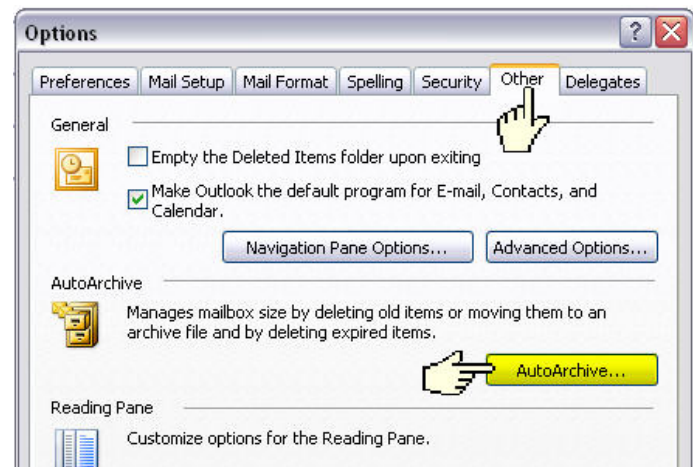
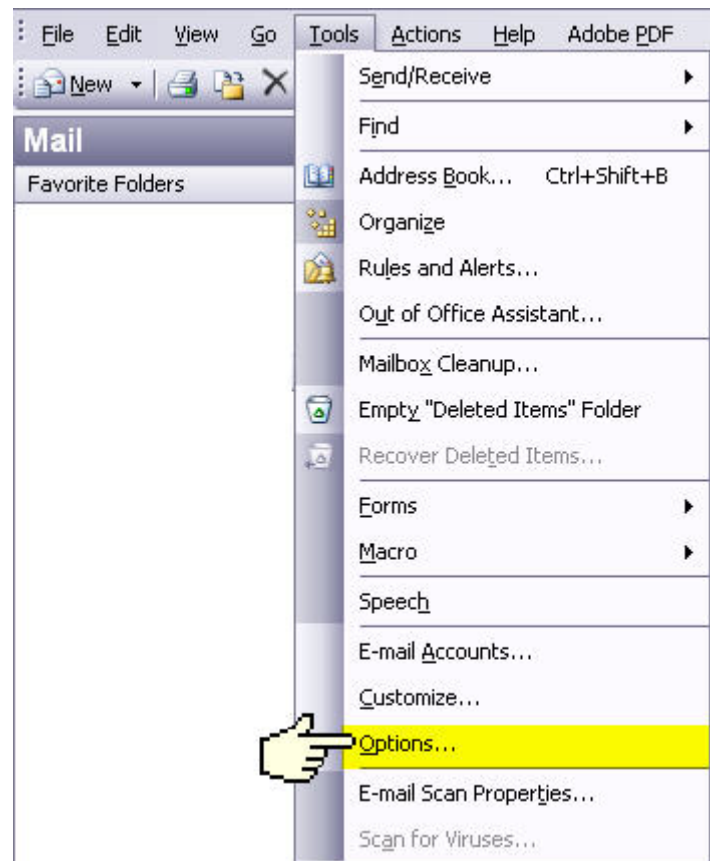


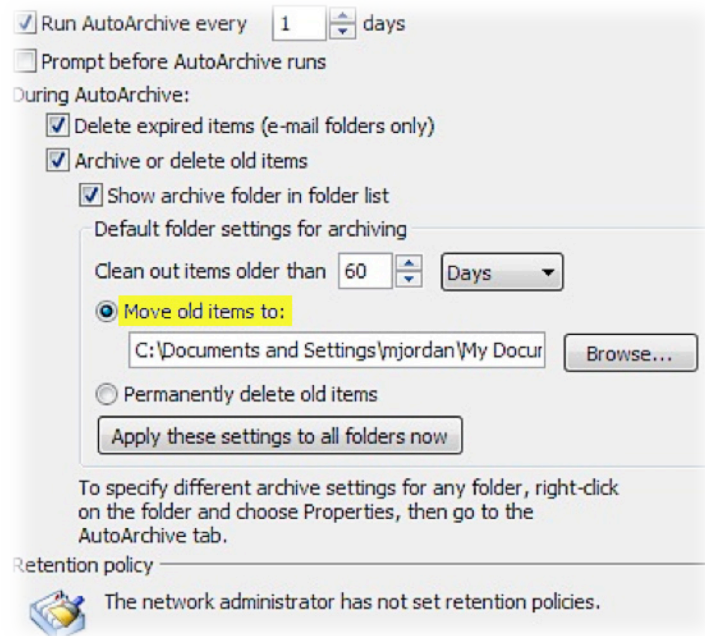
Microsoft Outlook 2007: Creating A Backup Copy of Your Outlook Archive

Manually backing up your Outlook archive file to your U drive will safeguard your archive file in the event your local hard drive crashes or is damaged without a backup in place. The following steps provide the best practice information to manually backup your archive file for DePaul University.

