

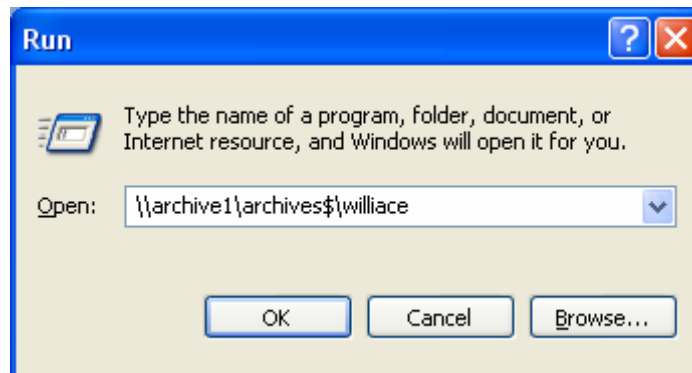
Creating a file for long-term e-mail storage via Outlook

1. Decide where you want the file to go

While you can place this file, known as a “.pst file” anywhere, Information Services prefers you place it onto a server whose data is backed up nightly. To help, IS has “archive1”; if you want to use this server, you’ll have to see if you have a folder ready:

For a Windows workstation:

- Select Start at the bottom left
- Click Run
- Enter (without quotes) “ \\archive1\archives\$\{your NetID}”

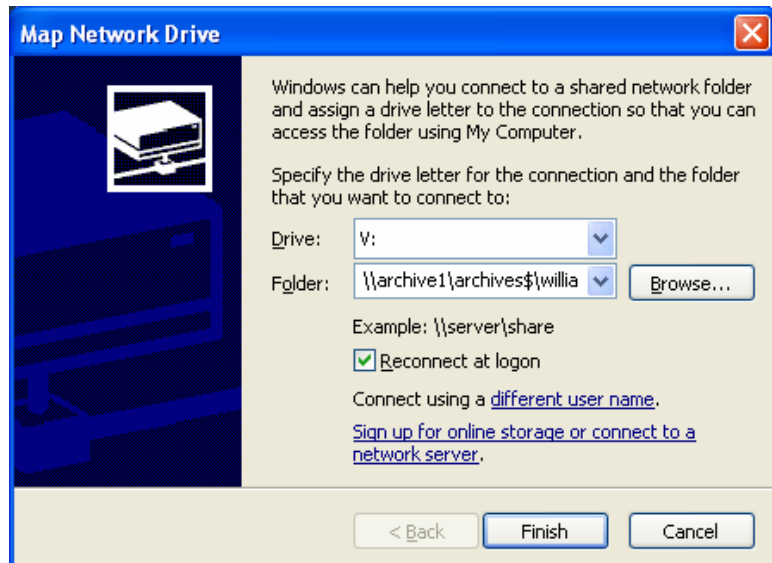


If you have a folder, a window will open and show its contents. If you do not have one, you will receive an error. Please contact 2-9700 during business hours to have a folder created.

2. Establish a connection to the file’s location (this is also called “map a drive”)

For a Windows workstation:

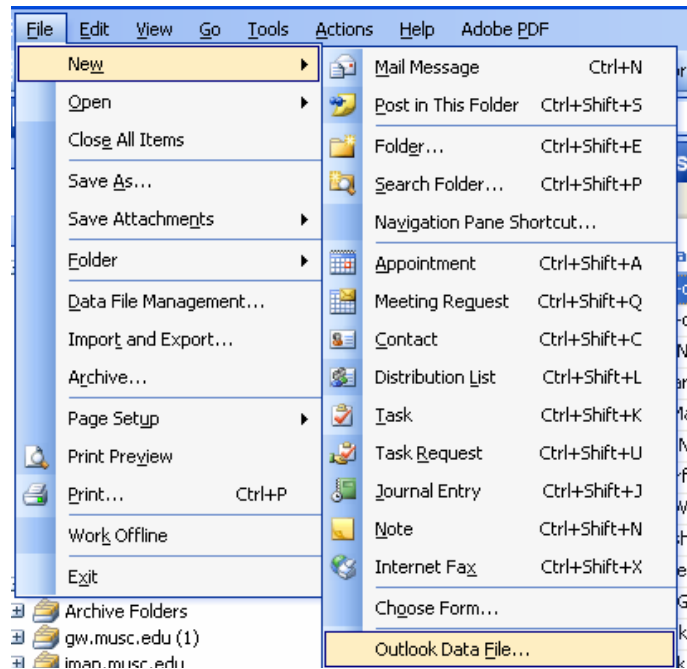
- Right-click "My Computer"
- Select "Map Network Drive..."
- Accept the default drive letter (most users like “Z”: the example uses V:)
- In the Folder, enter your folder’s location (without the quotes)”
[\\archive1\archives\\$\{your NetID}](#) or
[\\archive1\archives1\\$\{your NetID}](#)
- Select "Reconnect at logon"
- Select Finish



