

Manually Archiving Email – Outlook® 2003

As time progresses, and your email storage space fills up, you'll want to archive some of the messages that you access on an infrequent basis. The archiving process is fairly straight forward in Outlook® 2003 and your archived .PST file remains readily accessible through the Personal Archive Folder at the bottom of your Folder list. The archive file is stored on your C: drive. The IT department does NOT backup the archived file. **You must make your own backup copies.** The following tutorial will lead you step-by-step through the process:

1. Create an archive **.PST** file called Personal Folder Archive.
2. Create appropriate sub-folders within the Personal Folder Archive.
3. Drag and drop your old files into the newly created sub-folders.
4. Compact the folders.
5. Backup your **.PST** file on a CD or flash drive (this is preferable).
6. Check that your backup file functions correctly.
7. Open your **.PST** Personal File Folder (stored on C: drive) in Outlook®.
8. Repeat steps 2 through 6 on a regular basis.

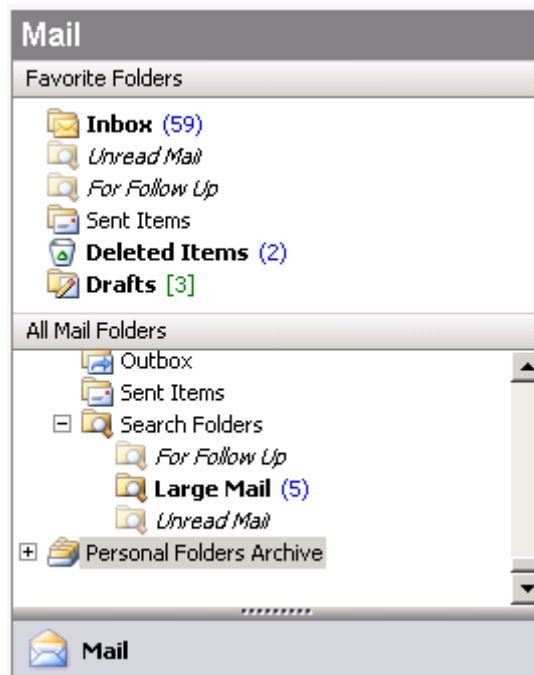
Step One – Create the .PST file called Personal Folder Archive

- a. Open Outlook®
- b. Click on '**File/New/Outlook® Data File**'
- c. Select '**Office Outlook® Personal Folders File (.pst)**'
- d. Click '**OK**'
- e. Change the storage location to **C:** drive by clicking on the drop-down button at the top of the screen.
- f. Type **archive05.pst** in the 'File Name' field. You may already have an '**archive.pst**' file so be careful not to overwrite it! Be sure to add something to the end of the file (in the example above we added '05').
- g. Click '**OK**'
- h. Type '**Personal Folders Archive**' in the Name field



- i. Click 'OK'

Having completed these steps correctly, you should see the Personal Folders Archive folder at the bottom of the All Mail Folders column.



Please Note: In order to reduce any opportunity for file corruption, we recommend that your .PST file be stored on C: drive rather than U: drive.

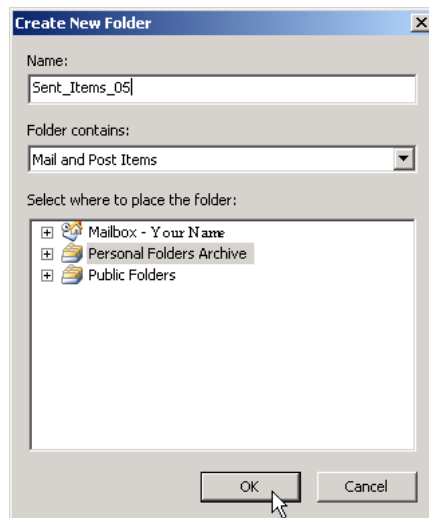
Step Two – Creating sub-folders in the Personal Archive Folder

TASK: Archiving Your Sent Folder

For demonstration purposes, let's assume that you wanted to archive all the files in your 'Sent' folder that were composed in the year 2005.

