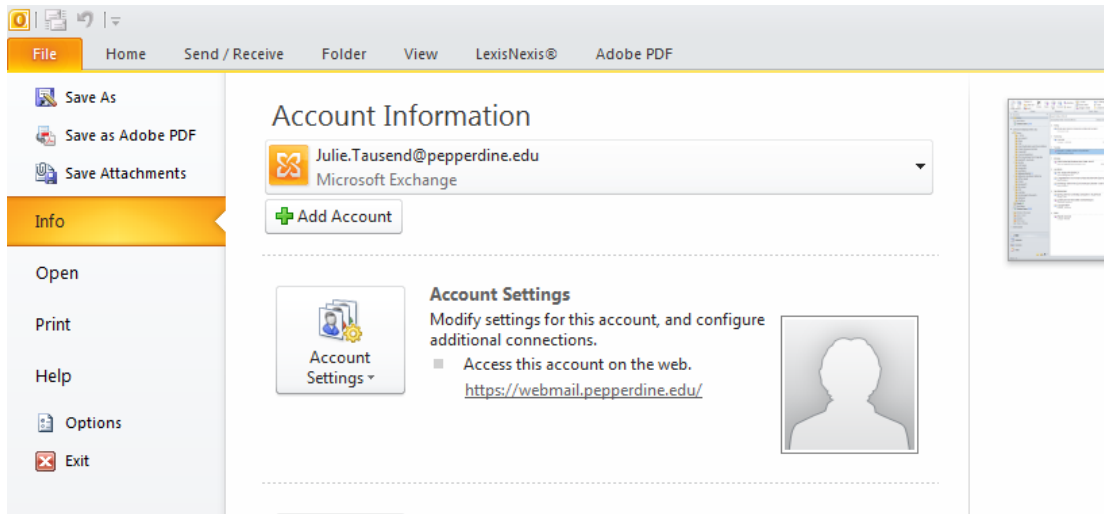


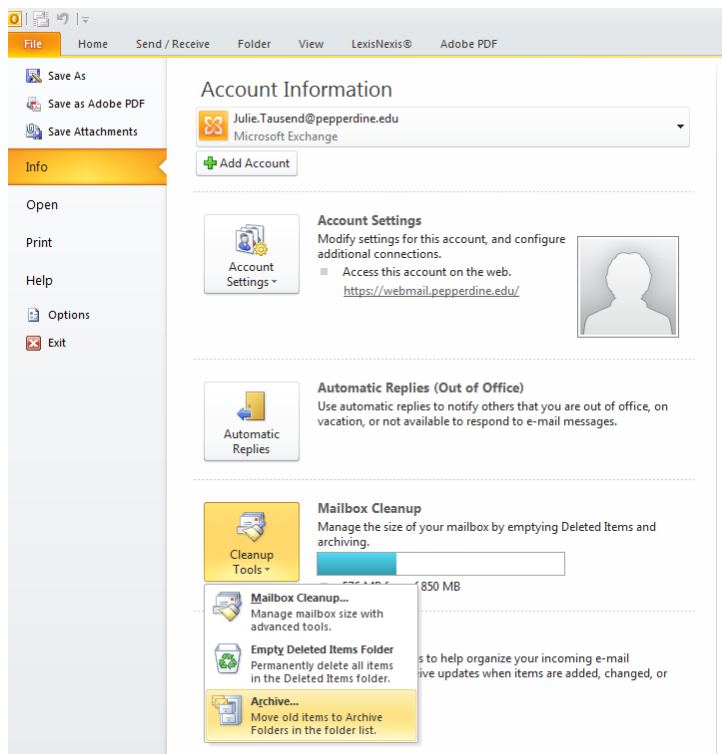
## How to Archive Old Mail in Outlook

If you want to make sure your Outlook is working efficiently, Archive old files.

