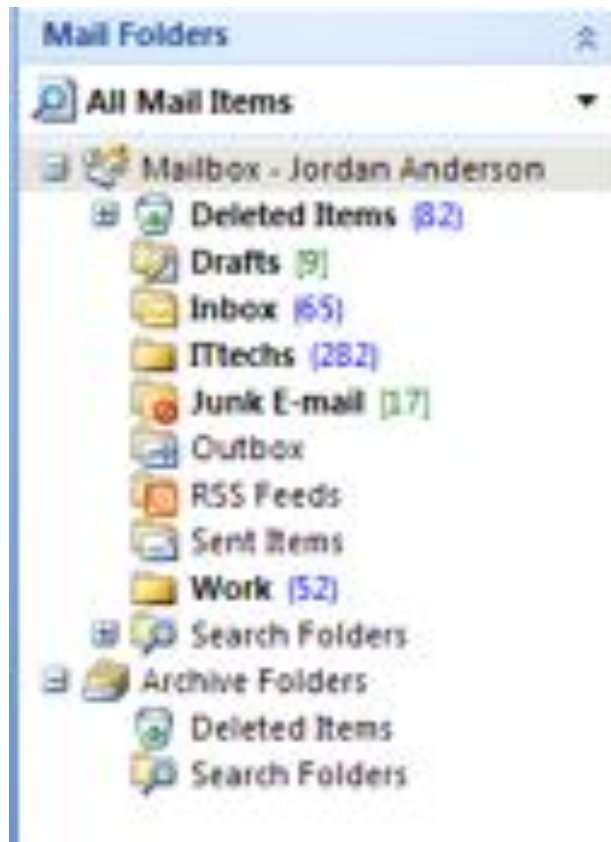


Setting up AutoArchive – Outlook 2007

This tutorial is designed specifically for Outlook 2007. However, the procedure is similar for earlier versions of Outlook.

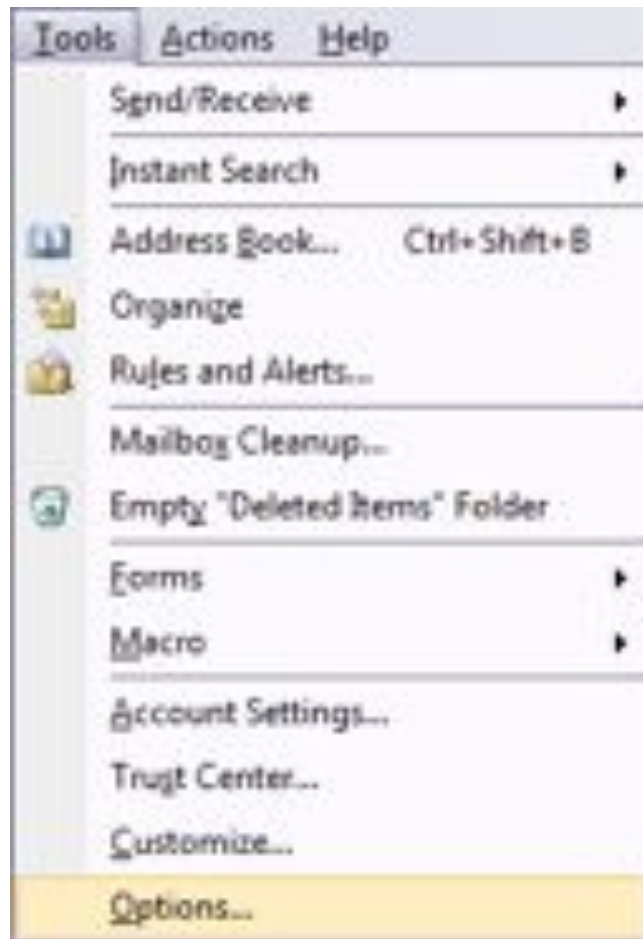
A feature of Outlook is the auto-archiving of your items. This process is very important as it is likely that all of the items you wish to store will not fit into the limited space on the USD Exchange servers. The AutoArchive process takes the oldest mail items and transfers them to a Personal Folder on your computer's local hard drive where it can remain easily accessible while not taking up room on the Exchange servers. Thus, auto-archiving is a very useful tool in the maintenance of your Exchange account.

In the screenshot of Outlook below you can see the Exchange mailbox on top (Mailbox – <your name>). Any and all folders located in this mailbox are stored on the USD Exchange server. The “Archive Folder” below is a local folder stored on your computer’s hard drive where the AutoArchive feature moves old mail.

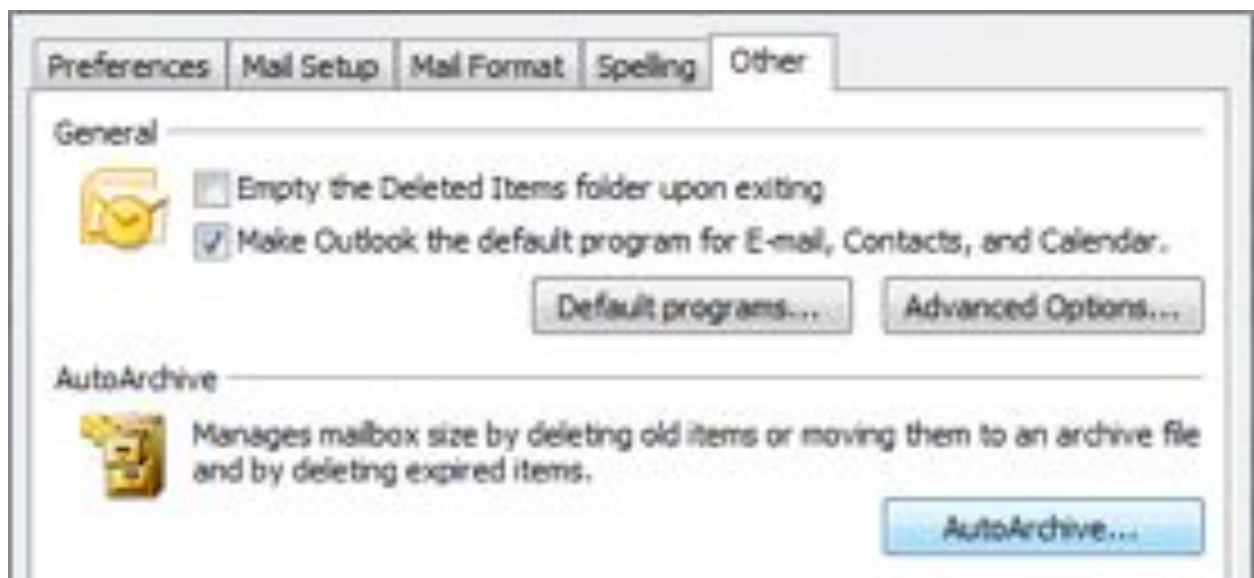


To enable AutoArchive in Outlook or to check your archive settings, follow the instructions below:

- Open Outlook and click on Tools → Options



- Select the Other tab and click the AutoArchive button.



This opens up a menu of options and settings from which to choose. For instance, you can choose how often AutoArchive runs. For the purpose of this tutorial the run time is every 14 days.

- If you want outlook to ask before archiving, check the box “Prompt before AutoArchive runs.” With these settings AutoArchive will move all items older than 6 months to the local Archive folder.

