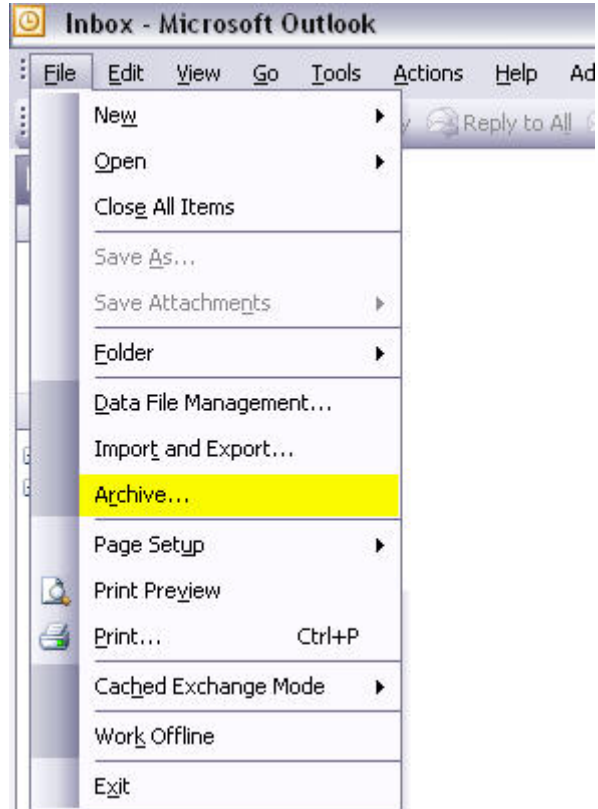


Microsoft Outlook 2007: Manual Archiving Resources

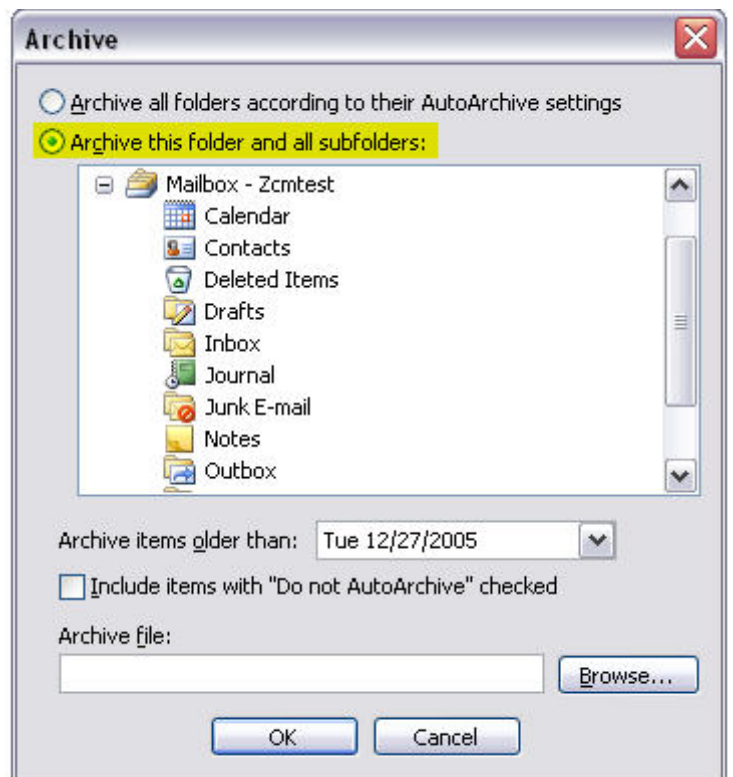
Manually archiving resource account(s) saves data from your resource account by moving it to an archive file in your My Documents folder. The following steps provide the best practice information to manually archive your resource account(s) for DePaul University.