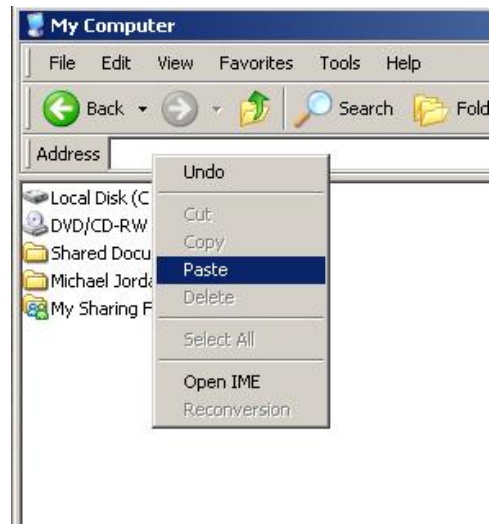
1. Verify the location of your Outlook archive by going to **Tools**, and then select **Options**. Select the **Other** tab and then select the **AutoArchive...** button.



2. Under the section labeled **Move old items to:** you will see the location of your Outlook archive file.



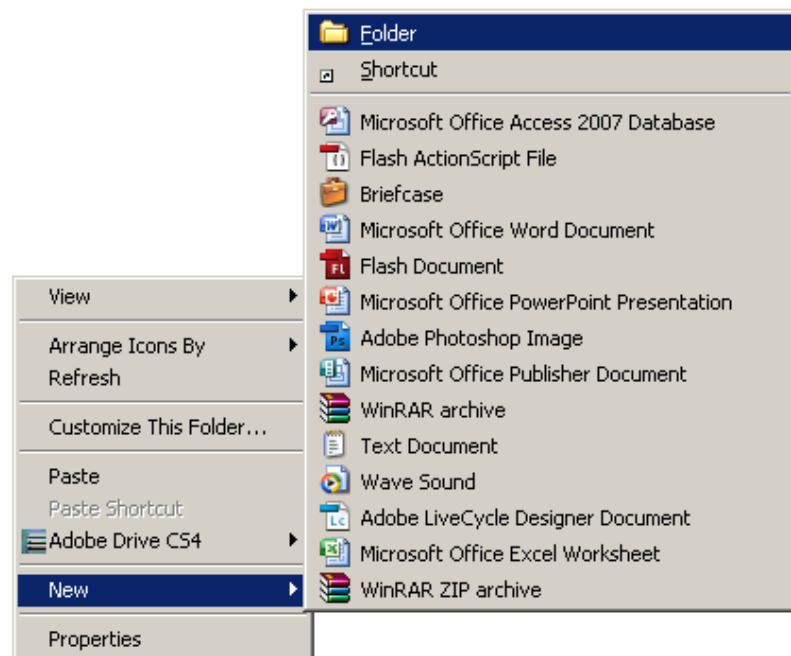
3. You can navigate to the location of this file by doing the following:
 - a. Highlight and copy the file path, which is everything that proceeds the file name (e.g. C:\Documents and Settings*username*\My Documents*filename.pst*)
 - b. Go to **Start** and select **My Computer**
 - c. Paste the file path in the Address area and press enter



4. Once you have a window where the archive file is located opened, go to **Start** and select **My Computer** once again.
5. Open your U: drive, by double clicking on the drive labeled **(U:)**



6. You can create a new folder to store your Outlook archive backup on your U drive by following the directions below or you can create a backup of your Outlook archive file directly on the root of your U drive:
 - a. To create a new folder for your Outlook archive right click and go to **New** and select **Folder**
 - b. Name the folder and click off of the folder to manifest the name change, and then double click it to open it.



7. Before proceeding make sure you have closed Microsoft Outlook.
8. Make sure both the window with your U drive and the window with your archive file is open and both are visible.
9. You can copy your Outlook archive file from your **My Documents** folder to your U drive by using either of the methods below:
 - a. Dragging and Dropping
 - i. Right click on the archive file and drag it to your U drive and then release the right click
 - ii. A menu will appear and you will select the option to **Copy Here**, at this point you should see a **Copying** progress bar pop up.
 - iii. Once the copying has completed you have successfully backed up your Outlook archive file.



b. Right Click and Copy

- i. You can right click the archive file you wish to backup and select the option to **Copy**
- ii. Left click on a blank area of the window for your U drive, then right click and select the option to **Paste**, at this point you should see a file **Copying** progress bar pop up.
- iii. Once the copying has completed you have successfully backed up your Outlook archive file.

