

## How do I archive my Outlook calendar?

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The following article is a similar approach to traditional Outlook archiving, but specifically focused on archiving calendar items.

### Requirements:

This article is intended for Windows PC users running Outlook 2010/2013, but should be considered the first course of action even for Mac users looking to archive their own calendar items.

The main reason why this has become an important stand-alone process is because on a few occasions we have noticed a reoccurring issue with calendar synchronization among multiple platforms. Most notably between Mac/PC users and their additional peripheral devices, such as IOS devices (iPads/iPhones). Missing calendar entries, missed appointments, delays in calendar entry updates, etc..

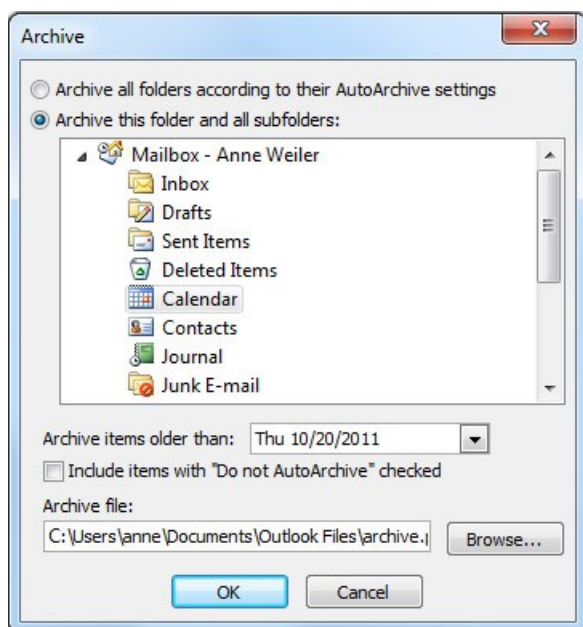
### Instructions:

The archive process deletes items from your data file after first making a backup of the items in another Outlook data file.

1. Click the **File** tab.
2. Under **Mailbox Cleanup**, click **Cleanup Tools**.
3. Click **Archive**.
4. Click **Archive this folder and all subfolders**.

If you created additional calendars, selecting this setting will archive items from those calendars as well.

5. In the folder list, click **Calendar**.



6. In the **Archive items older than** list, select the date that you want. To archive everything, select a date in the future.
7. If you want, select the **Include items with "Do not AutoArchive" checked** check box.

Selecting this check box will archive everything, including items that you marked as exceptions to AutoArchive.

8. You can accept the file location where the archive file will be saved, or you can browse to a different folder and provide the file name of your choice.

**NOTE** We recommend that you make a note of this location so that you can easily find the archive file later.

9. Click **OK**.

The archiving process begins. When you return to the main Outlook view by clicking the **Home** tab, the Outlook status bar indicates that the archive is in progress.



For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

