



Manually Archiving Email in Outlook® 2003/2007

Before you begin – Please note that the archiving process detailed in this document does not work with the VIU webmail system. It is intended for use on computers/laptops that are fully connected to the VIU computer network and have the full version of Outlook 2003/2007 installed on them. IT Helpdesk further recommends that you **do not make multiple copies of the same Outlook archival file** on different computers and that you **do not place Outlook archival files on network drives** (U:\ drives, departmental drives) because they have been known to become corrupt when this is done.

Start – Organize your archive - In Outlook 2003/2007, right-click on your mailbox and create a new folder called **Archive** where you will temporarily store mail messages that you will archive later - [Details on Page 2](#)

When the time comes to archive, proceed to “Archiving Step 1” –

Archiving Step 1 – Create an ‘**Archived Mail**’ folder in Outlook and move mail messages and folders from your ‘**Archive**’ folder into it – This will place all archived mail messages in a single file called a PST or Personal Folder File. [Details on Page 4](#)

Archiving Step 2 - Back up your new PST file archive to CD or USB drive and test the backup file by doing a restore of your mail archive from CD/USB backup – [Details on Page 7](#)

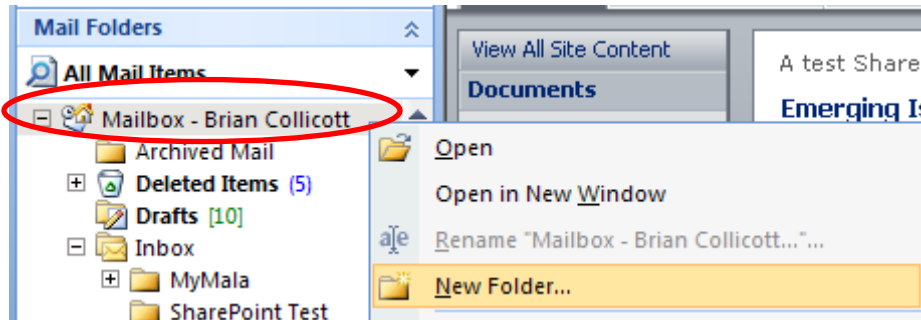
Moving Forward – Once you have created your archive file and folders, the process of archiving your Outlook mail becomes much simpler as you proceed forward [Details on Page 12](#)



Start – Organizing your Outlook mail for archiving

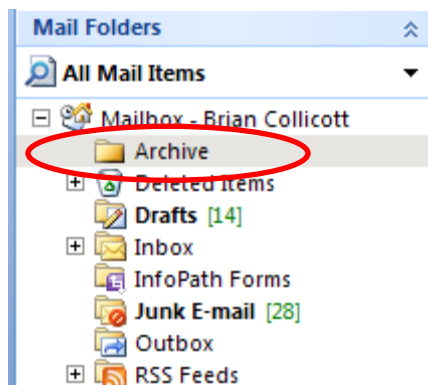
Start the Outlook archiving process by creating a working ‘**Archive**’ folder in your Mailbox where you will place and organize all mail messages that are going to be archived.

1. **Open Outlook 2003/2007**
2. In Outlook, right – click on your **Mailbox** and select ‘**New Folder**’ like so:

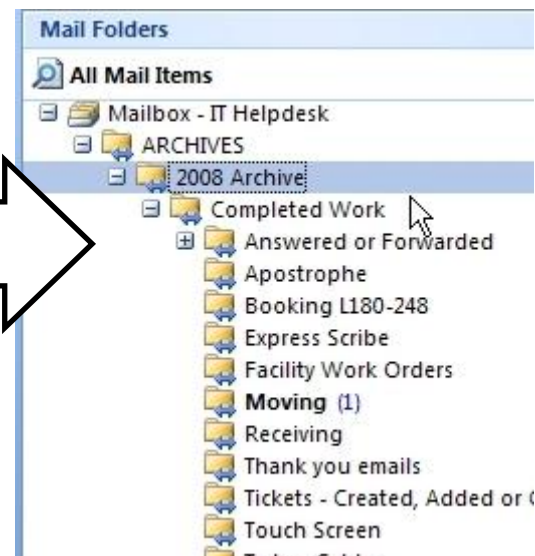


3. In the ‘**Create New Folder**’ window, name your new folder ‘**Archive**’ and click ‘**OK**’

*You should now have a new folder in your Outlook Folder list named ‘**Archive**’ – This is where you will temporarily store any mail messages you wish to archive and back up.*



