

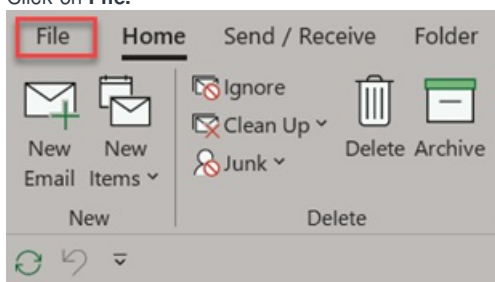
Creating an Archive in Outlook for Windows

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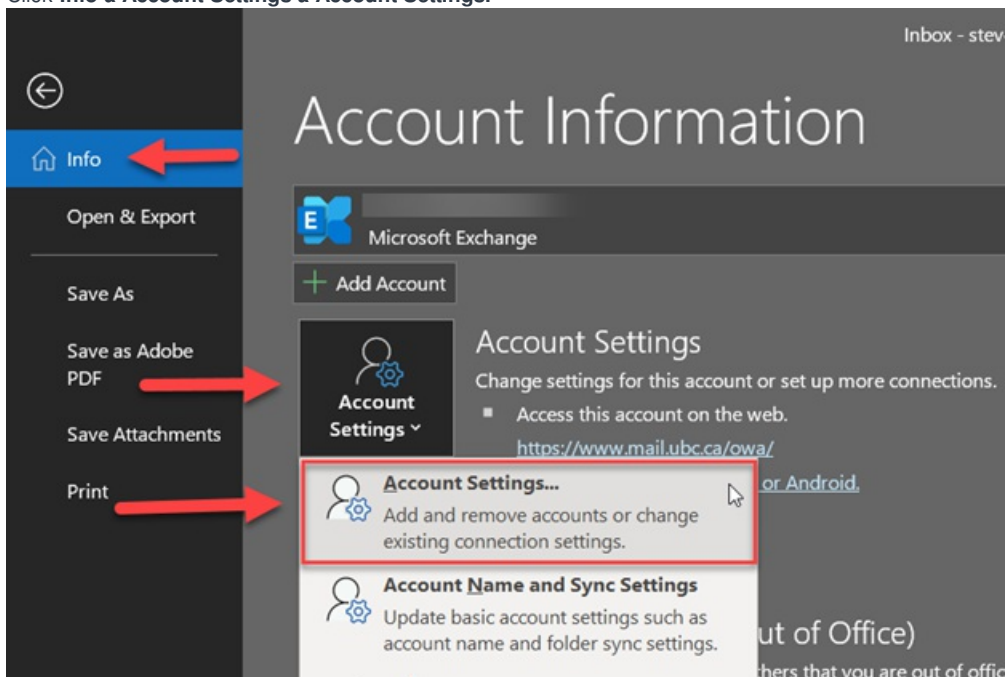
Archiving saves space in your mailbox when it gets full. It moves your emails from the mailbox on the server, to a file that you store locally on your machine. Emails that are stored in an archive file are not backed up on the FASmail server. These instructions are meant for Windows machines only. Archiving on Mac computers is not recommended.

Collecting all mail locally for Archival:

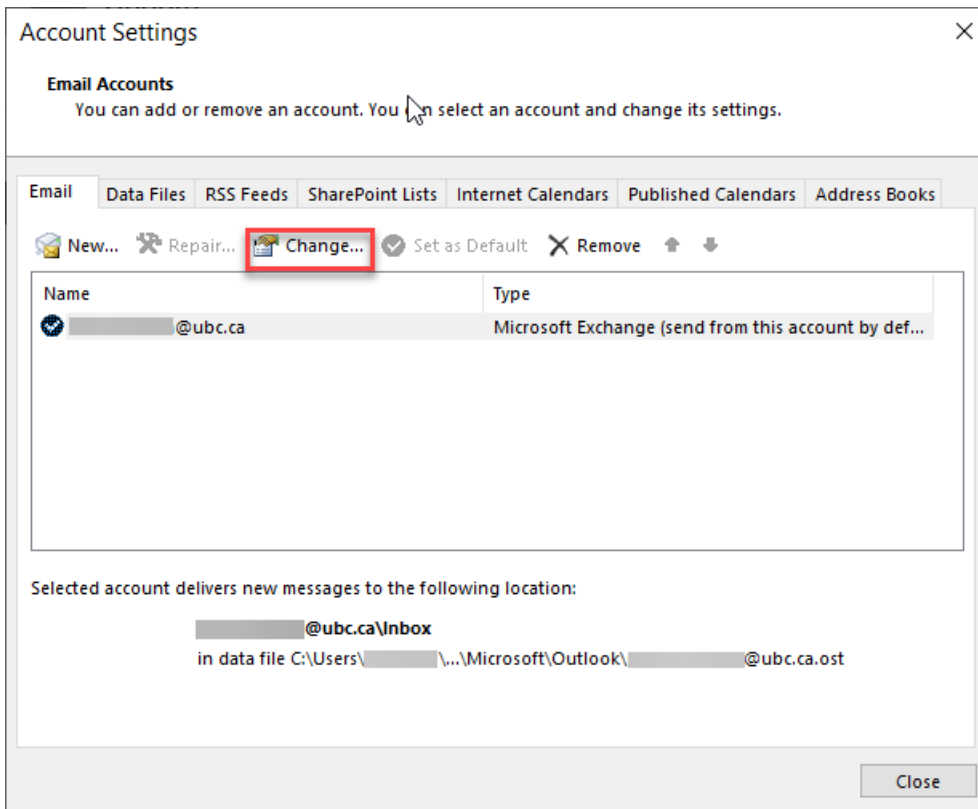
1. Open Outlook.
2. Click on **File**.



