

About Archiving Outlook 2007 Items

Your Microsoft® Outlook 2007 e-mail, Calendar, and Task items are all stored on your e-mail server. As more items are added to your mailbox, it can exceed its size limit. When you archive Outlook 2007 items, you store them on your computer—freeing up space on your e-mail server.

Topics in this guide:

- Set Up and Start AutoArchive
- AutoArchive Individual E-Mail Folders
- AutoArchive from An Outlook 2007 Reminder
- Find and Restore Archived Items

Set Up and Start AutoArchive

- 1 On the **Tools** menu, click **Options**.
- 2 In the **Options** dialog box, on the **Other** tab, click **AutoArchive**.
- 3 In the **AutoArchive** dialog box, select the **Run AutoArchive every** check box and set the number of days.
- 4 Select the **Prompt before AutoArchive runs** check box if you want to confirm each AutoArchive session.



- 5 Under **During AutoArchive** select the options you want.
- 6 To apply these settings to all folders, click **Apply these settings to all folders now**. When you have finished, click **OK**.

Note When you create an archive, your items are archived on your computer (*not* on the e-mail server) in an Outlook Personal Folder (.pst). The default name and location of your archive is C:\Documents\Settings*YourAlias*\LocalSettings\ApplicationData\Microsoft\Outlook\archive.pst.

AutoArchive Individual E-Mail Folders

Archive specific e-mail folders instead of your entire mailbox.

- 1 In **Mail** view, right-click an e-mail folder and then click **Properties**.
- 2 On the **AutoArchive** tab, click the **Archive items in this folder using the default settings** option.
- 3 Click **Default Archive Settings**.
- 4 Click the options you want, and then click **OK**.



AutoArchive from An Outlook 2007 Reminder

Outlook 2007 automatically reminds you on a regular basis to archive your Outlook 2007 items.

- 1 When the **Would you like to AutoArchive your old items now?** dialog box appears, click **AutoArchive Settings**.



- 2 In the **AutoArchive** dialog box, select the settings you want.

- 3 Click **OK**, and then click **Yes**.

Your older Outlook 2007 items are archived to a personal file (.pst) on your computer. The default name and location of your archive is C:\Users*Your Alias*\AppData\Local\Microsoft\Outlook\archive.pst.

Find and Restore Archived Items

Restoring your archived items back to the e-mail server enables you to access them on any computer on your corporate network and over Outlook Web Access. (Archived items are accessible only on your computer.)

- 1 In **Mail** view, click [icon] next to **Archive Folders** to expand the folder list.

To view the folder list, on the **Go** menu, click **Folder List**.

- 2 Open a folder, select items to restore, and drag them to the folder to which you want them restored (Inbox, Calendar, Tasks, etc.).