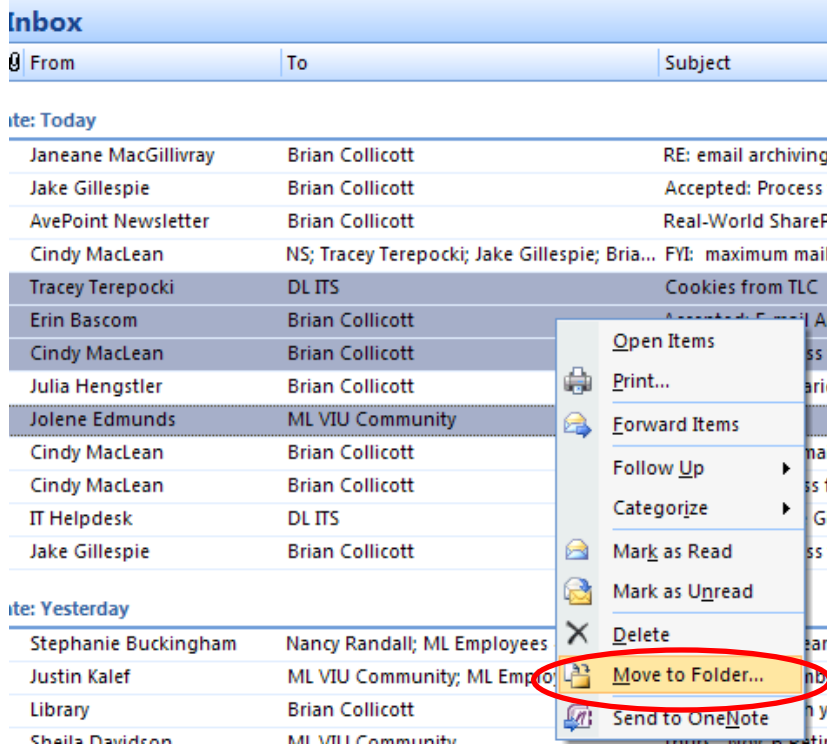
TIP: You might want to create sub-folders under the ‘Archive’ folder relating to time periods (i.e. “2008”) or simply mirror the structure of any sub-folders already present in your Inbox to keep your organization of mail consistent. You can create as many sub-folders in the new ‘Archive’ folder as you wish by simply right-clicking on it and selecting “New Folder”.





Moving mail messages to your Archive folder in Outlook

To move mail messages to the 'Archive' folder, just do the following:

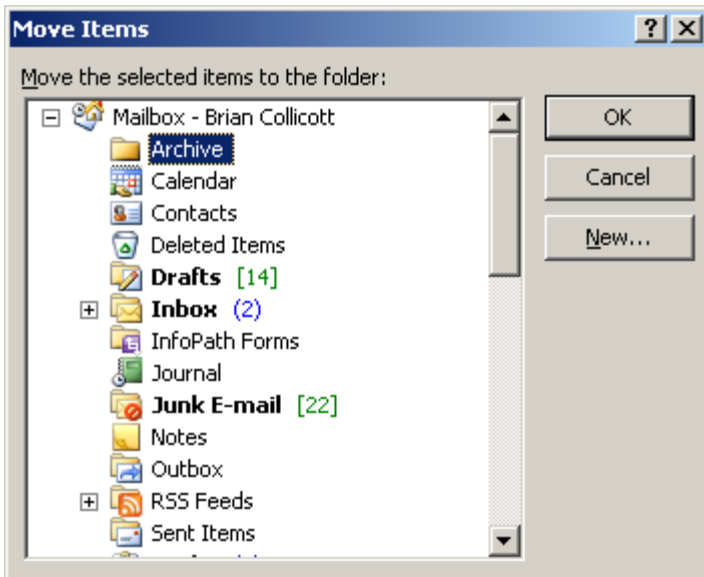


1. Select one or many mail messages that you want to move to the 'Archive' folder.

TIP: You can select multiple e-mail messages by holding the **CTRL** or **SHIFT** keys down while clicking on individual messages.

2. Right-click on the selected message(s)
3. Select 'Move to Folder' from the shortcut menu

4. In the folder list that appears select the 'Archive' folder and click 'OK'



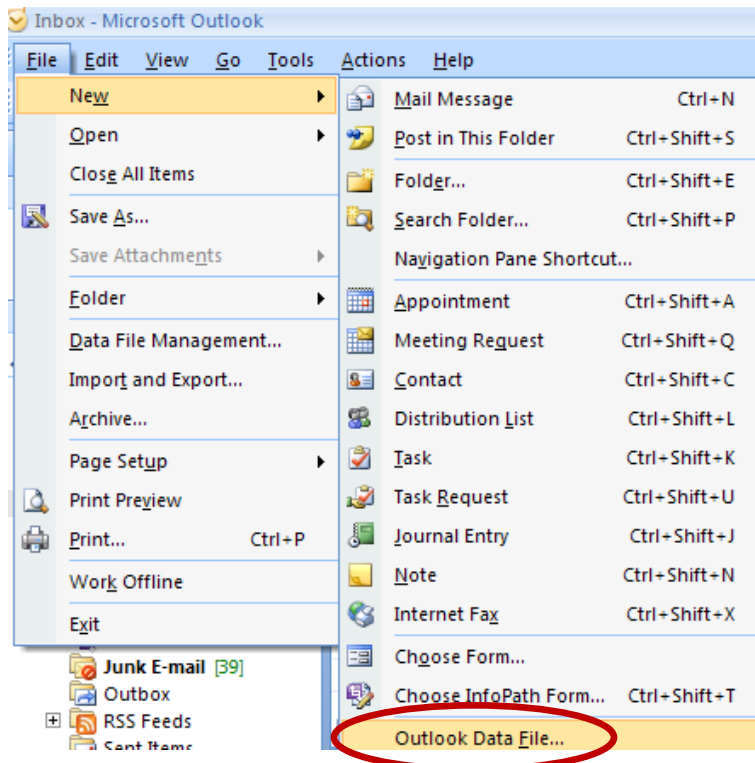
TIP: Once the Archive folder is created, you can leave it in place and add items to it on a daily, weekly or monthly basis (whatever works for you). This will allow you have your mail for archiving ready to go at any time of your choosing. Ideally,