To start open Microsoft Outlook by going to **Start -> All Programs -> Microsoft Office -> Microsoft Office Outlook 2007**

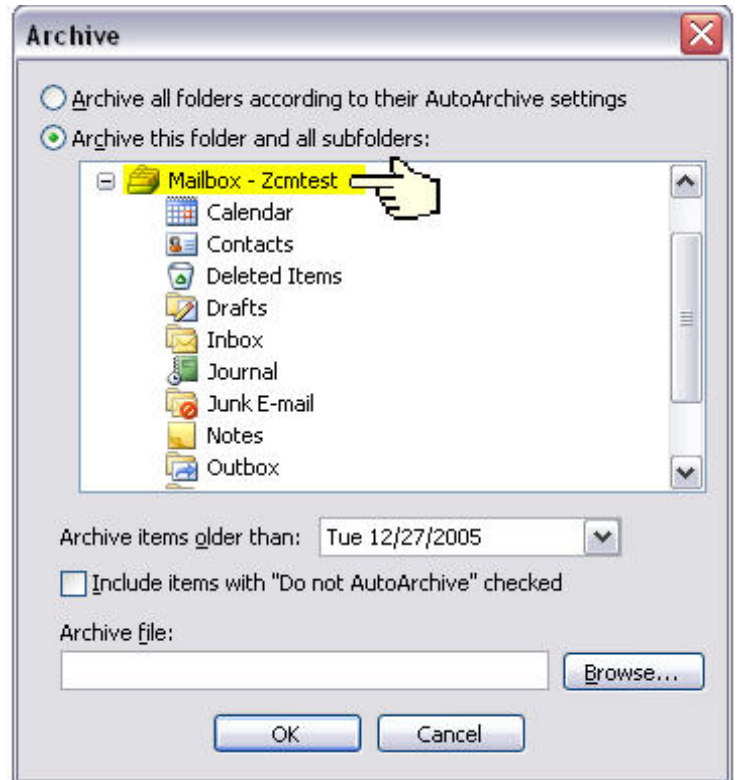
1. Select **File** from the menu bar and choose **Archive**.



2. Select the radio button that reads **Archive this folder and all sub folders**, then select the mailbox you want to archive.

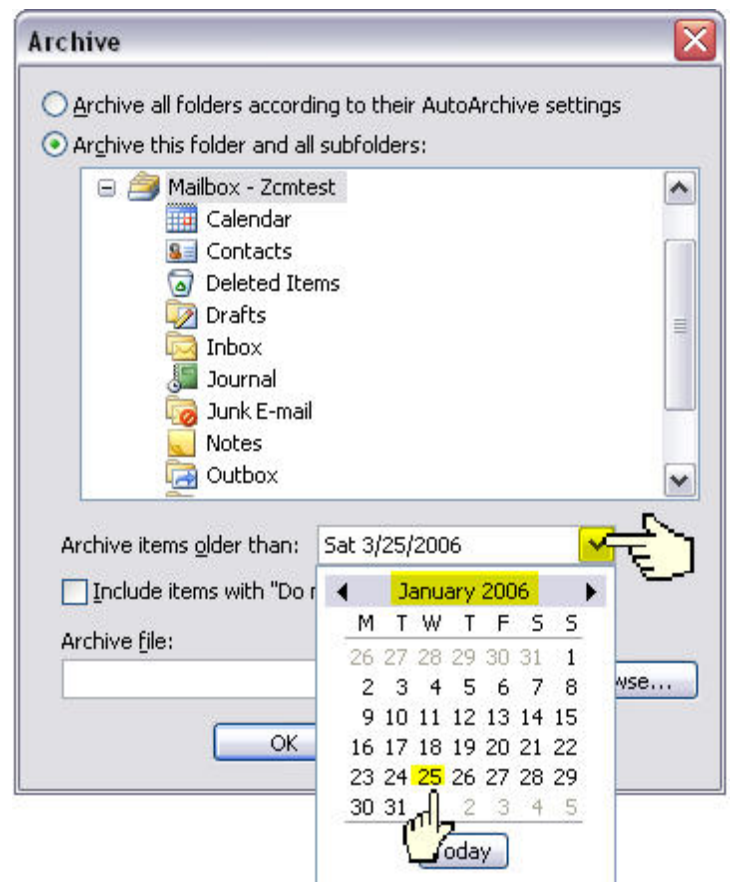


3. You may archive individual folders or an entire mailbox. This example will archive the entire resource mailbox by selecting **Mailbox – the resource name**.



4. Select the drop down arrow next to **Archive items older than:** and select a date that is 60 days prior to today's date.

