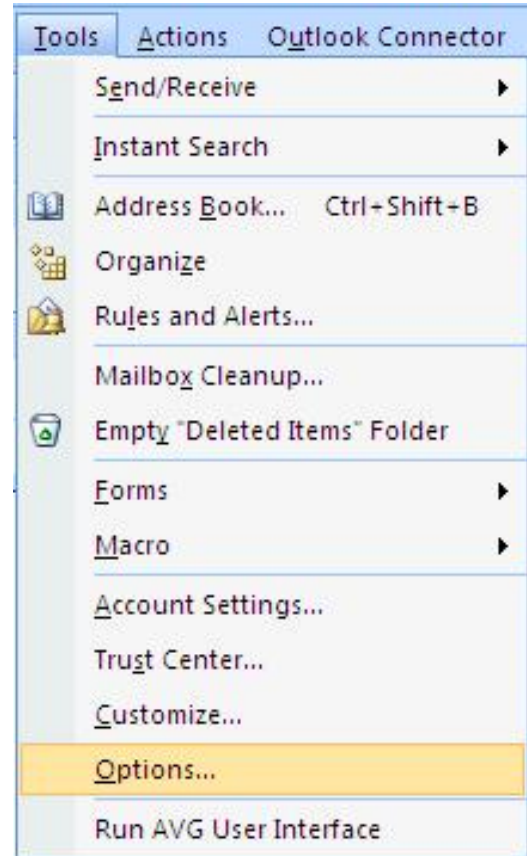


Microsoft Outlook 2007: Auto Archive

Auto archiving saves data from your mailbox by moving it to an archive folder. These steps provide the best practice information for configuring your Outlook 2007 auto archive settings for DePaul University.

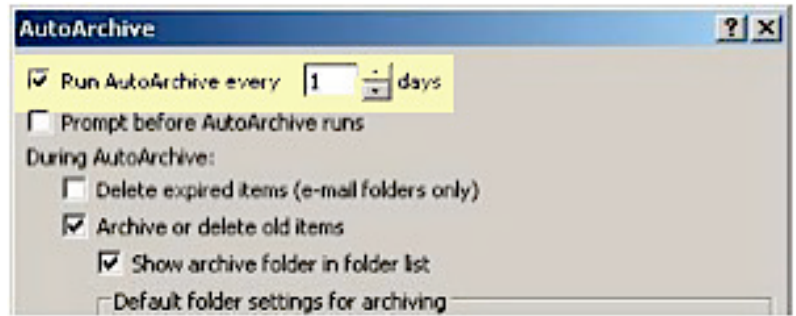
1. Open Outlook 2007.
 - a. Click **Tools** from the menu bar and choose **Options**.



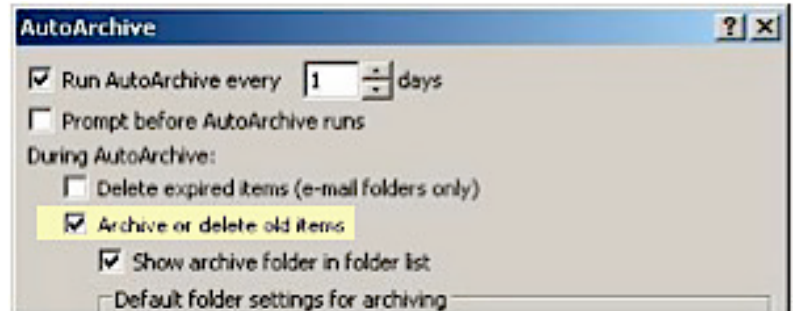
2. The Options menu will be displayed.
 - a. Click the **Other** tab.
 - b. Click on the **AutoArchive** button.



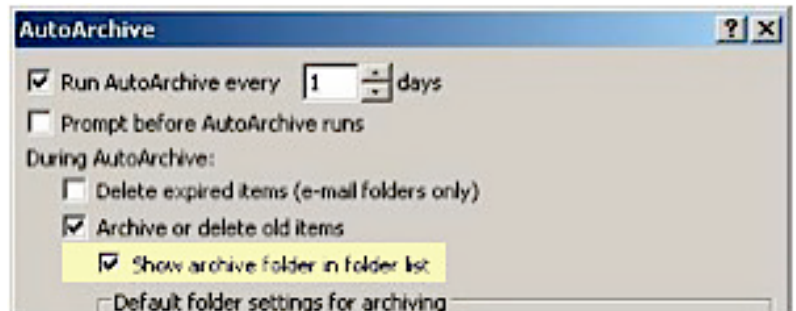
3. The Auto-Archive settings will display.
- Verify that **Run Auto Archive every** is checked and set the frequency to 1 day.