At some point, after you have moved a number of mail messages into the 'Archive' folder, you will want start the archiving process. [Please proceed to the instructions for "Archiving Step 1" on the next page](#)

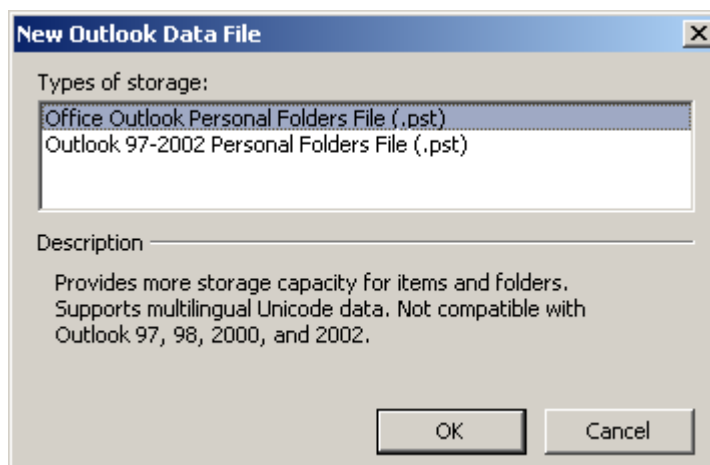


Archiving Step 1 – Create an archive (PST) file

1. Open Outlook 2003/2007
2. Click on 'File → New → Outlook Data File

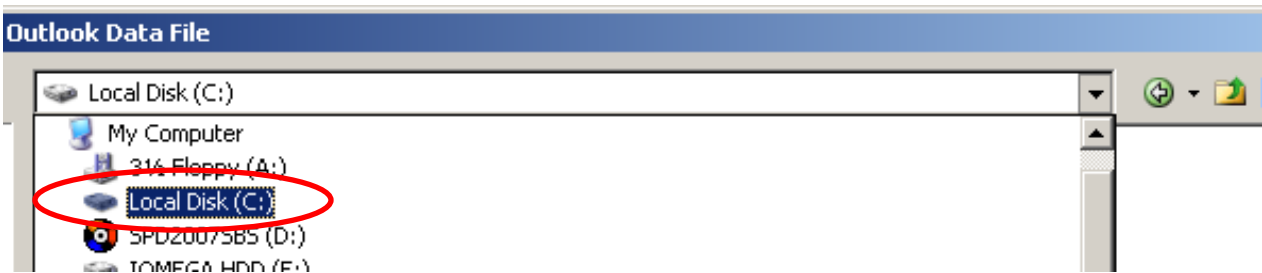


3. Leave "Types of Storage" on the default selection and click 'OK'



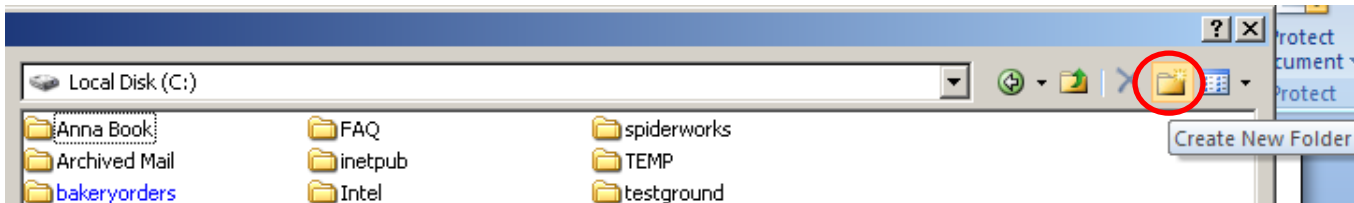


- Change the location for your archive file by clicking on the 'Save in' drop-down list in the Browse window and selecting **Local Disk (C:)**

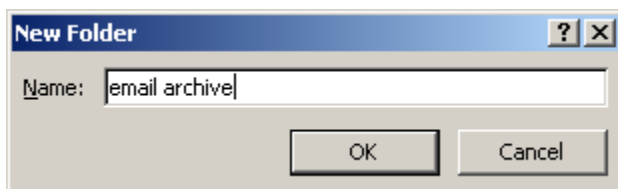


TIP: DO NOT select your **U:** drive or a departmental network drive as the location to store the PST archive file. PST files run the risk of becoming corrupted and inaccessible when created on network drives.

