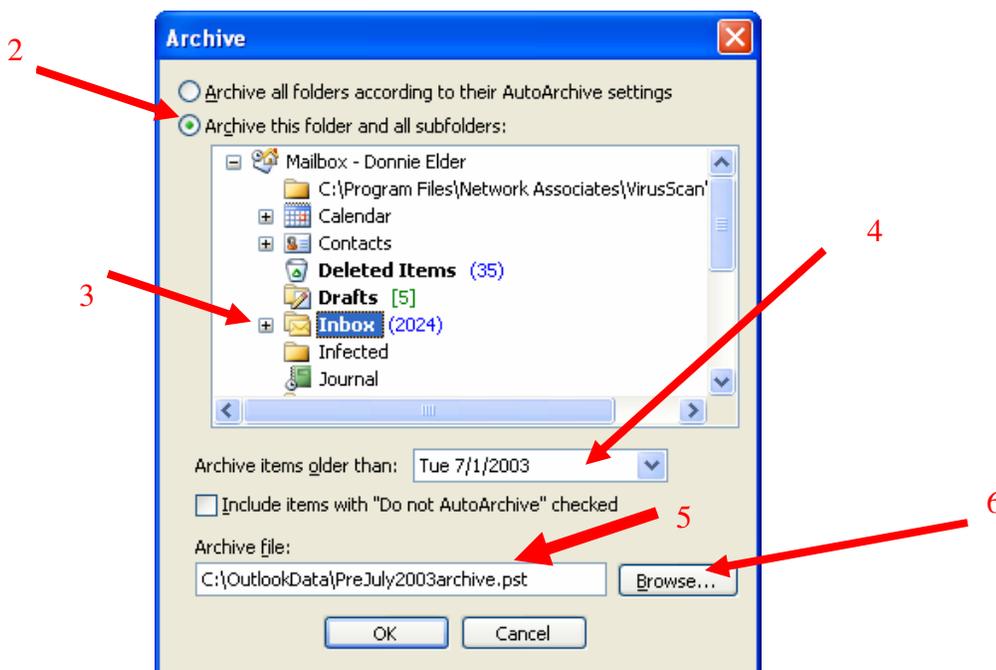
6. To create a folder on the C: drive click the Browse button.

7. From the dropdown list in the Open Personal Folders window choose Local Disk (C:).
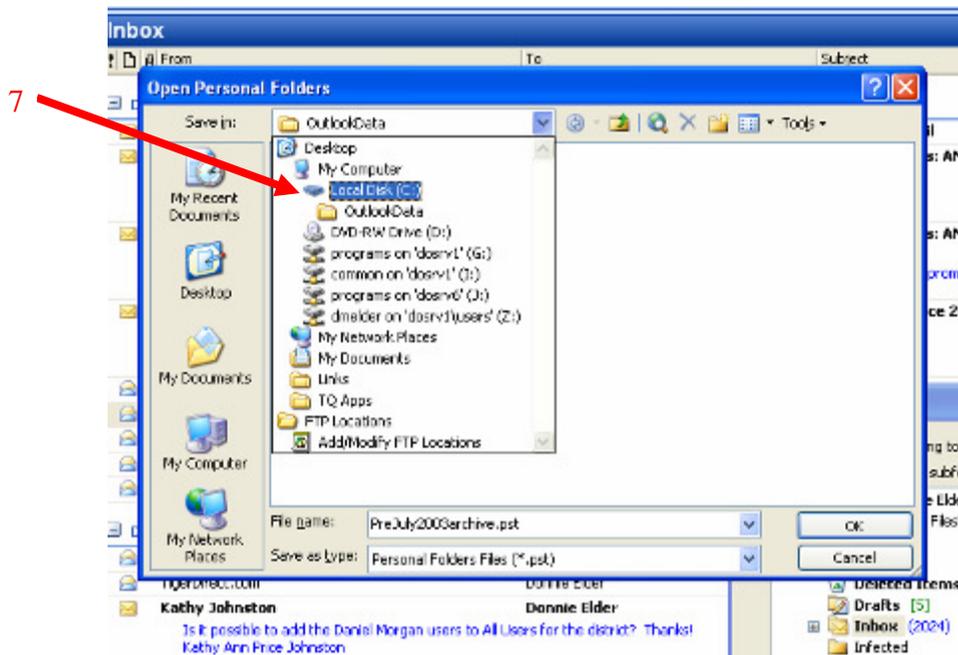
8. Click the New Folder icon at the top.