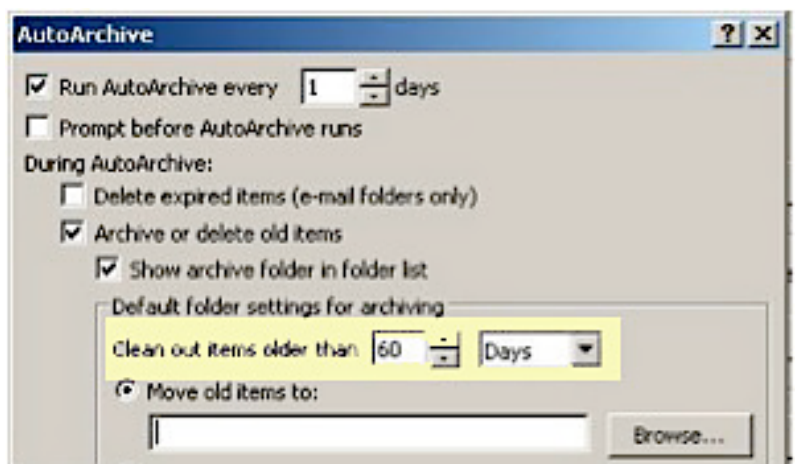
- Verify that **Archive or delete old items** is checked.



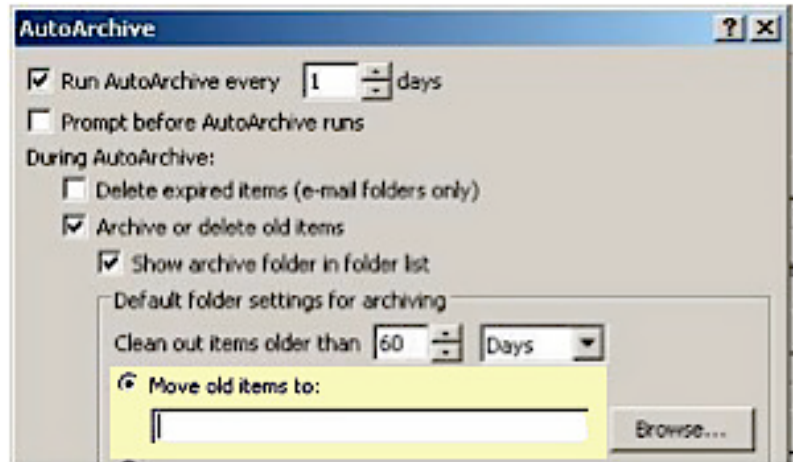
- Verify that **Show archive folder in folder list** is checked.



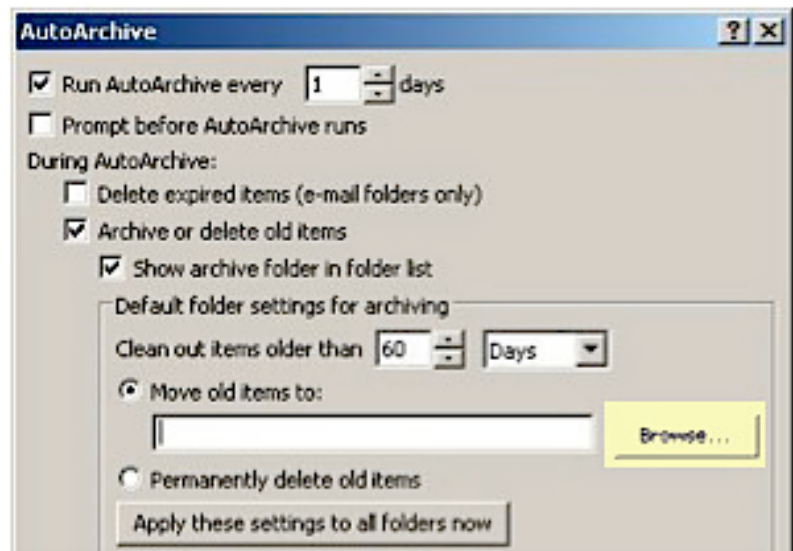
- Set **Clean out items older than** to 60 days.