- After selecting your **C:** drive, click on the "Create New Folder" icon



- Name the new folder you are creating as follows:



"Email Archive"

Click **'OK'**

- Now click inside the 'File Name' field and name your archive file:

IT Help recommends that you name the file with your username and current date

example: If your username is ***brownj*** and the current date is ***Jan.28, 2009*** name the archive file ***brownj archive 20090128.pst***

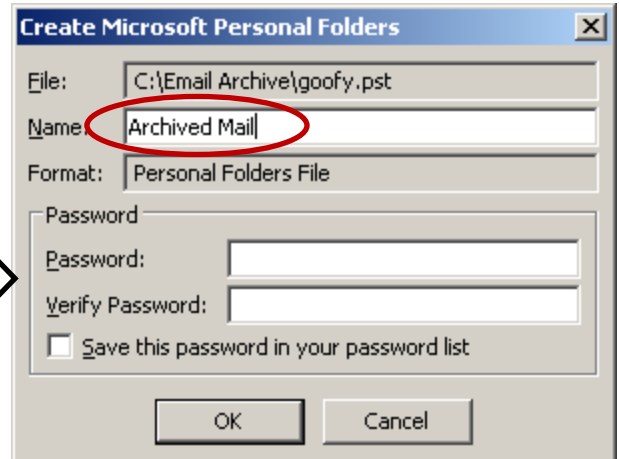


- Click **'OK'** after naming the file.



- Now type **'Archived Mail'** in the "Name" field of the next dialog box that appears and click **'OK'**

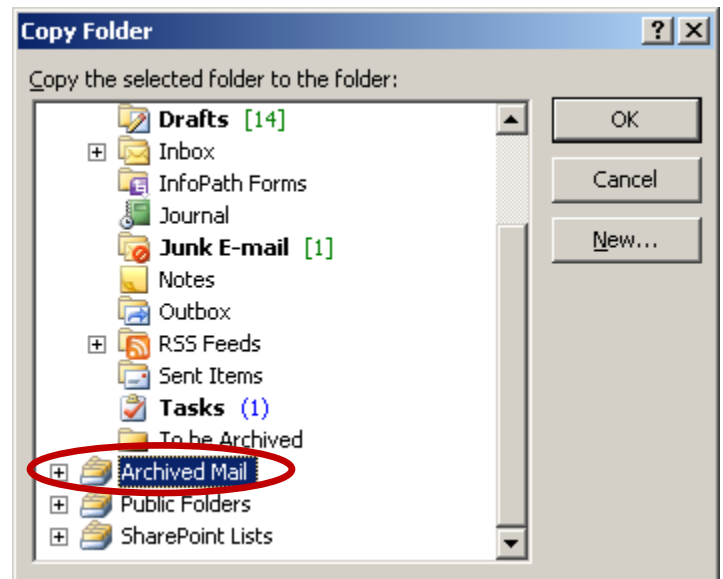
TIP: DO NOT create a password for your archive



You have now successfully created your archive folder and it should appear as a new folder titled 'Archived Mail' in your Outlook folder list.

You are now ready to proceed with moving mail messages into your 'Archived Mail' folder in Outlook. Here's how:

- Right-click on the **'Archive'** folder you have been using to temporarily store mail messages for archiving and select **'copy'** from the shortcut menu that appears.
- In the **'Copy Folder'** window, scroll down the list of available folders and select your **'Archived Mail'** folder. Click **'OK'**
- A copy of the **'Archive'** folder will appear under the **'Archived Mail'** folder. You have now successfully archived mail.
- In preparation for backing up your new mail archive to USB or CD, please close the **'Archived Mail'** folder by right-clicking on it and selecting **'Close Archived Mail'**



- [Proceed to Archiving Step 2 on the next page](#)



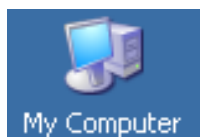
Archiving Step 2 - Backing up and testing your PST files

Any time that you export messages to a PST file in Outlook, you should also take the time to back up the archive to CD or USB drive. **Here's how it's done:**

Start by closing the Outlook program. You will not be able to back up your e-mail archive until the Outlook program is closed.

Backing up to USB drive

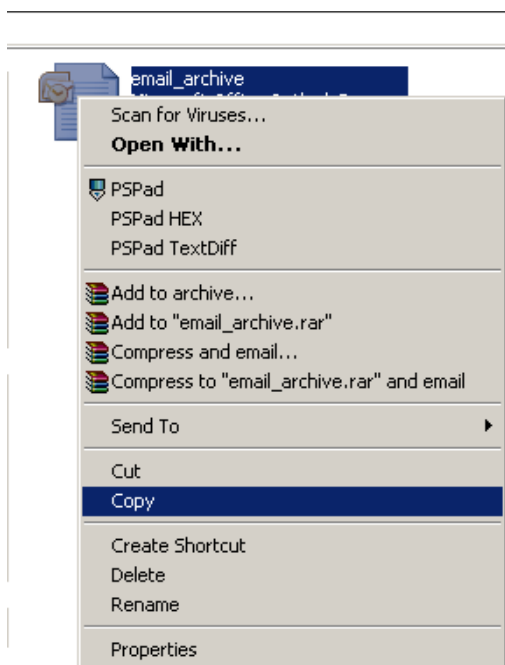
1. Plug in your USB drive to an available USB port on your computer.



