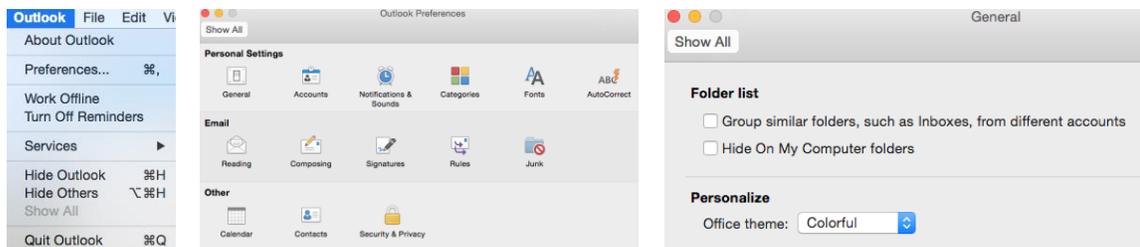


Outlook 2016 Archiving

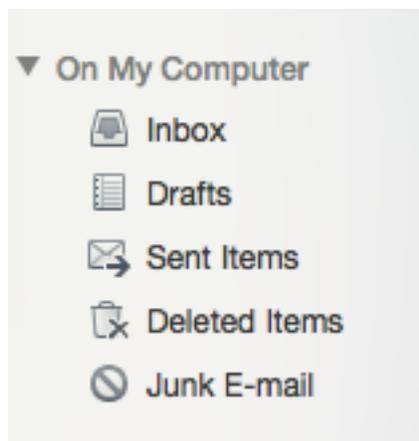
NOTE: Since Outlook 365 email storage is unlimited in the cloud, you may not ever wish to archive again, but archiving is still a feature of Outlook 2016.

Archiving can still help you manage and reduce your Exchange/Outlook 365 mailbox size by moving older messages and/or entire older folders to “Folders on my computer.” However, MAC Outlook 2016 still does NOT offer the auto-archive feature, that the PC client offers. You have to manually archive when using a MAC. The first thing to remember is that if you archive mail locally it will not be accessible when using OWA (checking your BU email via the web, nor on your phone). Secondly, in order to get a good backup of your local folders you will need to close Outlook. Third, keep in mind that if you have the unfortunate experience of a hard drive crash you might will lose that mail. It can be restored from backup, but it may not be as current as you may like. With all of that said, archiving to “Folders on my computer” can actually serve as a very good method of helping keep your mailbox size reduced. You can think of archived/local folders as a “filing cabinet” that stores your outdated email messages and other Outlook items.

1. To begin to use “Folders on my computer” you will need to make sure that they are not hidden from your folder list view (by default they are). Go to the Outlook menu and choose Preferences. Uncheck the “Hide On My Computer folders.”



2. Now you will see the “On my computer” section in your folder list. This is the same concept as an “archive.pst” file on a PC. Here you can move/copy/drag/create entire folders/messages from your Baylor Exchange account for local storage. To create a new folder here simply right click, new folder.



If you have any other questions, please contact the Help Desk at x4357.