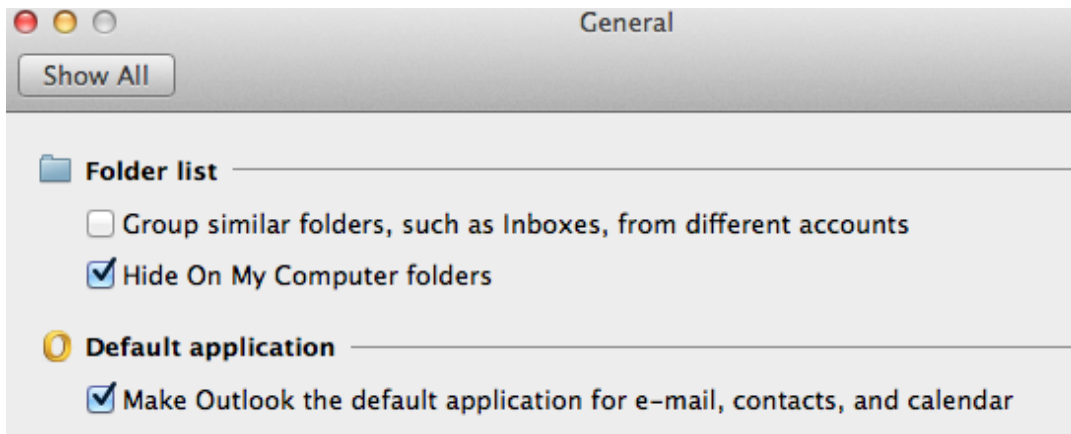
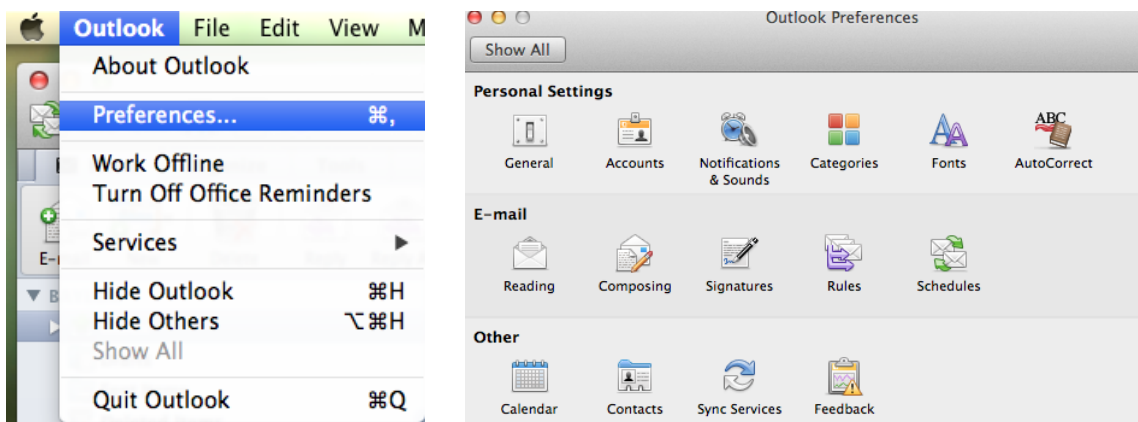


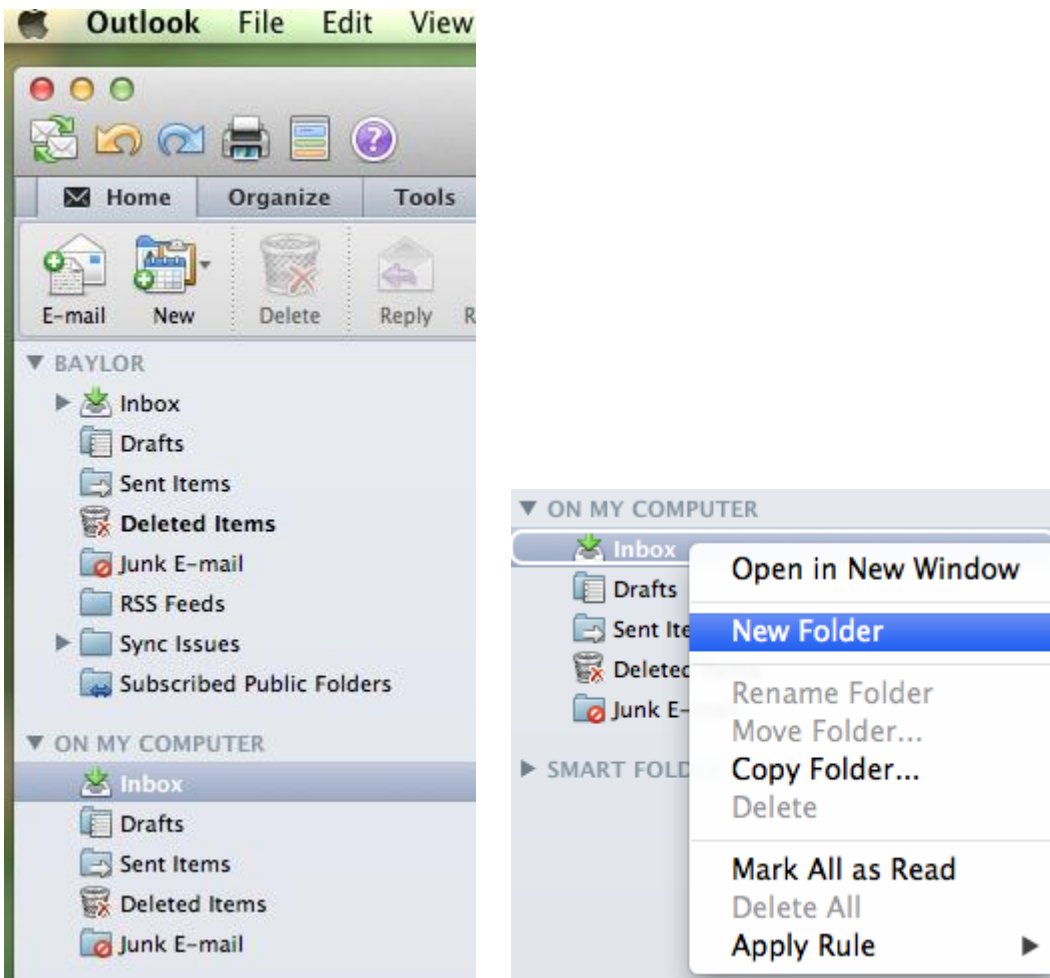
Outlook 2011 Archiving

Auto-archiving can help you manage and reduce your Exchange mailbox size by moving older messages/folders to an archive.pst file on a PC computer. **However, MAC Outlook 2011 does not offer the auto-archive feature, but you can still archive by using the “Folders on my computer” section of Outlook 2011 for MAC.** Much like an archive.pst file, Outlook items that are stored in your “On my computer” section are local to your computer, not the server. 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). **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 You can think of archived/local folders as a “filing cabinet” that stores your outdated email messages and other Outlook items.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 entire folders from your Exchange account for local storage or even create new folders (right click, new folder) for local storage.



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