

Archiving Mail Using Outlook 2010 for Windows

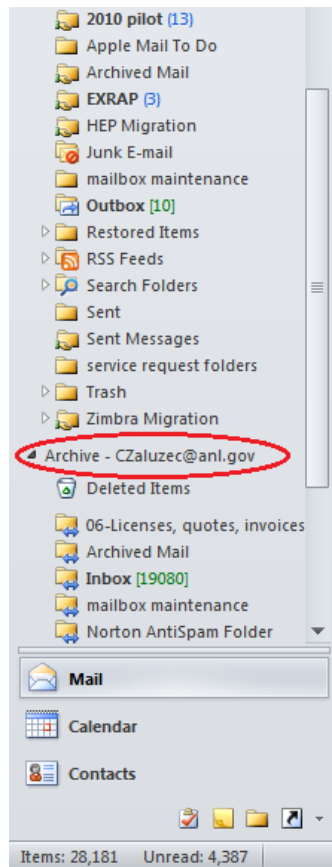
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The following document describes how to set archiving on a mail folder using Outlook 2010 for Windows.

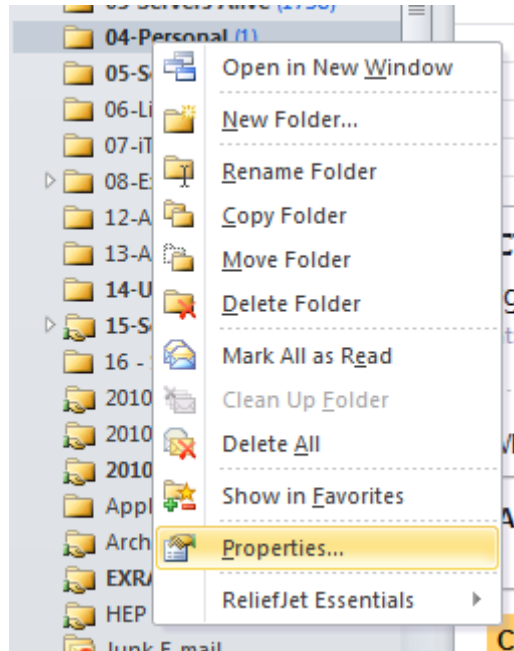
NOTE: Archiving must be enabled on your mailbox for these features to apply. If you would like Archiving enabled, please contact the helpdesk and request this feature for your mailbox

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.

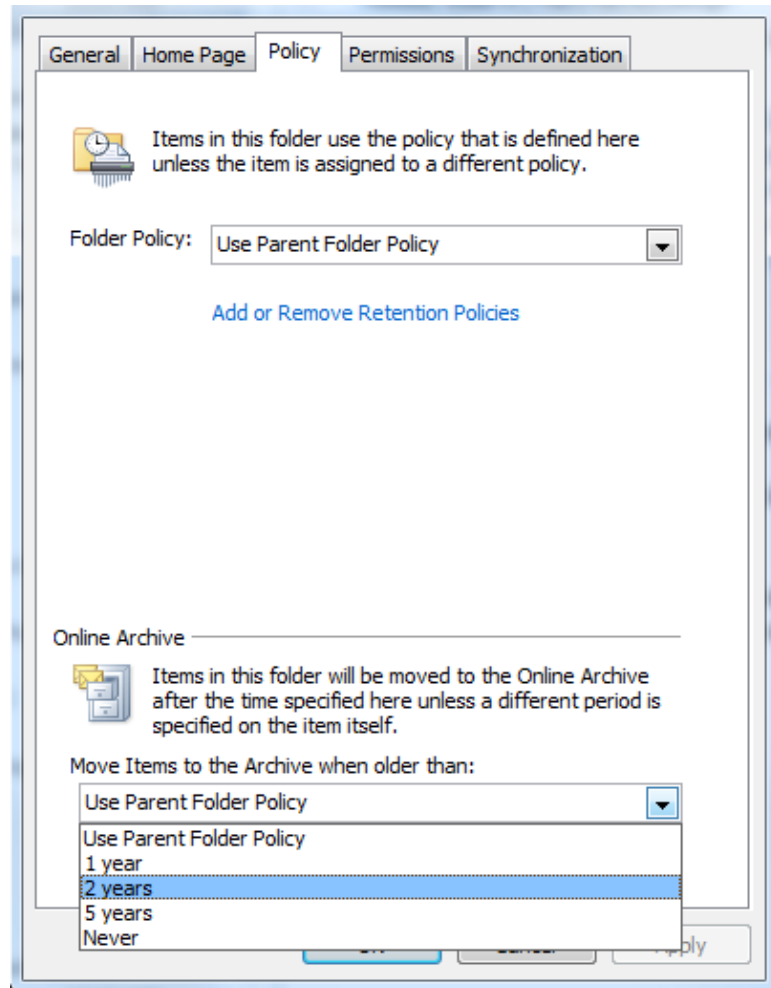
1. Open Outlook 2010. Below your Primary mailbox folder list, you should see an additional folder list called "Archive – Your name". If you do not see this option, please contact the helpdesk and request archiving be enabled for your mailbox.



2. Archive rules are set on individual folders. To begin, right click on the folder which contains the messages you would like to archive and choose properties.



3. Click the Policy tab, then under “Online Archive”, chose the age at which to move messages from this folder to the Archive. Options are 1 year, 2years, 5 years, or never.



4. Click “OK” to complete the setting change. The Archiving attendant will now 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.
5. 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.
6. Alternatively, you can manually archive individual messages or entire folders by dragging these items from your primary mailbox to your archive mailbox.