3. Create a “.pst” file for the storage

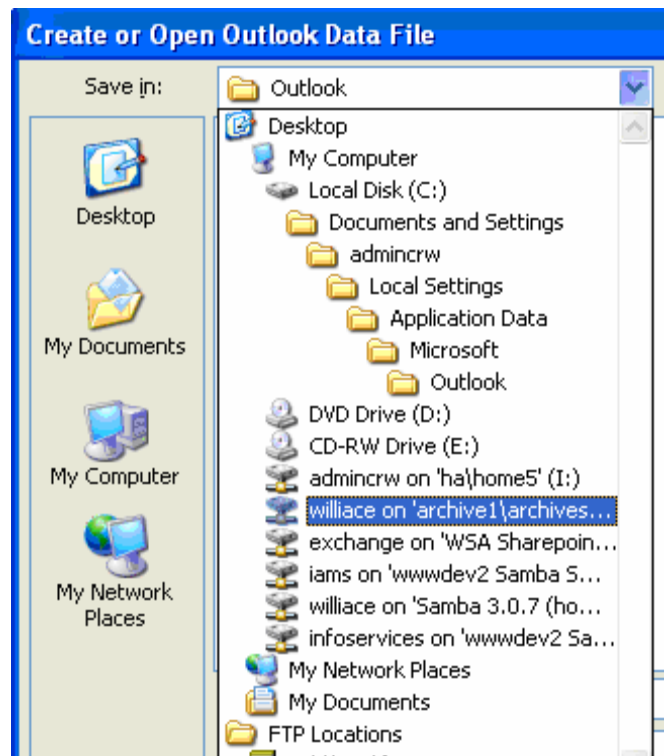
For Outlook users:

- Select File, then “New”, and, finally “Outlook Data File”



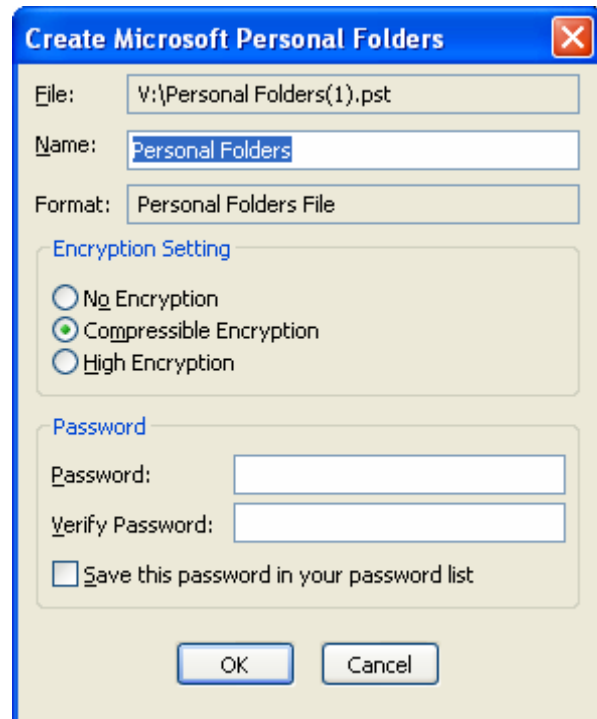
- Highlight the default “Office Outlook Personal Folders File (.pst)” and click “OK”

- In the next window, click the down arrow in the “Save in” window and select your mapped archive drive.



- Give the file whatever name you'd like and click "OK".

- If you want to password protect it, do so; then click "OK".

