

Archiving Mail Using Outlook Web App

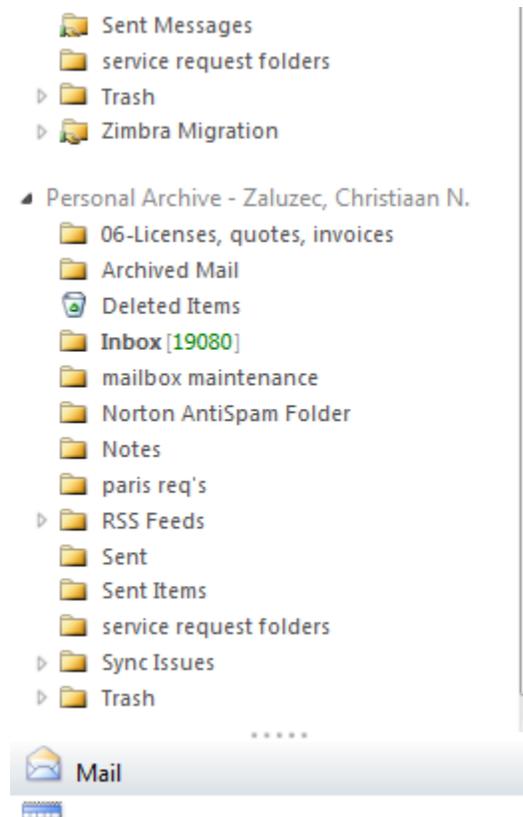
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The following document describes how to set archiving on a mail folder using The Outlook Web App

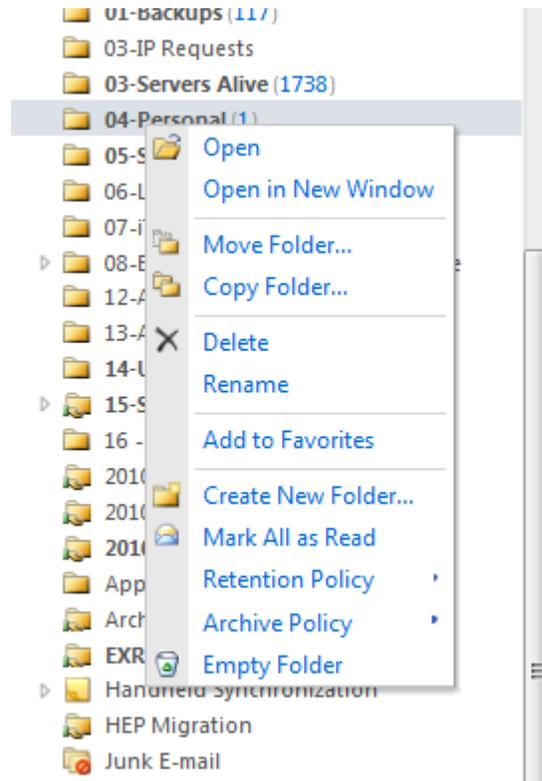
NOTE: Archiving must be enabled on your mailbox for these features to apply. If you would like Archiving enabled, please contact the helpdesk and request this feature for your mailbox.

NOTE: Currently, archived mail is only viewable via Outlook for Windows and the Outlook web App. Outlook for Mac, Apple Mail, Thunderbird, and mobile devices cannot view contents of the Archive folders.

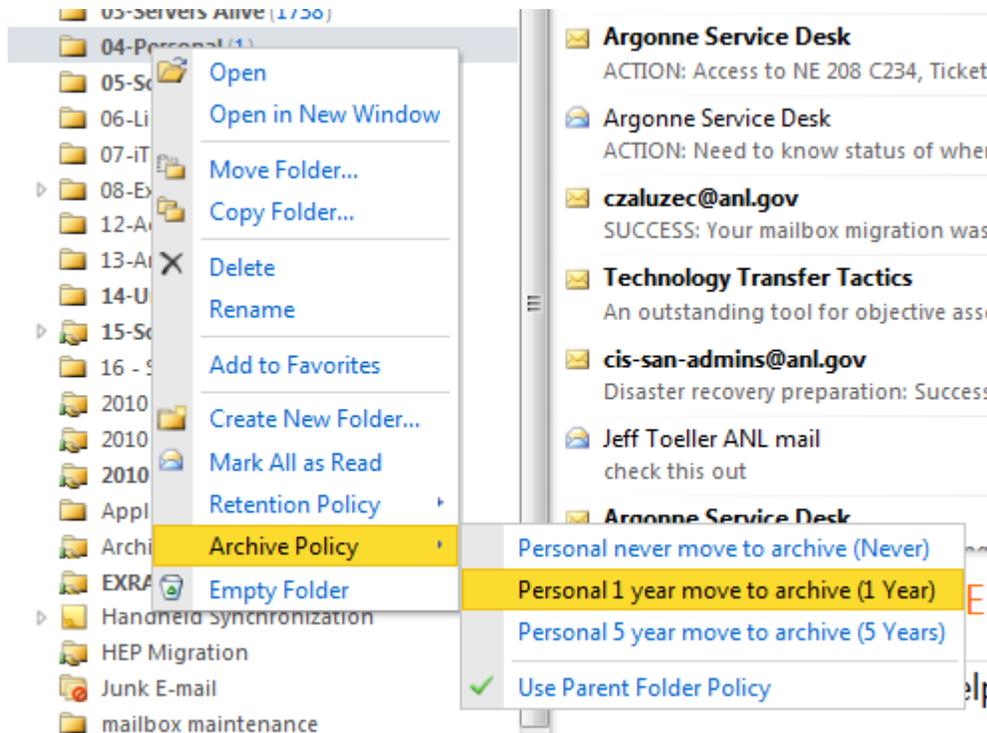
1. Log in to your mailbox via the website <http://mail.anl.gov>. Below your Primary mailbox folder list, you should see an additional folder list called “Personal Archive – Your Name”. If you do not see this option, please contact the helpdesk and request archiving be enabled for your mailbox.



2. Archive Rules are set on individual folders. To begin, Right click on the Folder containing the messages you would like to archive.



- From the resulting menu, choose the “Archive Policy” option. From there you can select the age at which to move messages from this folder to the Archive. Options are 1 year, 2years, 5 years, or never.



- The Archiving attendant will now monitor that folder. As time passes, all mail in that folder older than the age specified will be migrated to the Archive. This will occur daily until the setting is changed or disabled.
- If desired, CIS can set a default Archival date for each of your folders. This is general set to two years. You can then modify individual folders using the procedure outlined above. If you would prefer a default Archive setting be enabled on your mailbox, please contact the Helpdesk at 2-9999 option two and request this be done for you.