

# Outlook

# Manual Archiving

# Resources

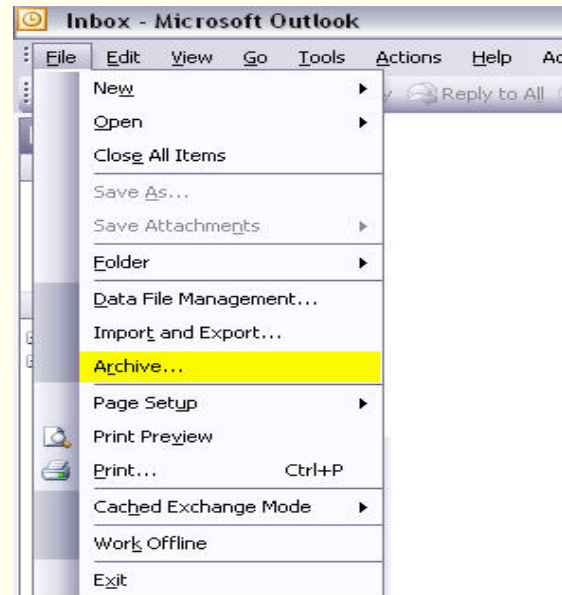
# How do I manually archive my resource?

Resources are separate from auto archive on your personal mailbox. You can setup your resource to be manually archived.

- Start the Outlook Client
- Configure Resource for Manual Archiving

# Configure Mailbox for manual archive

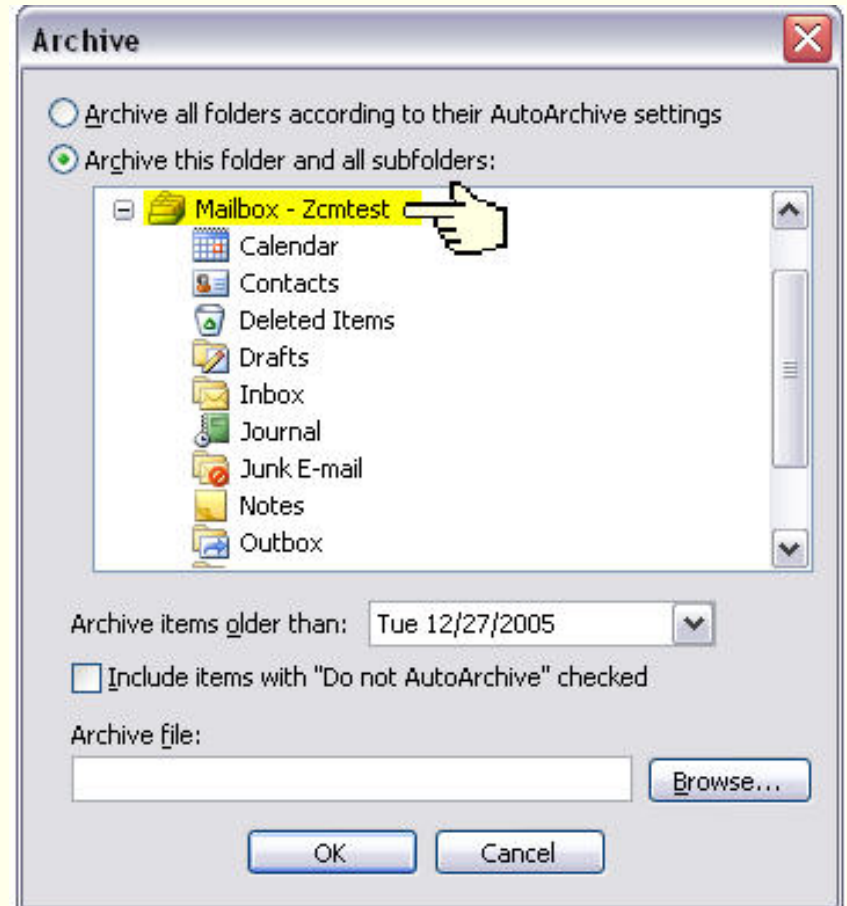
**Step 1:** Select “File” from the menu bar and choose “Archive...”