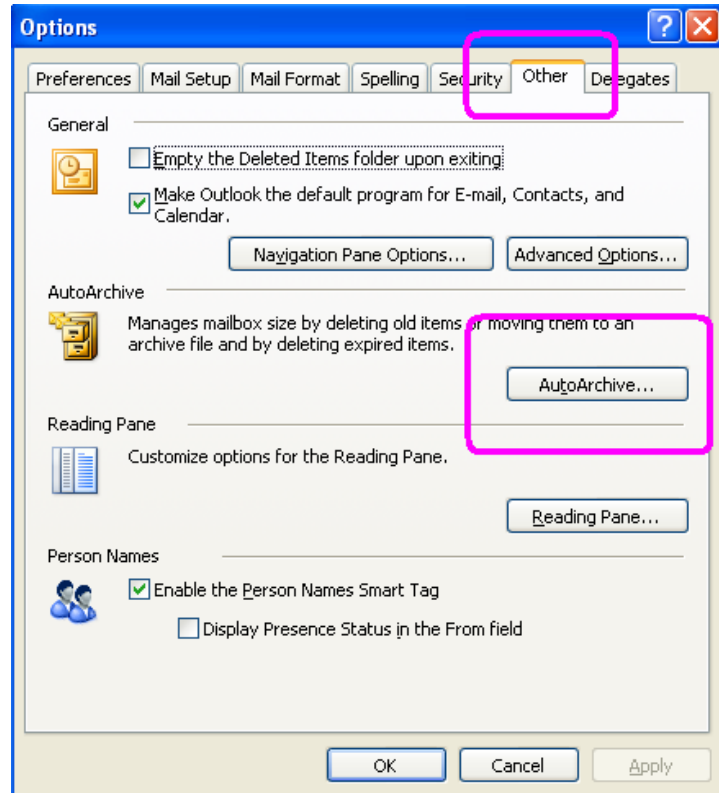


- The .pst folder will appear at the bottom of your list of Exchange folders.

4. Use the file

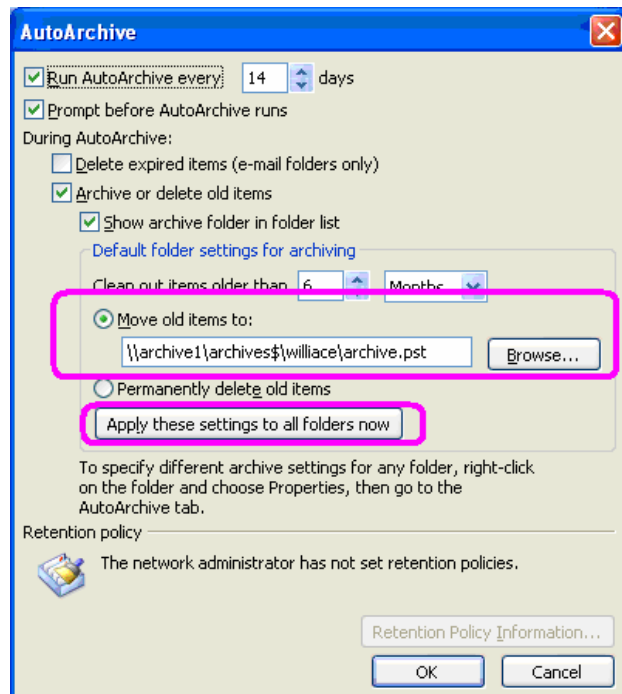
You can drag messages from your Inbox or Sent Item folder (and their subfolders) into your new .pst file. You can also set up an automatic clean up of your account. **NOTE: This utility works only when you use Outlook from your workstation. It will not run in the background automatically.**

- From the main Outlook screen, select “Tools”, then “Options”. Click on the “Other” tab to see the “AutoArchive...” button.



From this menu:

- Select how often you want it to run
- Decide if you want to be prompted
- Select the action
- Update the “Move old items to:” location (click the Browse button to find your \\archive1\archives\$ file)
- Click “Apply these settings to all folders now” if you want all folders to be stored. If not, continue below.



If you want only a few folders to use this utility:

- Right-click on the folder, such as “Inbox”
- Select “Properties”
- Click the “AutoArchive” tab
- Change the settings, if you want, including excluding the folder by clicking “Do not archive items in this folder”
- Update the “Move old items to:” location (click the Browse button to find your \\archive1\archives\$ file)
- Click “Apply”

