

Manually Archiving and Retrieving Information in Outlook 2003

As your folders become larger, Outlook becomes slower, and finding items can become increasingly difficult. That is where archiving becomes useful. When you archive Outlook information, you transfer old items to a storage file. The items are then deleted from their original folder in Outlook.

Because archived items are copied to the archive file and then removed from Outlook, be cautious about what you archive. This lesson explains how to archive Outlook information manually.

1. Select **File → Archive** from the menu.

The Archive dialog box appears.

2. Make sure that the **Archive This Folder and all subfolders** option is selected.

This option will let you specify which folder you want to archive. If you choose the other option, Archive All Folders According to Their AutoArchive settings, every folder in Outlook (except Contacts) will be archived.

3. Select the folder that you want to archive.

If you want to archive everything, select Mailbox and all the folders will be archived.

Now choose the date at which you want to begin archiving.

Note: The size limit of your Mailbox is 250 MB. Your Mailbox includes the Calendar, Contacts, Drafts, Inbox, Sent, and all their sub-folders.

4. Click the **Archive items older than** list arrow and select the how old an item must be in order to be archived.

All items older than the date specified will be moved into the archive file. Items that are newer remain in Outlook.

5. (Optional) Specify the name and location of the archive file in the **Archive File** box.

The default location is a Microsoft Folder called Archive and saved as a data file.

! Trap: If you specify a new name and location for the archive file, make sure you use the same file when you archive information in the future. Newly archived items are just added to the archive, so you'll want to make sure they're all in the same place.

6. Click **OK**.

The items you specified are archived.

✔ Tips

- ✓ Messages that are archived are not saved within Outlook, so they are more difficult to find. Be sure that you don't archive any items that you need immediately.

Access the archive

Your archiving system is working great. Unfortunately, you need to find an e-mail message archived two years ago. No problem – the archived items are just a few clicks away.

1. Select **Go → Folder List** from the menu.

The Folder List appears in the Navigation Pane.

2. Click **Archive Folders** (or the name you specified for your archived items) in the Folder List.

The archive appears.