The sub-folders you create in your Personal Archive Folder are meant to hold the older files you wish to compact. Even after they've been compacted, these files are easily accessible. When you've finished archiving, you'll note that they'll continue to reside at the bottom of your folder column.

- Right-click '**Personal Folders Archive**' and choose '**New Folder**'
- Type the folder name **Sent_Items_05**
- Click '**OK**'



Tips:

- You can create as many folders as you need to organize your archived email.
- Create folders that accurately reflect the type of messages you're archiving.

Step Three – Dragging and Dropping the Older Files into the Sub-Folder

- Locate your current 'Sent Items' folder in the mail folders list.
- Open the folder by clicking on the folder name. You'll see the messages displayed on the right-hand side of the screen.
- Highlight all the 2005 messages by clicking on the first 2005 message, holding down your SHIFT key, and clicking on the last message in 2005.

- d. Left click over the highlighted selection and hold down your mouse button to drag the highlight messages to the **Sent_Items_05** folder. The messages will be moved from your current folder to the newly created archive folder. This may take a few minutes
- e. Repeat these steps for the other messages you wish to archive, dragging and dropping them into the appropriate archive folder that you created in Step Two.

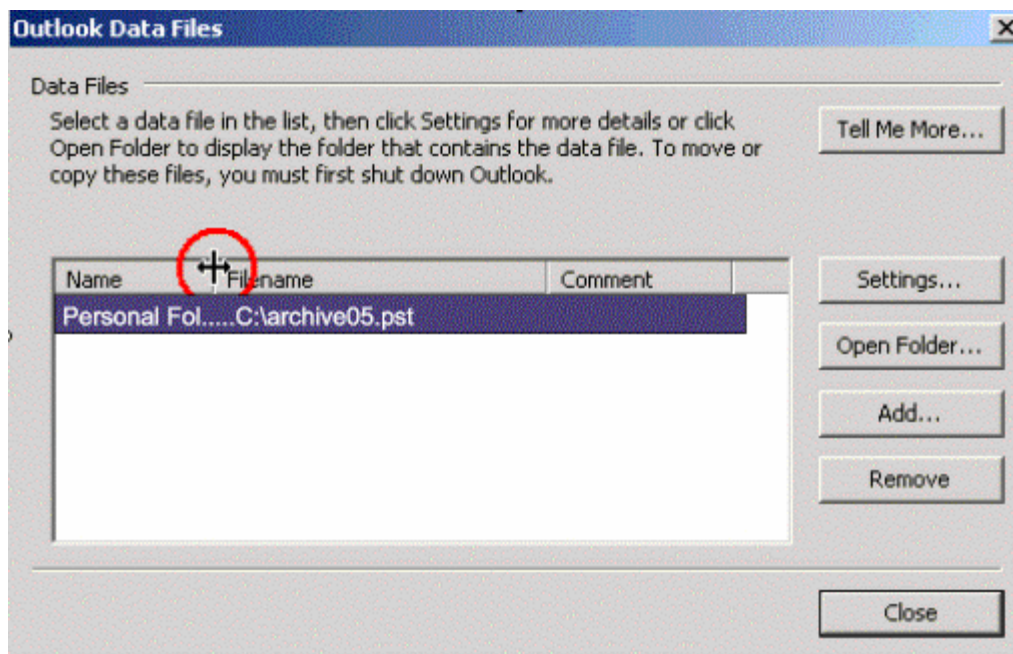
Tips:

- Large items that take up needed space in your mailbox can be dragged and dropped into these folders on a daily basis. You should compact the .PST file after adding new emails.

Step Four – Compacting Your .PST File

Now that you've moved all the files you want to archive into their appropriate subfolders, it is time to compact them.

- a. Click on '**File/Data File Management**'
- b. Select '**Personal Folders Archive**'



You may have to move your mouse cursor to the line between the column titles where it will change to a double-pointed arrow which you can use to resize the columns in order to read the full names.