2. Double click on the "My Computer" icon on your Desktop.



3. Find the email archive file in the following location on your computer – **C:\Email Archive** The file you are going to back up has the **.pst** file extension on the end of the file name – most people name the file **username email archive.pst** - Right-click on the **email archive.pst** file and select **Copy**



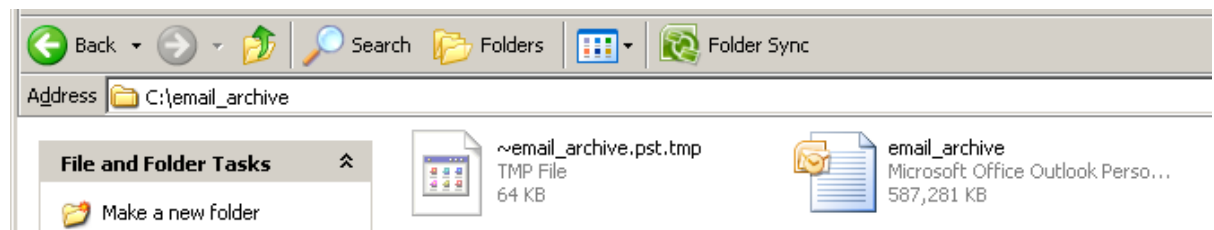
4. Now open your USB drive location and Paste the copied **archive.pst** file to create a copy on your USB drive



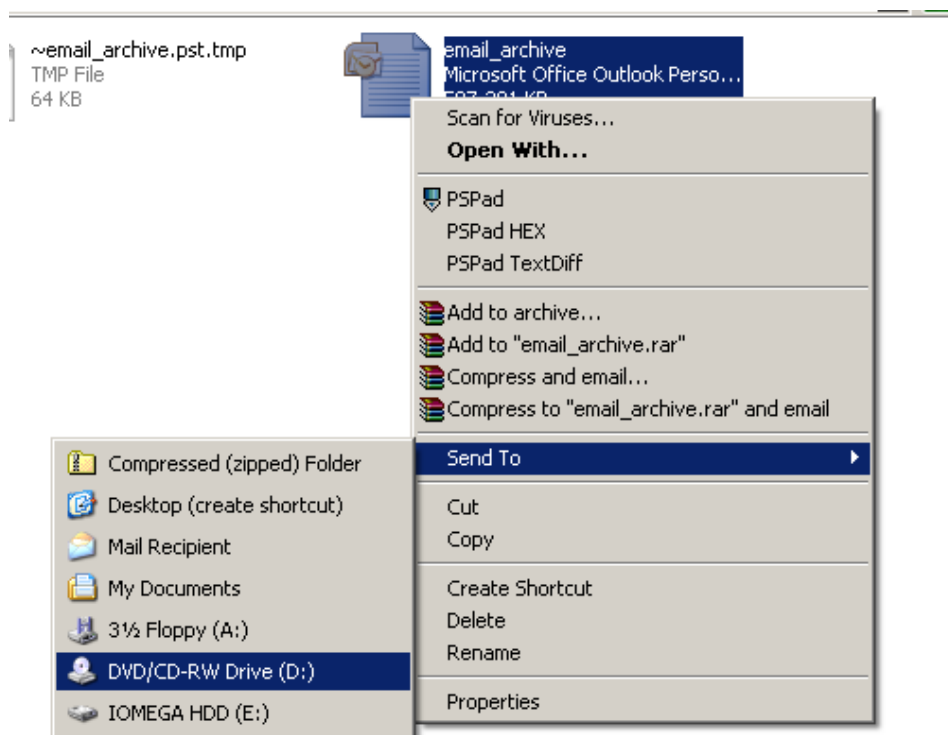
Back up your archive file to a CD drive in Windows XP

If you do not wish to back up your e-mail archive file to a USB drive, you can also create a backup copy on a CD. To do this, your computer will need a CD writable drive.