1.) Click File → Click Info

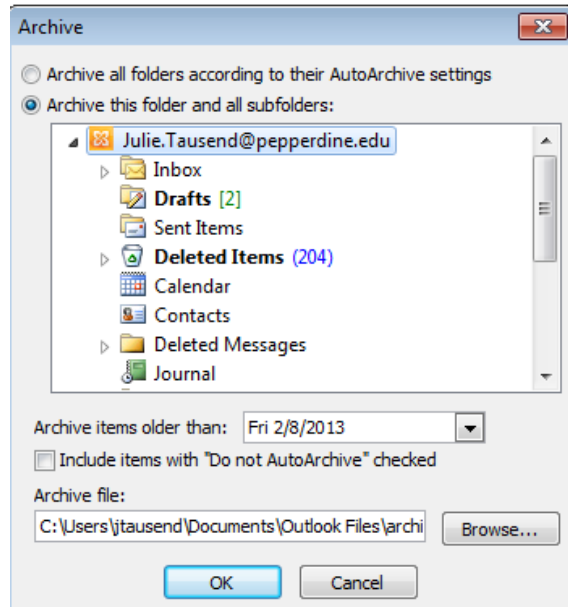


2.) Click Cleanup Tools and Select Archive...

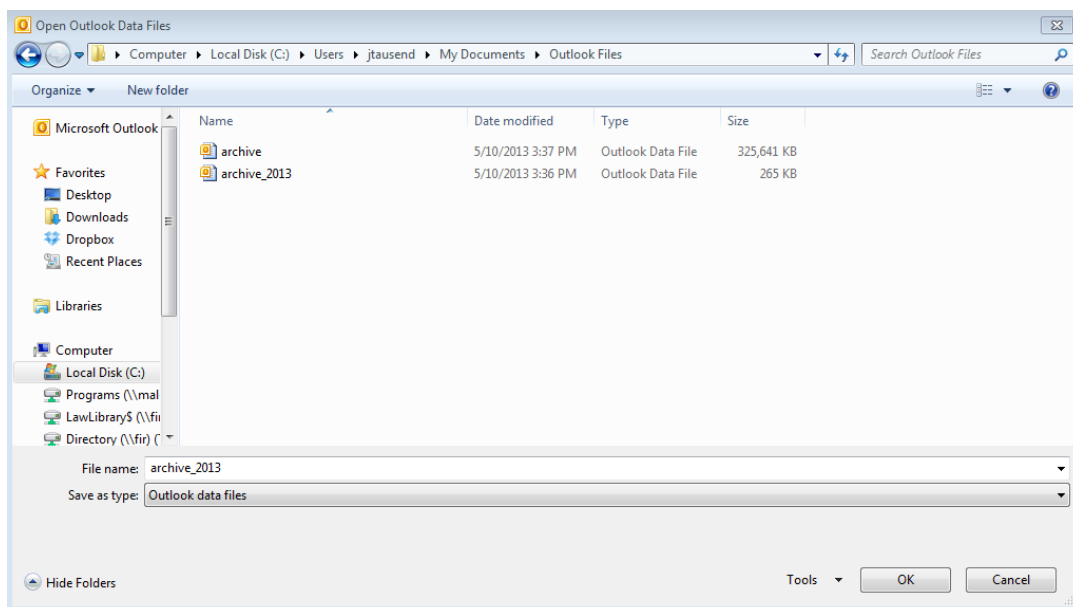


3.) A new window called Archive will open. Select Archive this folder and all subfolders:

- a. Make sure your account is highlighted in blue if you want all of your Outlook messages archived. If not, select just a specific folder.



- 4.) Select a date from the drop down menu Archive items older than: (today's date is recommended)
- 5.) Use the Browse button to select a folder to save the Archive file. It is recommended that it is saved in your Documents folder, in the Outlook Files subfolder. Type a file name. It is recommended to use include the date(such as: archive\_May10\_2013) (C:\Users\username\Documents\Outlook Files\archive.pst)