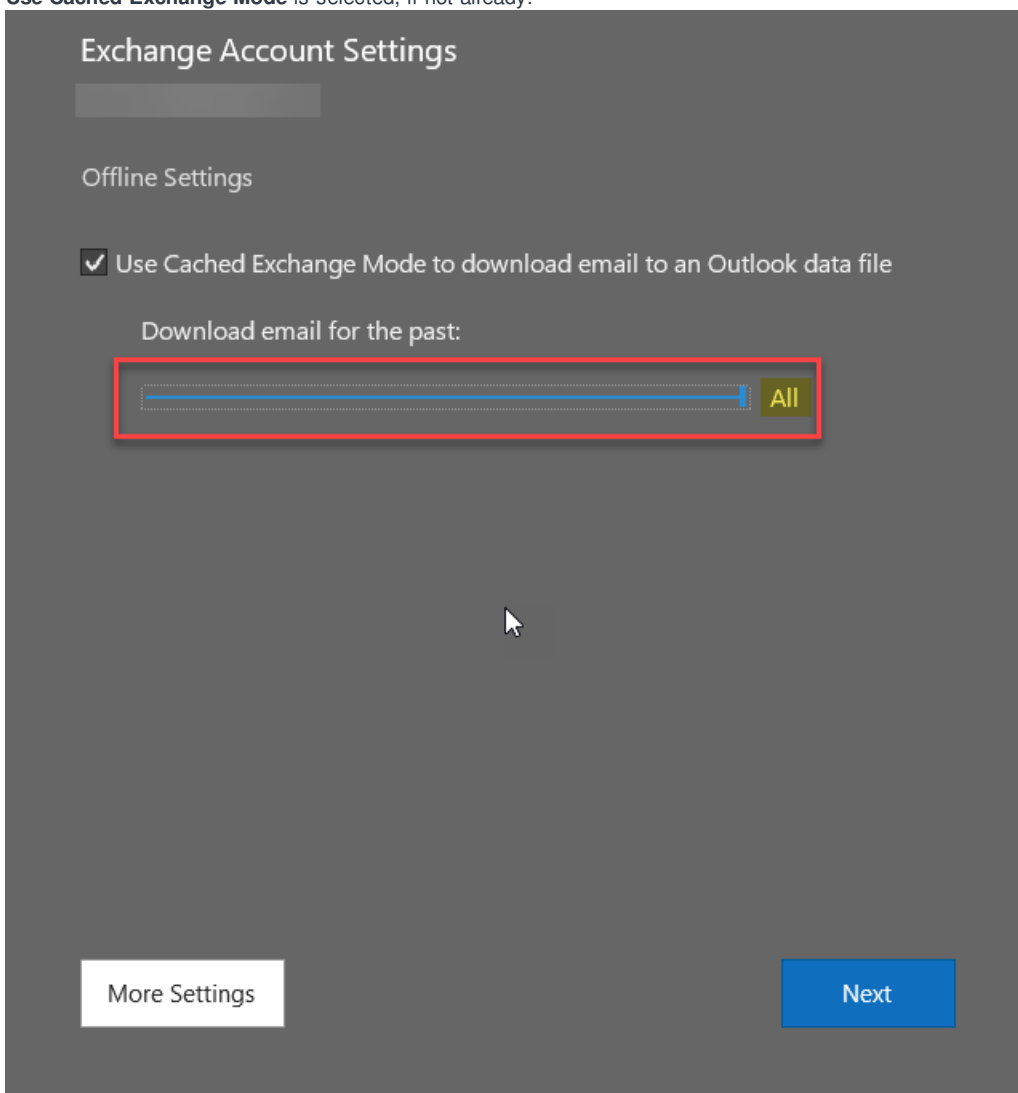
3. Click **Info** à **Account Settings** à **Account Settings**.



4. Select the email address you wish to archive and click **Change**.



5. Click and drag the **Download email for the past:** slider, all the way to the right, to the download **All** emails option. Also ensure the checkbox for **Use Cached Exchange Mode** is selected, if not already.



6. Click **Next** to complete the change and close Outlook for the changes to take place.
7. Once you re-open Outlook, you will see folder update messages along the bottom of the window.

This process may take some time to complete but it is important not to start the archive until this process has completed and shows **All folders are up to date.**

All folders are up to date.

Connected to: Microsoft Exchange



+ 10%

Creating the Archive file:

1. Open Outlook.
2. Click on **File**.
3. Click on **Info** à **Tools** à **Clean up old items**.
4. Choose the email address you would like to make an archive for.
5. Choose the date you wish to archive emails older than (most commonly a year from today's date).
6. Provide a name and select the location where you would like to save the archive (pst) file.
 1. Click on **Browse**
 2. Select the location where you wish to store your archive file.
 - **Note:** Do not use a UBC Network storage medium to store your Archive file (ie. K, P, H drives)
 3. Give the filename a useful name for easy identification (ie. Archive2021, Inbox2019, etc).
7. Click **OK**.

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