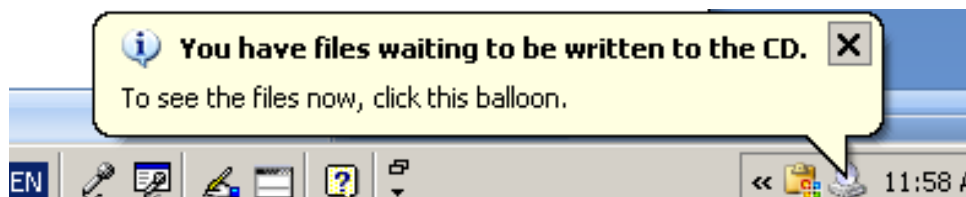
1. Place a blank, high quality CD-R disk in your CD drive.
2. Find your e-mail archive PST file at the following location on your computer: **C:\Email Archive**



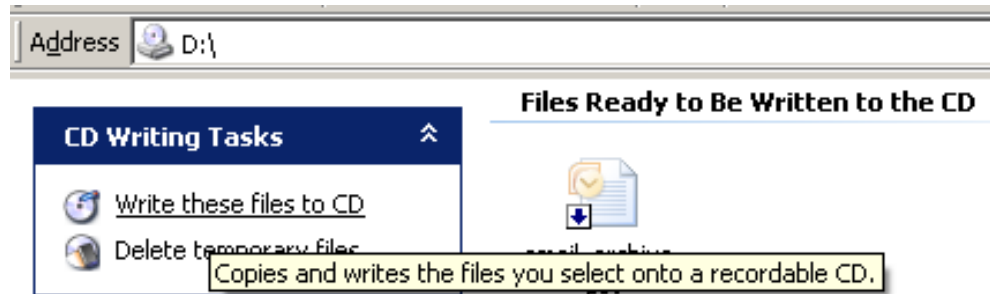
3. **Right-Click** on the PST file and select '**Send To > CD/DVD**' from the shortcut menu



4. A dialog balloon will appear asking you to "click this balloon". Do so.



5. The file will appear in its own window. Click on "**Write these files to CD**" to start the CD creation process.



6. Follow the steps in the CD creation wizard to backup your email archive to CD.
7. When you have finished creating your email backup CD, please make certain to label it clearly and store it in a protective CD case. File the CD somewhere appropriate.

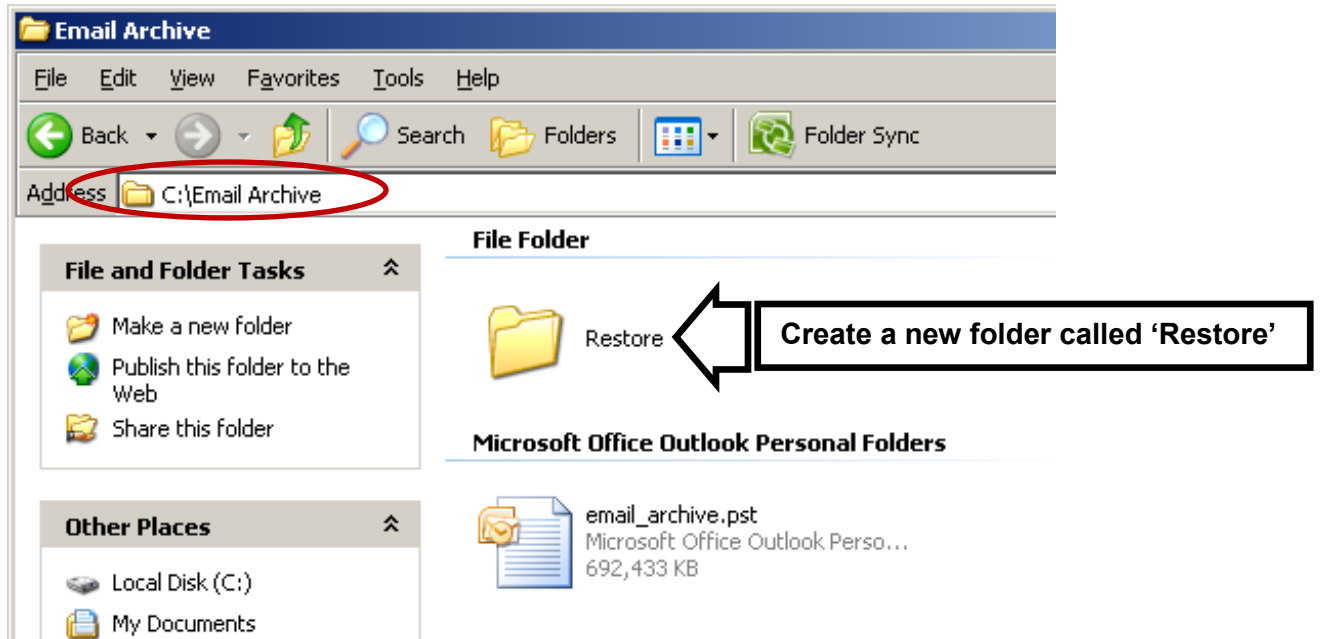
TIP: Windows XP can only create CDs via the method above; it cannot create DVDs to store your PST files. If you wish to save a copy of your PST archive file to DVD in Windows XP, you need to



