

## Computer Services Help Desk (475-6488)

AutoArchiving Folders in Outlook 11/29/2005 Difficulty: Easy

To AutoArchive your mail in outlook, follow these steps.

- 1. In Outlook, Click "Tools" then "Options"
- 2. In the Options box, click the "Other" Tab (see picture)

Options	? 🔀
Preference	Mail Setup   Mail Format   Spelling   Security   Other   Delegates
E-mail	
	Change the appearance of messages and the way they are handled.
~	E-mail Options
Calendar	
	Customize the appearance of the Calendar.
	✓ Default reminder: 15 minutes ✓ Calendar Options
Tasks -	
<li>A</li>	Change the appearance of tasks.
	Reminder time: 8:00 AM I Iask Options
Contacts	·
<b>M</b>	Change default settings for contact and journal.
	Contact Options
Notes -	
	Change the appearance of notes.
	<u>N</u> ote Options
	OK Cancel <u>Apply</u>

3. In the "Other" tab, you will see the "AutoArchive" options. (see picture on next page)



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Options 🛛 💽 🔀			
Preferences Mail Setup Mail Format Spelling Security Other Delegates			
General			
Empty the Deleted Items folder upon exiting			
Make Outlook the default program for E-mail, Contacts, and Calendar.			
Advanced Options			
AutoArchive			
Manages mailbox size by deleting old items or moving them to an archive file and by deleting expired items.			
AutoArchive			
Preview pane			
Use these options to customize the appearance and behavior of the preview pane.			
Preview Pane			
Instant Messaging			
🕼 🔽 Enable Instant Messaging in Microsoft Outlook			
Options			
OK Cancel Apply			

- 4. Click the AutoArchive button.
- 5. The next screen will give you the AutoArchive options.

(See picture on next page)



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- 6. Click the checkbox to enable the AutoArchive (arrow 1).
- 7. Change the location of the Archive Folder. Create the new Archive folder on your J: drive (arrow 2).
- 8. Click the button "Apply these settings to all folders now" (arrow 3).
- 9. Click OK.

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AutoArchive ? 🔀		
Run AutoArchive every 14 🕂 days		
Prompt before AutoArchive runs		
During AutoArchive:		
Delete expired items (e-mail folders only)		
Archive or delete old items		
Show archive folder in folder list		
Default folder settings for archiving		
Clean out items older than 6 📫 Months 💌		
Move old items to:		
P:\Outlook\archive.pst		
C Permanently delete old items		
Apply these settings to all folders now		
To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.		
Retention policy		
The network administrator has not set retention policies.		
Retention Policy Information		
OK Cancel		