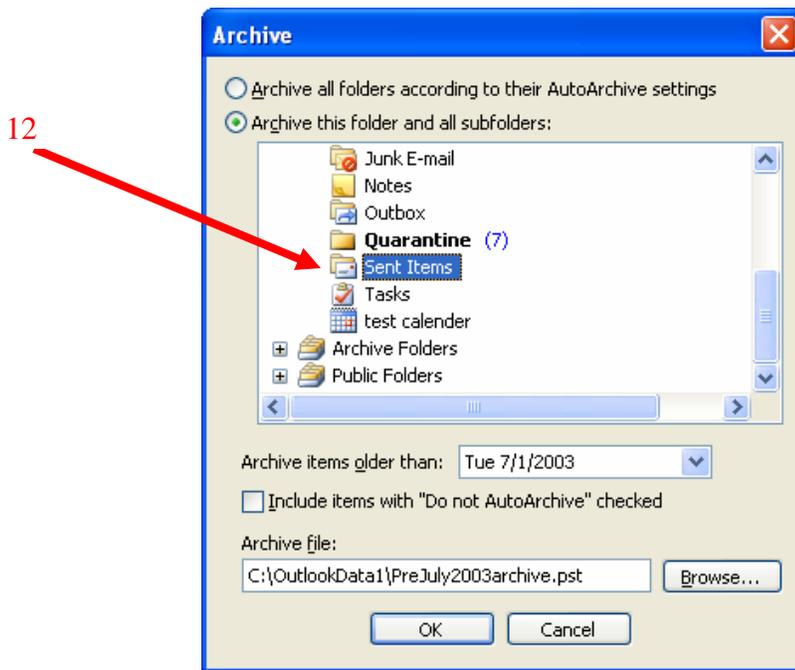9. Type "OutlookData" for the name of the new folder and click OK.

10. Type "PreJuly2003archive.pst as the name of your file and click OK.

11. Click OK in the Archive window and Outlook will begin archiving the data you have selected.

12. Go back to the File menu and choose Archive again. Choose the Sent Items

folder this time. You may keep other settings the same.

12

13. Click OK to begin archiving the Sent Items data older than the date you provided.

(older that 7/1/2003 in this example)

NOTE: You should continue to archive until you have reduced your mailbox size
well below the 1.5 Gigabit limit. I recommend that you create a new file for each
year as you continue. For instance I would set the "Archive items older than" field to
7/1/2004 and I would name my file "2003-2004archive.pst".
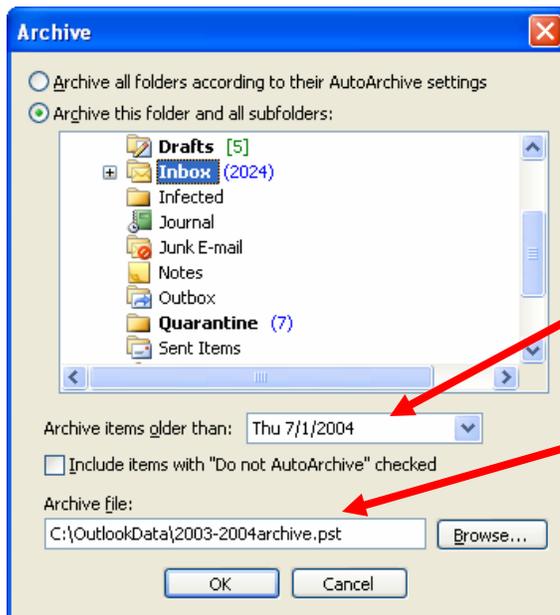
Now that you have archived your old email data you should save the OutlookData folder to another media type such as CD or DVD. This will provide you a permanent copy in case your computer crashes or has to be re-imaged.