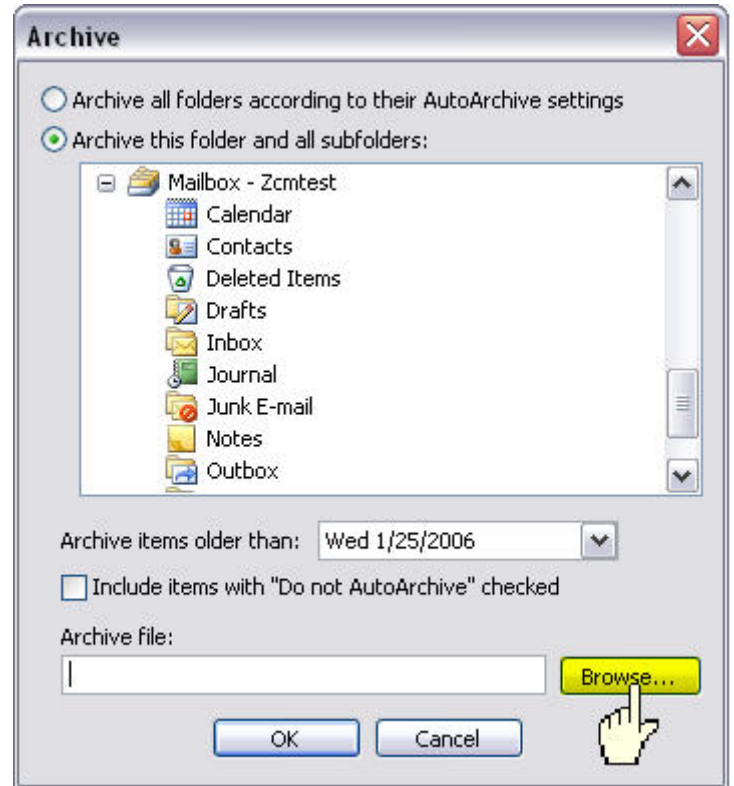
Example: If today's date is 3/25/2009, you would choose 1/25/2009



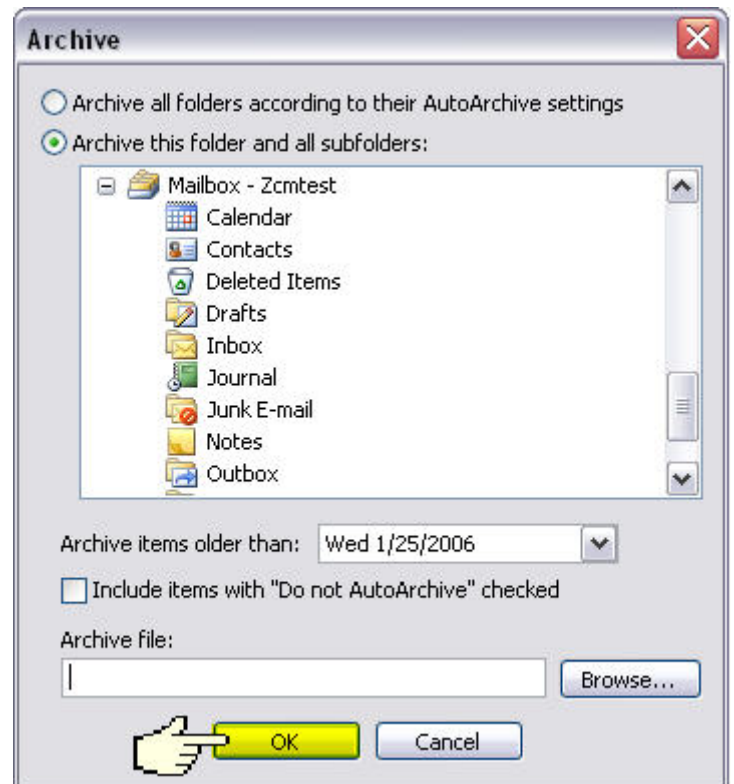
5. Select **Browse** and navigate to a desired location or enter a file path manually and click **OK**.

Note: Since this is a resource account make sure you use a different file name then you use for your personal Outlook archive.

WARNING! Your archive should always be saved on your local hard drive in **My Documents** for best accessibility, but you must manually back up your archive on a consistent basis to a network drive such as your U drive. Your local hard drive (C:\) is not backed up, therefore you run the risk of losing your archive file all together if you do not have a back up of the archive file stored on a network drive such as the U drive.



6. Select **Ok** to start the archiving process.



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.

