OVERVIEW

AutoArchive is turned on by default which why is you may occasionally receive the message, “Would you like to AutoArchive your old items now?” AutoArchive creates a folder called Archive Folders, which automatically mirrors the folder structure of the main Outlook feature areas such as the Calendar folder, Task Folder, and individual email folders. You can configure the AutoArchive settings so that your mail is automatically taken off the server and archived before the emails are 120 days old.

- The Archive Folder, like the Personal Folder, is stored on your local computer and not on the server so they cannot be viewed in Outlook Web Access.
- AutoArchive will process only when Outlook is started on your computer.

WHAT IS ARCHIVED AND WHEN

<table>
<thead>
<tr>
<th>Item type</th>
<th>Archive Date</th>
<th>Deleted after 120 days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail message</td>
<td>The sent or received date, whichever is later; or the last modification date and time.</td>
<td>Yes</td>
</tr>
<tr>
<td>Flagged Email</td>
<td>Although flagged emails are appear in the “Tasks” and “To Do” panes, they are still considered email and will be deleted after they reach 120 days. AutoArchiving may not archive the flagged email until the flag is removed to indicate that the “To Do” is completed, but flagged email will be deleted after 120 days. You can convert flagged emails to Tasks by dragging them into the Task Folder and converting it into a task.</td>
<td>Yes</td>
</tr>
<tr>
<td>Tasks</td>
<td>The completion date or the last modification date and time. Tasks that are not marked complete are not AutoArchived. Tasks assigned to others are archived only if they are marked complete.</td>
<td>No</td>
</tr>
<tr>
<td>Calendar Appointment</td>
<td>The appointment date or the last modification date and time, whichever is later.</td>
<td>No</td>
</tr>
<tr>
<td>Note</td>
<td>The last modification date and time.</td>
<td>No</td>
</tr>
<tr>
<td>Journal entry</td>
<td>The date the journal entry was created or the last modification date and time.</td>
<td>No</td>
</tr>
<tr>
<td>Contacts</td>
<td>Not archived.</td>
<td>No</td>
</tr>
</tbody>
</table>
TURNING ON AUTO ARCHIVE SETTINGS

The settings suggested below configure default AutoArchive for all Outlook folders except Contacts.

By using default settings, you will avoid having to apply individual folder settings. After the default settings are in place, you can follow the instructions in the “Customize Archive Settings for a Folder” to prevent your Calendar folder or any other folder from being archived. **Remember that flagged emails may not archive but are subject to the 120 day deletion rule.**

1. On the Tools menu, click Options.
2. Click the Other tab, and click AutoArchive.
3. The “Run AutoArchive every” check box determines whether AutoArchive is on. Turning on AutoArchive will activate the rest of the window.


- ✓ Check “Run AutoArchive every” and then change to run every 7 days.
- ✓ Uncheck “Prompt before AutoArchive runs”
- ✓ Uncheck “Delete expired items”
- ✓ Check “Archive or delete old items”
- ✓ Check “Show archive folder in folder list”
- ✓ Change “Clean out items older than” to 84 Days (or 12 Weeks)
- ✓ Check “Move old items to:” and leave the default settings
- ✓ Uncheck “Permanently delete old items”

You may change the settings to run AutoArchive daily (instead of every 7 days) or choose to clean out items younger than 84 days old.

The settings shown here will:

- ▪ AutoArchive every 7 days
- ▪ Stop “Would you like to archive now?”
- ▪ Archive items that are older than 84 days (12 weeks.)

4. Click OK to close the window.

CUSTOMIZE ARCHIVE SETTINGS FOR A FOLDER
Exclude Calendar Folder from AutoArchive
1. If you cannot see your Calendar folders, click on the menu **GO > Calendar**.
2. Right-click your Personal Calendar and click Properties on the shortcut menu
3. Click the AutoArchive tab and click “Do not archive items in this folder.”

Change Frequency of Archiving on a Particular Folder
You can configure AutoArchive settings for individual folders so that they are archived more or less frequently than what is set as the default settings. For instance you may have an email folder that contains emails from your boss that you may want archived less frequently than every 7 days.
1. If you cannot see your email folders, click on the menu **GO > Folder List**
2. Right-click the folder for which you want to customize settings.
3. Click Properties on the shortcut menu.
4. Click the AutoArchive tab.
5. Click “Archive this folder using these settings:”
6. Enter the settings.
7. Click OK and close the dialog box.
OUTLOOK AUTOARCHIVE

RUN ARCHIVE MANUALLY
You can run a manual archive at any time.
1. On the File menu, click Archive.
2. Click “Archive all folders according to their AutoArchive settings” option,
3. Click OK.

HELP

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<tr>
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<tbody>
<tr>
<td>Additional Guides can be found at:</td>
<td><a href="http://www.csueastbay.edu/training">http://www.csueastbay.edu/training</a></td>
</tr>
<tr>
<td>Submit a ticket for assistance at:</td>
<td><a href="http://www.csueastbay.edu/servicedesk">http://www.csueastbay.edu/servicedesk</a></td>
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