- c. Select the appropriate archive file (you may have more than one – e.g. archive02.pst)
- d. Click on '**Settings**'
- e. Click on '**Compact Now**'
- f. Click on '**OK**'
- g. Click on '**Close**'

Step Five – Backup your .PST file on a regular basis by burning it to CD or copying it to a flash drive.

Note: You must close Outlook before burning your .PST file to a CD.

It is important to backup your .PST file on a regular basis. The .PST file is automatically stored on your C: drive. **Your local C: drive is NOT backed up by the IT department.** You must complete the backup yourself. It is best to burn your .PST to CD or copy it to a flash drive for permanent storage. Some people may do this daily or weekly, but it really depends on your preferences. Whatever you decide it is best to put a reminder in your Outlook® Task list or book some time in your calendar to ensure that you complete this backup process. If for any reason your backup file is corrupted or your hard drive fails, you'll definitely need quick access to your CD.

Burning Your .PST file to a CD

You may have a CD burner in your office desktop or laptop. It is recommended that you use the CD burning software that was supplied by the manufacturer. Many of the CD burners come with Nero. You can access the step-by-step guides for burning with Nero, Microsoft® Windows XP, or Mac OS X by clicking on the links below:

Windows XP - http://www.mala.ca/technology/general/burn_cd_winxp.pdf

Nero 6 - http://www.mala.ca/library/services/technology/guides/burn_cd_nero.pdf

Mac OS X - http://www.mala.ca/library/services/technology/guides/burn_cd_macosx.pdf

For more information about obtaining a CD burner for your computer, please contact the IT Helpdesk at ithelp@mala.bc.ca or by contacting local 6300.

Please Note: When you use a CD as a storage medium rather than a flash drive, you cannot check your .PST backup file by trying to open it from the CD. You can only open it if you've stored it on a flash drive.

Using the Malaspina Employees Technical (MET) Centre to Burn a CD

There are four CD burners in the Malaspina Employees Technical (MET) Centre on the fourth floor of the Library (Room 450). Each workstation has step-by-step instructions for CD burning. Before you come, please copy your .PST to your U: drive or Watershed so you can access it in the MET. Also, please purchase a CD at the bookstore on your way in. When you complete the burning process, delete the copy of the .PST file from your U: drive to ensure that you have optimum space for your daily file storage.

If you require any assistance with this process, please contact Catherine Deutscher at local 2391.

Copying your .PST to a Flash Drive (this is the preferable backup storage method)

Open My Computer and copy the .PST file from C: to the removal flash drive.

Step Six: Check the .PST file on your flash drive to ensure that it functions correctly

It is always a good idea to test your backup .PST file to ensure that it functions correctly. Follow these steps:

- a. In Outlook®, click on **File/Open Outlook® Data File**
- b. Insert your flash drive in the USB port.
- c. **Browse** to find the .PST file
- d. Click on the file **.PST file name**
- e. Click on **OK**.

On the left-hand side of your Outlook® screen, you should see a Personal Archive Folder. Click on the + sign to open the folder and ensure that the folders and files you archived are present.

Closing Your Backup File

Remember, this is your backup copy *not* the daily working file that is stored on drive C. You'll learn how to access the daily file during the next step. When you've confirmed that the backup file is in tact, the final step is to close it (in Outlook®) by *right-clicking* the Personal Archive Folder and choosing 'Close Personal Archive Folder'.

Step Seven: Using the Personal Archive Folder Stored on C: Drive

To access your newly created .PST file, follow these steps:

- a. In Outlook®, click on **File/Open Outlook® Data File**
- b. **Browse** to C: drive.
- c. Click on the file **.PST file name**
- d. Click on **OK**.

Leave this open and add to it and compact it on a regular basis. Be sure to schedule a regular backup time and add it to your calendar. If your hard drive (C:) fail for any reason, you'll loose your .PST file. The time between backups will be a reflection of your tolerance for loss of data!

Any Questions?

If you have any questions or require assistance with this process, please contact the IT Help Desk at ithelp@mala.bc.ca or call local 6300.

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