

How To Manually Archive In Microsoft Outlook 2007

Presented by 4KCC.COM * http://www.4kcc.com/How2/outlook_2007_archive.html

It's important to archive your old emails in Outlook 2007 so that your Outlook file (outlook.pst) doesn't get too big. Generally, we recommend that you keep the size of this file under 2GB. When your outlook.pst file gets larger than 2GB, Outlook is slower to open, may have error messages appear and take much longer to back up if you are using an online backup service.

The easiest way to keep control over the size of outlook.exe is to archive. Archiving can be either automatically performed or done manually. In this How To tutorial, we'll cover the manual archive steps.

- 1) On the FILE menu, click ARCHIVE.
- 2) Select the ARCHIVE THIS FOLDER AND ALL SUBFOLDERS OPTION, and then specify a date under ARCHIVE ITEMS OLDER THAN.
- 3) Under Archive file, click Browse to specify a new file or location if you do not want to use the default file or location.
- 4) Select the Include items with "Do not AutoArchive" checked check box if you want to override a previous setting to not automatically archive specific items. If you choose to manually archive these items during this procedure, the items will again be subject to the Do not AutoArchive setting unless you manually override that setting again in the future.
- 5) Click OK. Outlook will now archive the emails based on the date you chose in step 2 above. You can see the archive being performed by looking in the lower right portion of the status bar at the bottom of Outlook.