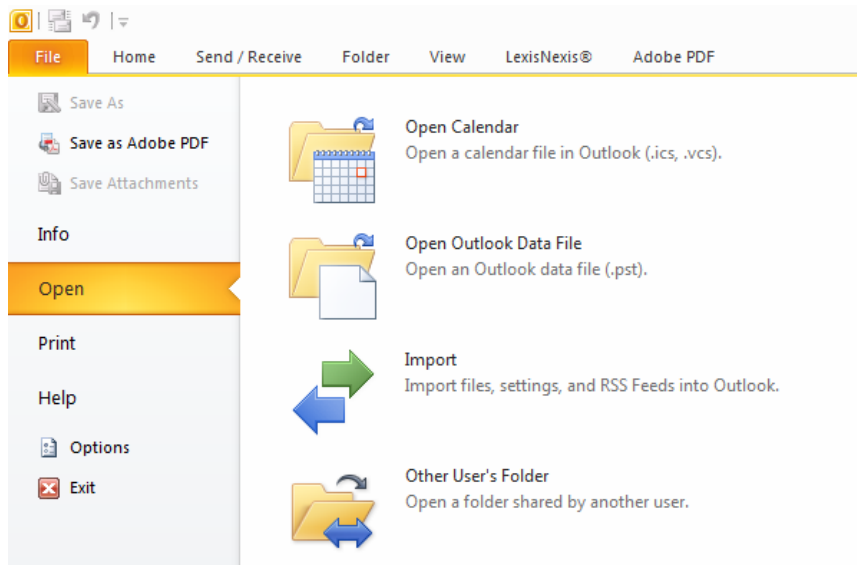
6.) Click OK

Now all of the messages will automatically be moved from your Outlook box to the Archive file you saved.

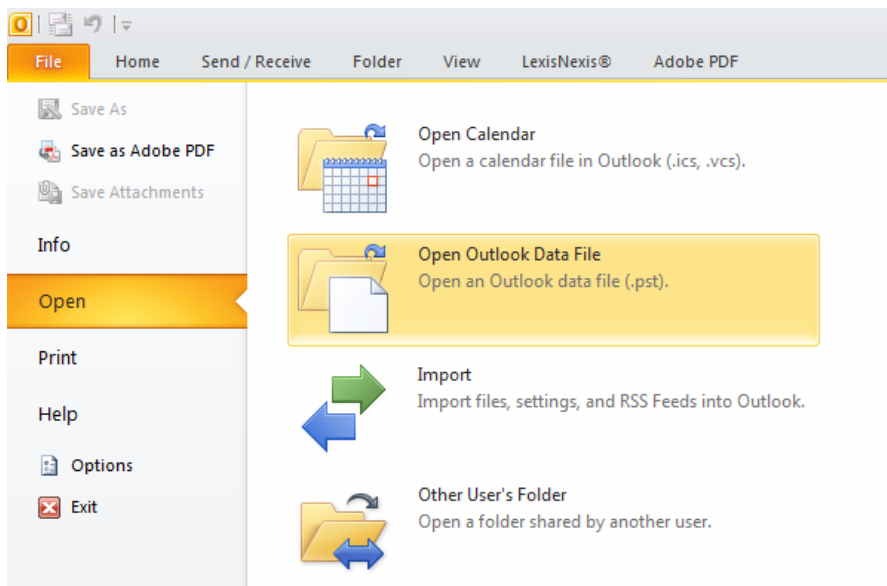
But wait! I have to look at an old email, what do I do?

You can view your archived messages by:

1.) Click File → Open

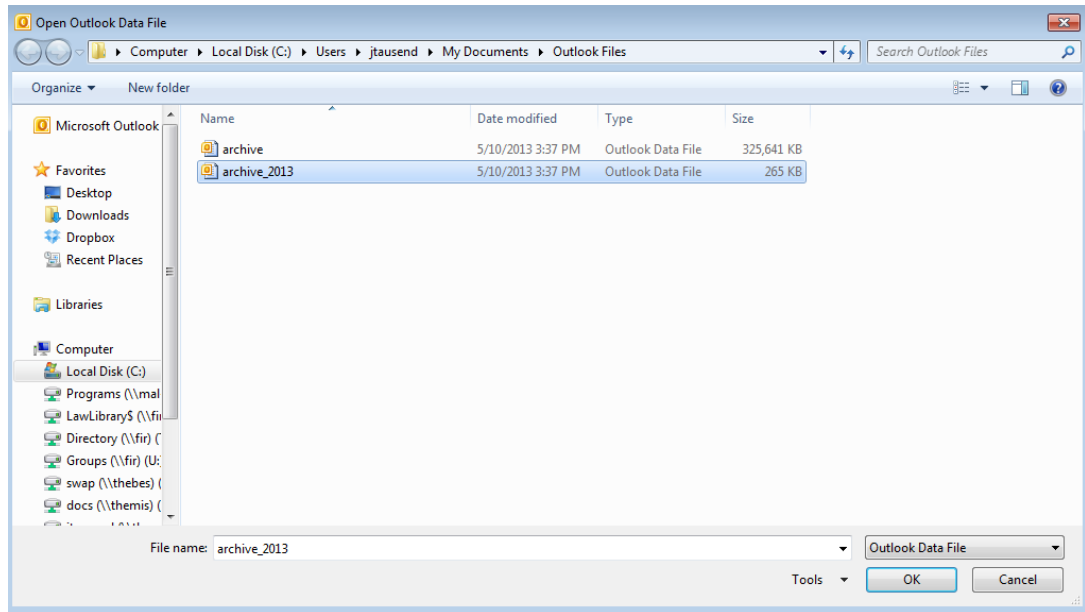


2.) Click Open Outlook Data File



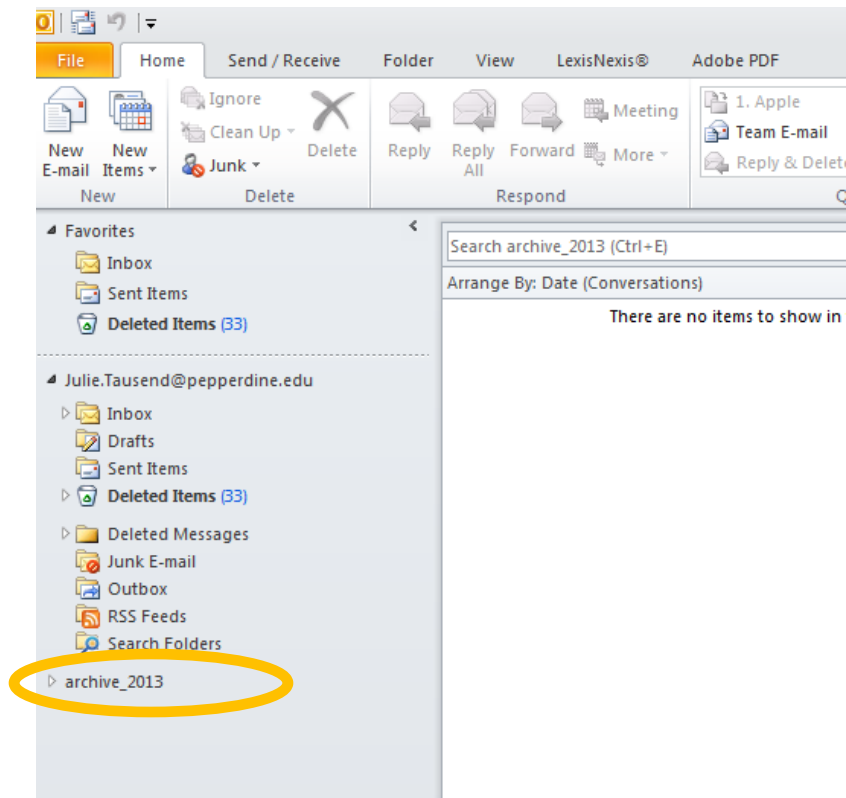
3.) A new window will open: Open Outlook Data File

- a. Browse to the location where you saved your Archive.pst file.
- b. Click it to select it → Click Open



4.) The window will close and your Outlook Mailbox will open.

- a. You will now see a new folder for your archive. Click it to view your archived messages.



When you are finished viewing your Archived messages, right click on the Archive file and select Close to close the archives.

