

Microsoft Outlook

Articles on configuring and using Microsoft Outlook.

- [AutoArchive](#)
 - [Configuring AutoArchive](#)
 - [Opening Your Archive](#)

AutoArchive

AutoArchive is a feature in Microsoft Outlook that automatically moves email messages from your work email account into a local archive file. AutoArchive is used within the organization to move sensitive or confidential messages off of your cloud-based email account into a file accessible only on the local network.

Configuring AutoArchive

The following guide will walk you through configuring Outlook's AutoArchive feature. Once enabled, email messages older than six months will be moved onto a new PST file located under Documents\Outlook.

<https://www.youtube.com/embed/6M3T9yoMGOU>

To learn more about the AutoArchive feature, please see [Microsoft's Support Page](#).

Configuring AutoArchive

Within Outlook, please select **File >> Options** within the left-hand column.

Select **Advanced** within the left-hand column.

Select **AutoArchive Settings...**

Select **Run AutoArchive every** and ensure the following settings are configured:

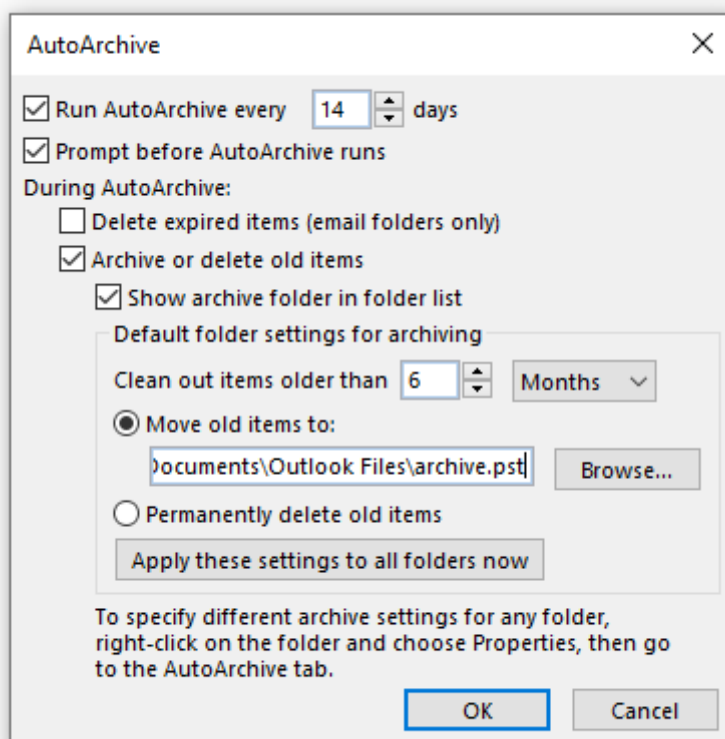
A screenshot has been provided below to assist with ensuring the correct settings are configured.

Field	Value
Run AutoArchive every	14 Days
Prompt before AutoArchive runs	Checked
During AutoArchive:	
- Delete expired items (email folders only)	Unchecked

- Archive or delete old items	Checked
- Show archive folder in folder list	Checked
- Clean out items older than	6 Months
- Move old items to:	[Documents]\Outlook Files\archive.pst

Please create the "Outlook Files" folder if it does not exist in your Documents folder.

Below is an example of the correct settings:



With the settings configured, press **Apply these settings to all folders now** to enforce AutoArchive against your mailbox. Press **OK** once finished.

Exclusions & Modifications

Excluding Folders

By default, all folders within your mailbox will have the AutoArchive settings applied. This includes your calendar. If you'd like specific folders to be excluded from the AutoArchive process, please

follow the steps below:

1. Find the folder you wish to exclude, right-click and select **Properties**.
2. Select the **AutoArchive** tab.
3. Select the **Do not archive items in this folder** radial.
4. Press **OK** to apply the changes.
5. Repeat the above steps for all folders you do not wish to AutoArchive.

Some folders you may wish to exclude:

- Calendar
- Deleted Items
- Drafts

Customizing Retention Times for Specific Folders

By default, Auto Archive will migrate all emails older than six months into your Archives PST. For certain folders, such as folders containing current client emails, this may not be desirable. To lengthen or shorten specific folders, please:

All emails older than 13 months must be archived. Please do not update Auto Archive to allow messages to remain in your mailbox that are older than 13 months.

1. Right-click on the folder you wish to modify the AutoArchive policy on and select **Properties**.
2. Select the **AutoArchive** tab.
3. Select the **Archive this folder using these settings:** radial.
4. Change *Clean out items older than* to you're preferred length of time (between 6 and 13 months).
5. Ensure *Move old items to default archive folder* is still selected.
6. Select **Apply** then **Ok**.

Performing the First Run

Prior to starting the AutoArchive process for the first time, please note:

Please read to avoid data loss.

- If possible, its best to run the AutoArchive process while located in the office on a hardwired connection. Completing the AutoArchive process via VPN can be done, however performance may suffer.
- Depending on how much email data requires archiving, the first initial run may take a few hours if not longer to complete. Please perform the initial AutoArchive run first thing in the morning.
- Please do not shutdown or restart Outlook while AutoArchive is running. Doing so can cause corruption.
- Outlook may run slower than usual while the AutoArchive process completes.

To manually start the first run of AutoArchive, please:

1. Within Outlook, please select **File >> Info**.
2. Select **Tools >> Mailbox Cleanup...**
3. Select **AutoArchive**.

Opening Your Archive

Normally your archive should be viewable within Outlook on the Mail tab. Viewing the left-hand column, it should appear below your primary account, named *Archive*.

If this is not the case, you can manually open your email archive.

1. Select **File >> Open & Export**.
2. Choose **Open Outlook Data File**.
3. Browse to *Documents\Outlook Files* and select **archive.pst**.