**Step 2:** Click on the mailbox you want to archive

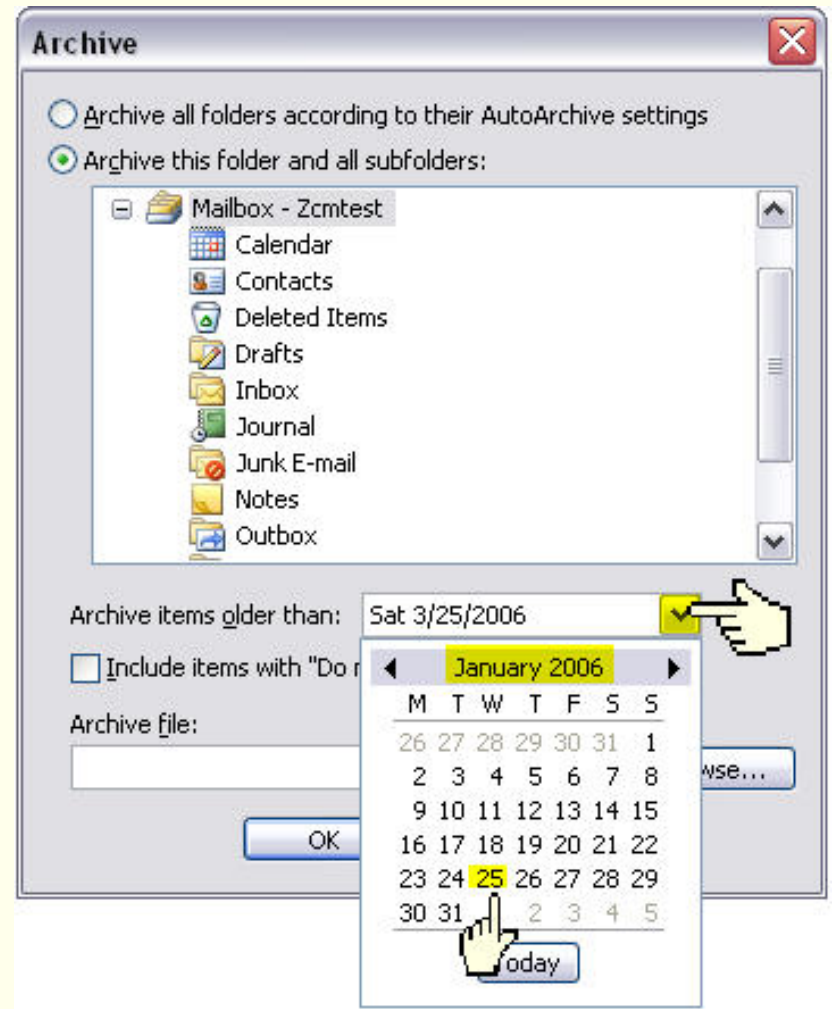


**Step 3:** You can choose to archive individual folders or the entire mailbox. We are archiving the entire Resource Mailbox for this example. Select the top option; Mailbox – *Resource Name*



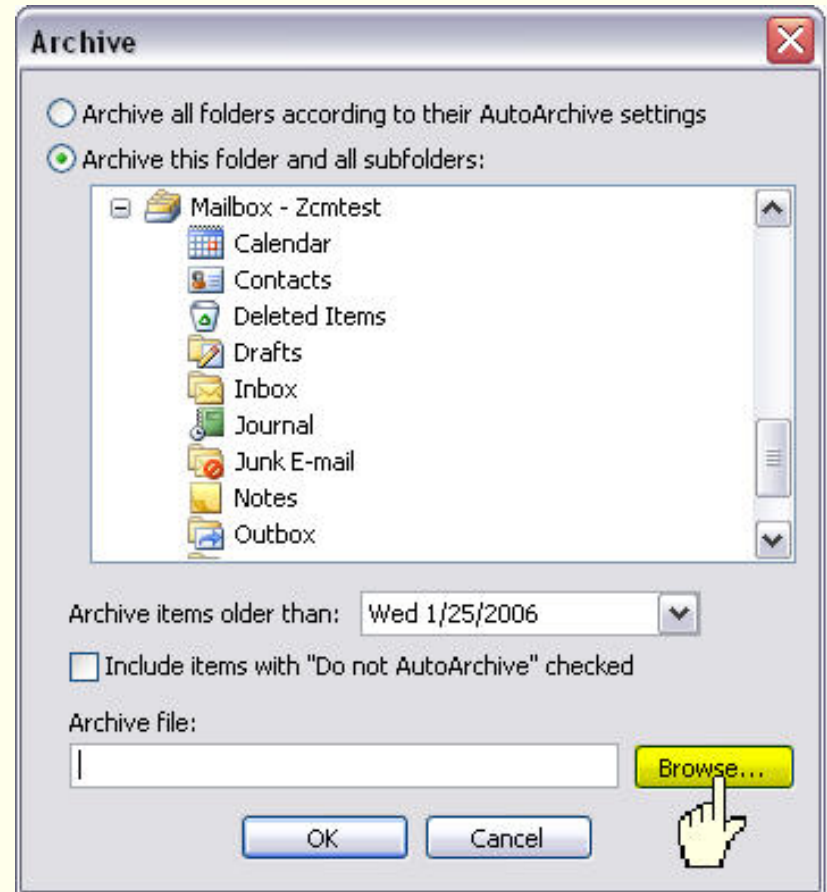
**Step 4:** Select a date that is **2 months before today's date** by using the drop down calendar in the "Archive items older than" field.

(Ex. If today's date is 3/25/06, you would choose 1/25/06)



**Step 5:** Select “Browse” and navigate to a desired location, OR enter a file path and click “OK.”

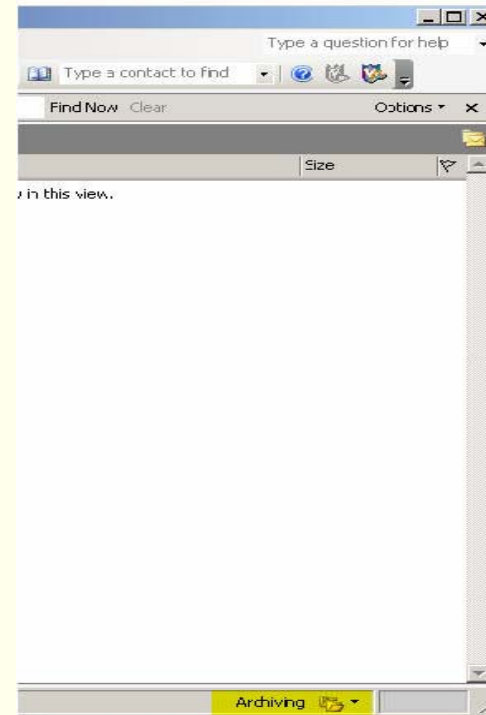
*(Note: Since this is a resource we recommended that you create a separate archive different from your personal Outlook archive)*



**Step 6:** Select “OK” to start the archiving process.



**Step 7:** The Archive status will appear in the bottom right hand corner of Outlook. Wait until the archive process has completed before you close Outlook.



You have completed the manual archive for your Resource.

If you have any questions please contact the TCC at  
312-362-8765 or x2-8765