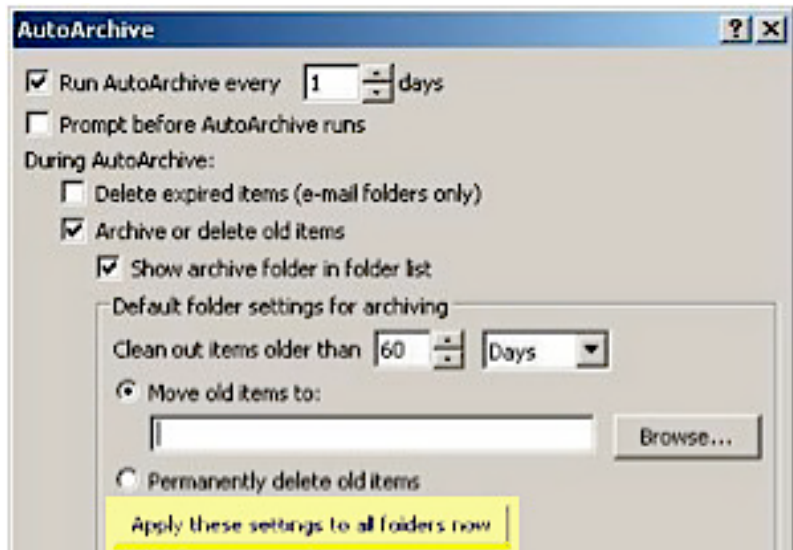
- e. Verify that **Move old items to:** is selected.



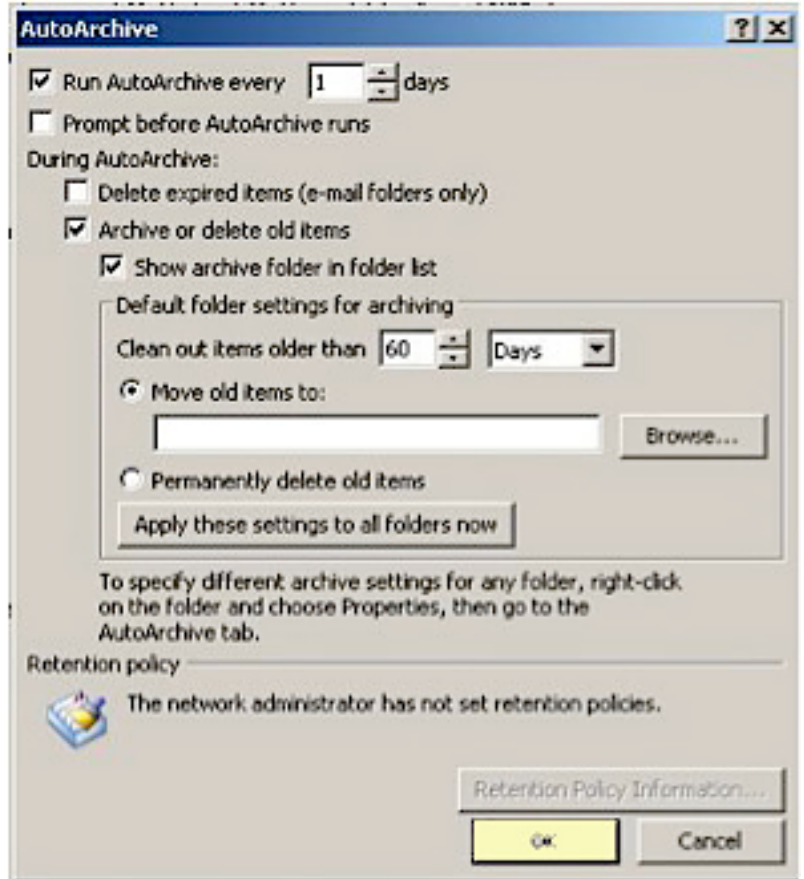
- f. Click **Browse** and navigate to a local folder of your choice on the C: drive this will save your archives locally to a file named archive.pst to backup your local archive to the network drives. Please read our Microsoft Outlook 2007: Creating a Backup Copy of Your Outlook Archive Instruction document.



- g. Click **Apply these settings to all folders now**, this pushes your Auto-Archive settings to all the folders in your Outlook mailbox. **Note: you will need to complete step 3g every time you create a new folder in your Outlook mailbox.**



- h. Click **Ok** to complete the Auto-Archive configuration process.



- 4. The **Options** menu will be displayed.
 - a. Click **Ok** to save the settings to your Outlook profile. **Note:** Auto-Archive settings are machine specific; these setting only affect the machine that they have been configured at.

