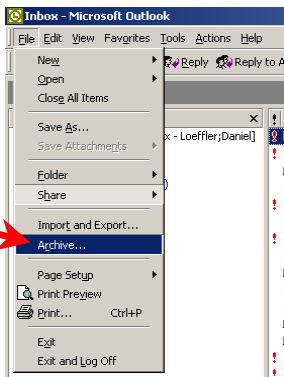


You will need to use this when...your e-mail box is full or nearly full or you have a lot of old items you wish to save outside of Outlook. Please note: You cannot run this from Internet e-mail. Before you proceed, you may attempt to delete messages you do not need. Deleting messages will reduce the size of your mailbox and may eliminate the need to Archive.

(1) Open Outlook by double-clicking on the icon:

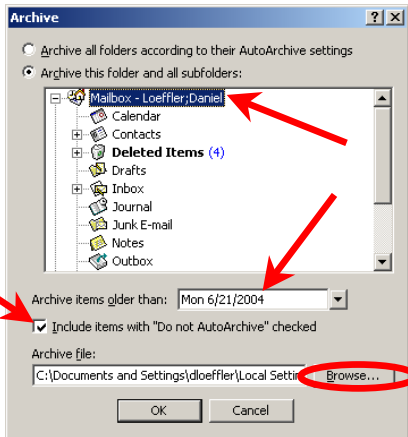


(2) Select the File menu, and then select Archive.



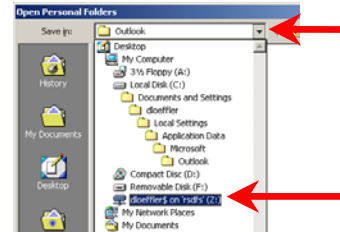
Note: If Archive is not shown, click the downward-facing double arrow at the bottom of the menu.

(3) Select any item (e.g. Inbox) or, as shown below, select Mailbox – YourName to Archive all Outlook files. Also, be sure the Include items with “Do not AutoArchive” checked is checked, as shown below.

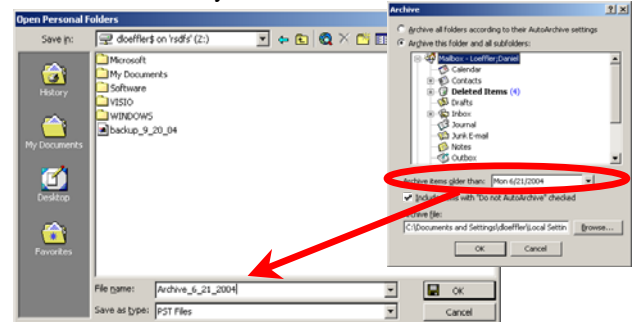


(4) To further customize, change the Archive items older than. Once you have decided, click Browse...

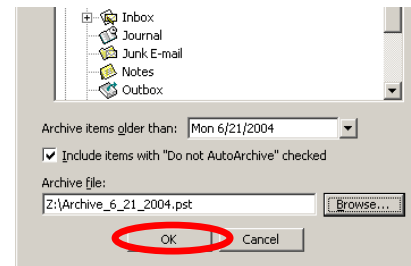
Select your X Drive or Z Drive from the drop down list as shown below:



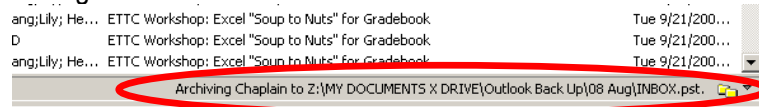
(5) Enter the file name, it is recommended that you use Archive_(date). The date is the Archive items older than date selected on the prior screen, see example below. Click OK when you are finished.



(6) Click OK to proceed.



(7) Archiving runs in the background, you can send and receive e-mail while archiving, but you cannot close Outlook. You can see outlook archiving in the lower right-hand corner of the screen.



Further Suggestions and Recommendations:

- (1) The more e-mail you have, the longer it will take, expect at least 15 minutes for every month you Archive.
- (2) Remember that any e-mail archived can no longer be accessed outside of the district, for example, from home
- (3) To add items to an archive, at Step 6, locate the previous archive and select it, continue with the instructions.