Testing your e-mail archive (PST file) backup

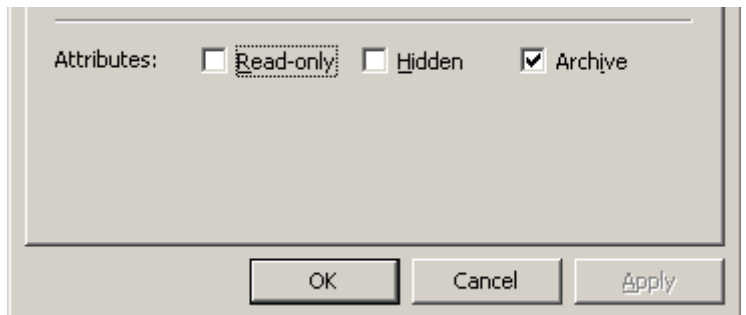
After backing up your e-mail archive to CD or USB drive, you should quickly attempt to access the backup in Outlook to make certain that there are no problems with it. Here's how it's done:

1. On your computer, go to the **C:\Email Archive** folder and create a new folder title "**Restore**" like so:



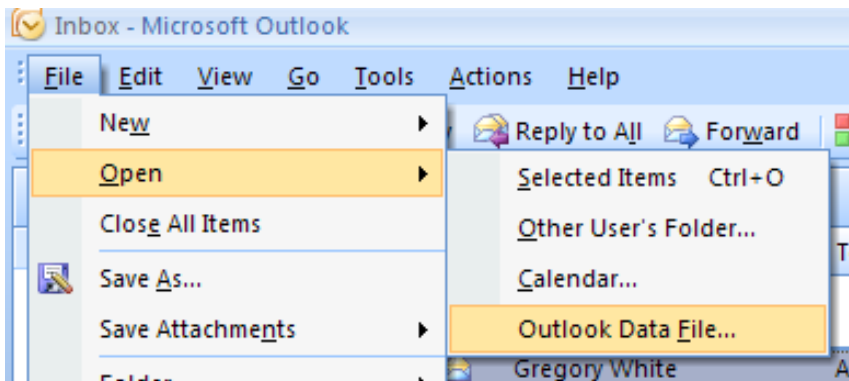
2. Copy the backup of the PST file from the CD/USB it is stored on to the new '**Restore**' folder at C:\Email Archive on your computer
3. Right-click on the PST file on your hard drive and select properties. In the window that appears, make certain that there is no check mark in the '**Read-only**' option like so:

Click '**OK**'

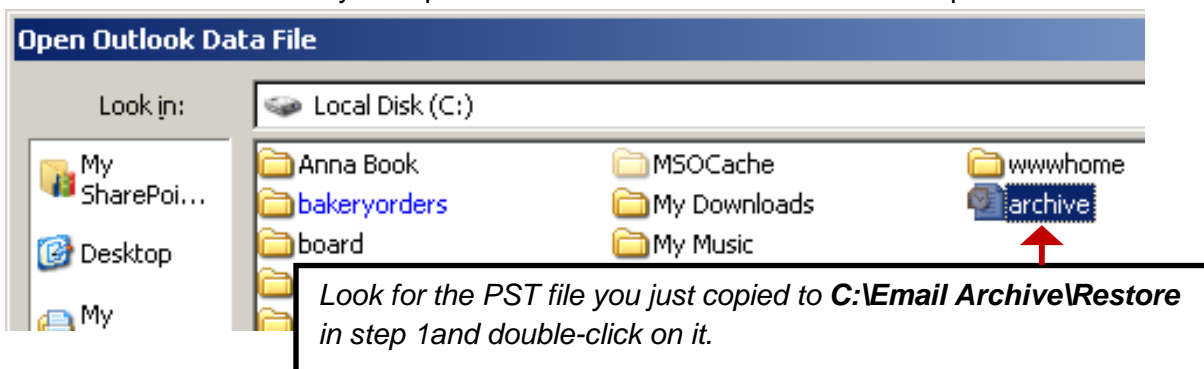




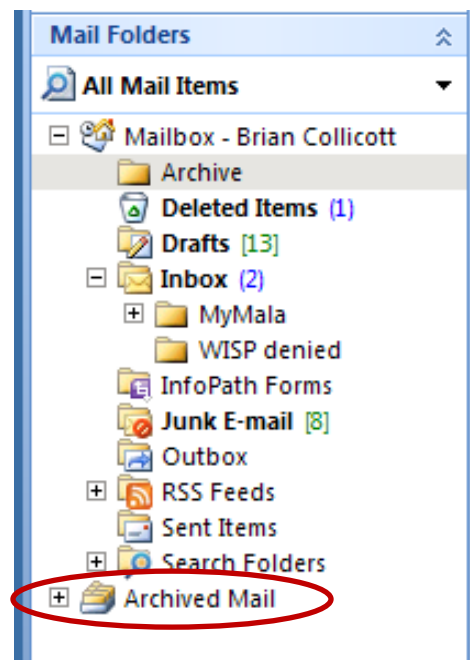
4. Open Microsoft Outlook 2003/2007
5. Select **File** ➤ **Open** ➤ **Outlook Data File**



6. Double-click the PST file you copied to **C:\Email Archive\Restore** in step 1



6) The archive file should open in Outlook as an additional new archival folder in your Folders list. Like so:

