

MY MAILBOX IS FULL. HOW DO I ARCHIVE EMAILS AND RETRIEVE THEM LATER IF I NEED THEM?

Outlook mailboxes have size limits determined by the district. Letting it grow beyond the limits will prevent you from receiving or sending email until you get it back under control.

To clean things up, you need to delete items that are no longer needed and archive the mail you wish to keep. To Archive you must first set up the ARCHIVE folder. The ARCHIVE folder is set up as follows:

1. On the TOOLS menu, click OPTIONS, and then click OTHER tab.
2. Click the "AutoArchive..." button.
3. To set AutoArchive to turn on when starting Outlook, select the AUTO ARCHIVE EVERY check box.
4. To specify how often the AutoArchive process will run, select a number in the DAYS box.
5. To be notified before items are archived, select the PROMPT BEFORE AUTO ARCHIVE RUNS check box.
6. Make sure there are checks in the boxes next to "Deleted expired items" and "Archive or delete old items" and "Show archive folder in folder list".
7. Under "Default folder settings for archiving" set a time limit for old items.
8. Pick the "Move old items to:" choice and use the BROWSE button to navigate to your network G: drive. Type in an obvious file name and click OK to set the name for your archive file.
9. Then click the "Apply these settings to all folders now" button and then hit OK.



You can also customize the archiving settings for individual folders by RIGHT-clicking on a specific folder in the folder list, picking "Properties", clicking the "Autoarchive" tab, and changing the settings for that folder.

To see your archived files, look in your "Mail Folders" list. At the bottom you will now see an "Archive Folders" directory which you can open up to view old archived emails.