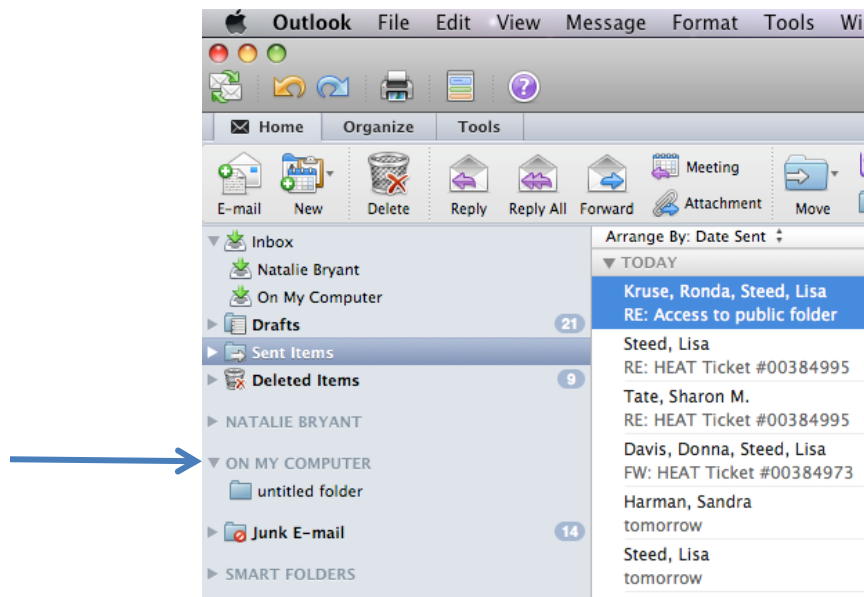


Archiving by Rule

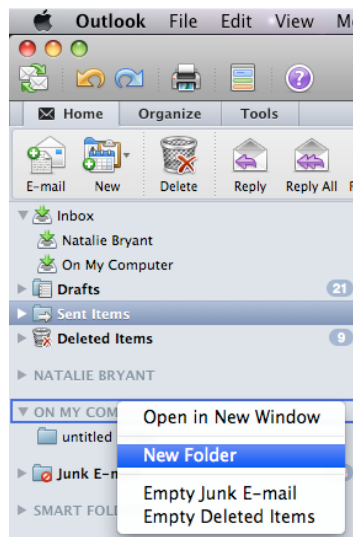
Outlook 2011 for Mac

Outlook 2011 for Mac offers local email storage (much like a .pst file in Outlook for the PC) for those that wish to keep historical emails on their hard drive but still have them accessible through Outlook 2011. Typically clients move older, outdated messages to the “On my computer” section to help with mailbox quota overruns. **NOTE: Email stored locally in the “On My Computer” section is ONLY stored on your computer and will not be accessible via OWA. These messages are not backed up by the Exchange server backup. A backup can occur, but it is part of your local, Tivoli backup—that you must run yourself!**

1. You will find the “On My Computer” section in your folder structure towards the bottom of your Outlook folder list.

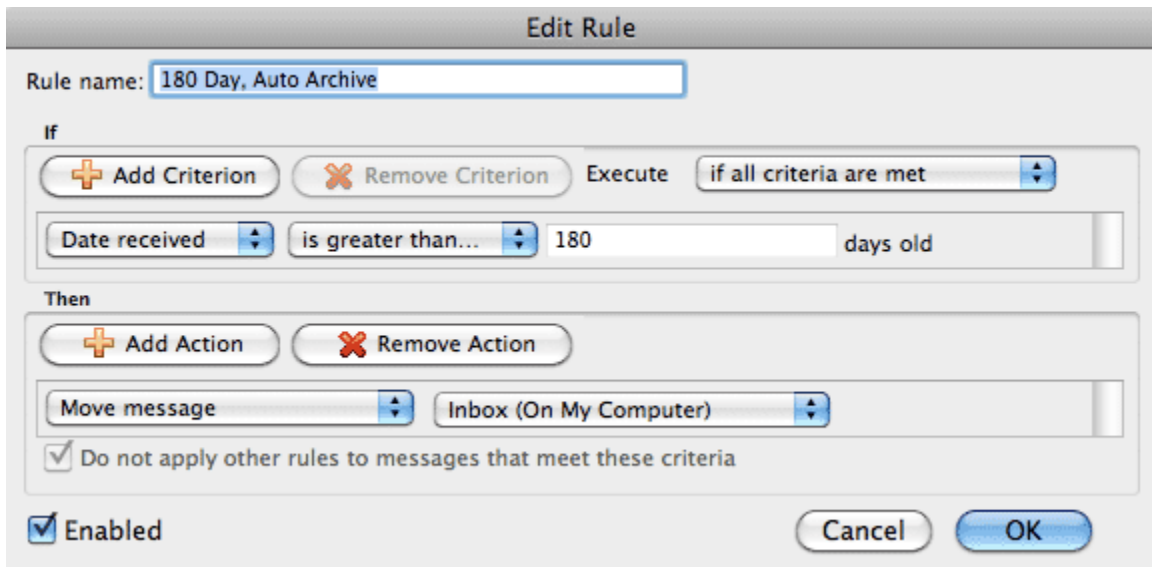


2. At any time you may move older folders or emails to the “On My Computer” section or create new subfolders of your own by holding down the Control key, clicking on the ‘On My Computer’ folder and choosing “New Folder”.



If you would like to set up a rule to move larger groups of mail OUT of your Exchange mailbox, and place them on your local computer's hard drive, you may do so. Here's how:

1. In Outlook 2011 for Mac, from the **Tools** menu, select **Rules**.
2. Select Exchange in the rules window, and click the "+" sign to add a new rule.
 - Remember, rules are processed in order from top to bottom in the list. Use the arrows to adjust the rule order.
3. Name the Rule: 180 Day Auto Archive, or whatever is suitable.



4. Under the "If" section, define the criterion as: "**Date Recieved**" + "**is greater than or equal to**" + "**180**" ... *days old*
5. Under the "Then" section, define the action as: "**Move message**" + "**Inbox (On My Computer)**"

The location "On My Computer" is your local computers copy. If you pull down in that menu, you'll see that you can specify another location if necessary.

6. Finally, Click "Ok", making sure that the Enabled button is selected

If you would like to apply this rule to your current mailbox, then...

Step 7) From the **Message** menu, select **Rules**, then the rule you would like to process.

This process may take some time to run initially, depending on how much mail you have in your inbox.