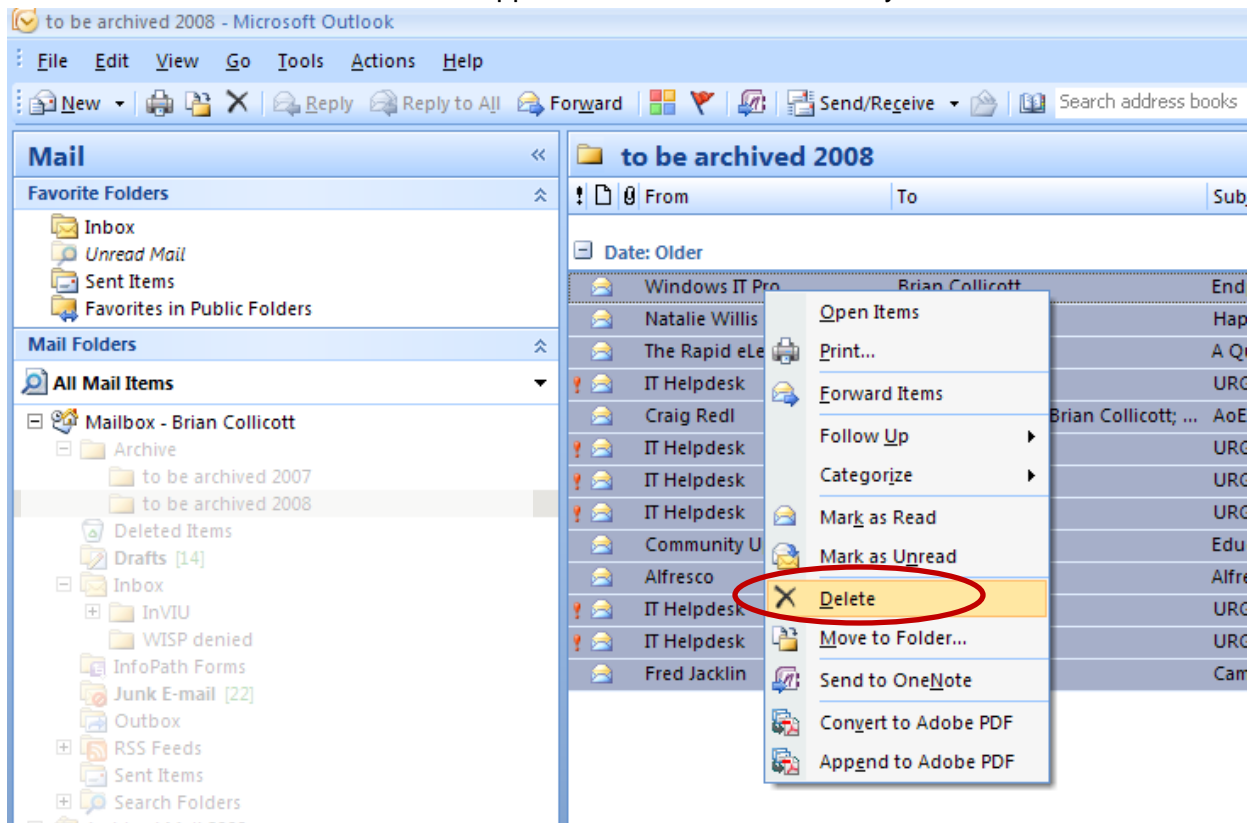


Click on the plus sign beside the new archival folder you have opened and make certain that a copy of your archived messages are there.



Once you have determined that the backup worked and is accessible, The last step in the Outlook email archiving process is to 'clean up' the temporary Archive folder in your Outlook Mailbox. This is the very first 'Archive' folder you created way back at the beginning of this whole process. The folder where you place all mail messages that will be archived at some later point. **You need to delete all mail messages that have been successfully archived out of this 'Archive' folder.**

Select and right-click on any of the messages contained in the 'Archive' folder and choose 'delete' from the shortcut menu that appears to eliminate them from your active Mailbox.



This will finally reduce your overall Mailbox size and you will have successfully completed the manual mail archiving process in Outlook.



Moving Forward – Maintaining you Outlook mail archive

Once you have created your archive, it will always be there in the form of a PST archive file located on the hard drive of your computer at the location **C:\Email Archive** – This means that you do not have to follow the “Archiving Step 1” portion of this document again. To manage your Outlook mail archive from this point forward, simply do the following:

1. Use the temporary ‘**Archive**’ folder you created earlier as your day to day repository for e-mail messages that will be archived. Drag and drop mail messages that you will eventually archive into it – [See page 3 for details](#)
2. Once or twice a year, move the entire contents of the ‘Archive’ folder in your Mailbox into the ‘Archived Mail’ folder at the bottom of your Outlook folder list. This will remove all the messages from your active Outlook mailbox and store them in the PST file located at **C:\Email Archive** – [See page 6 for details](#)
3. Back up the PST file located at C:\ Email Archive to USB or CD and do a test restore – [See page 7 for details](#)