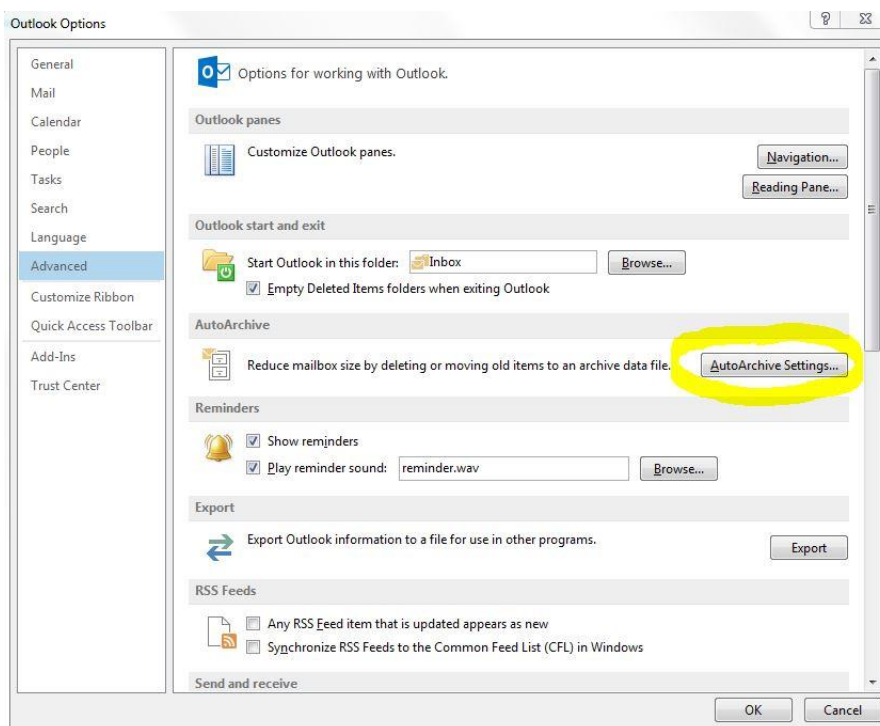


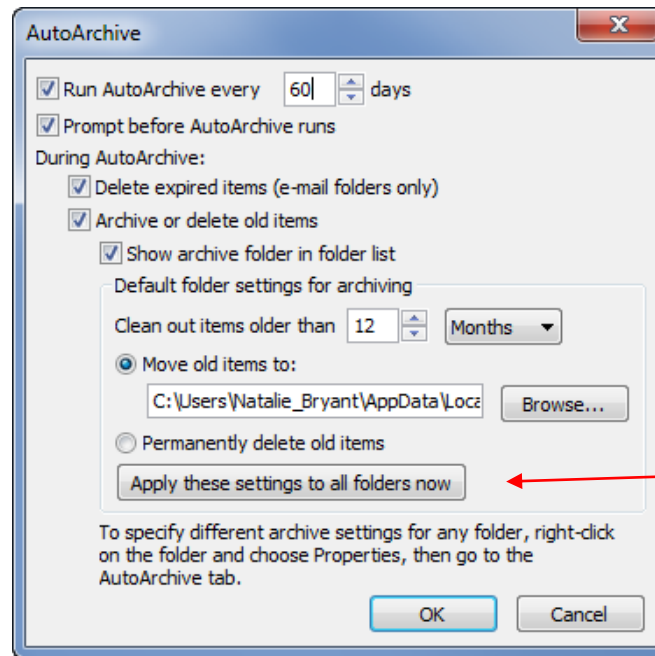
Outlook 2013 Auto-Archiving

Auto-archiving can help you automatically manage and reduce your Exchange mailbox size by letting Outlook move older messages to an archive.pst file on your computer. Much like an Outlook Data File.pst, Outlook items that are stored in your archive folders are local to your computer and have the same size limitations. The **first** thing to remember is that **if you auto-archive email 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 archive folders you will need to **close Outlook**. **Third**, keep in mind that if you have the unfortunate experience of a hard drive crash you may lose that email, if not backed up. It can be restored from **backup, but it may not be as current** as you may like. **Finally**, archive folders are **limited to 2GB (Outlook XP and prior) and 20GB (Outlook 03, 07, 2010, and in 2013)** in size. Actually **anything over 1.8GB or 18GB** will result in corruption. With all of that said, archive folders can actually serve as a very good method of helping keep your mailbox size reduced. You can think of archived folders as a “filing cabinet” that stores your outdated email messages and other Outlook items.

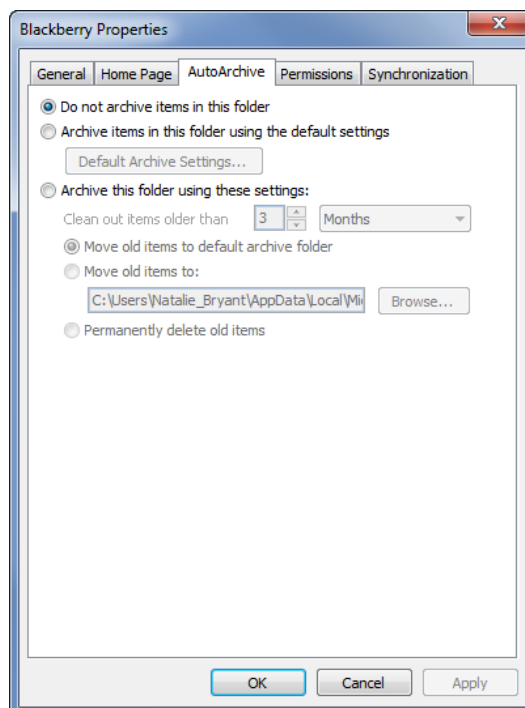
1. To set your auto-archiving options click on the **File** tab and choose **Options** on the left side of the screen. After the Outlook options dialog box comes up, choose “**Advanced**” on the left side of the window. Now click on the “**AutoArchive Settings...**” button.



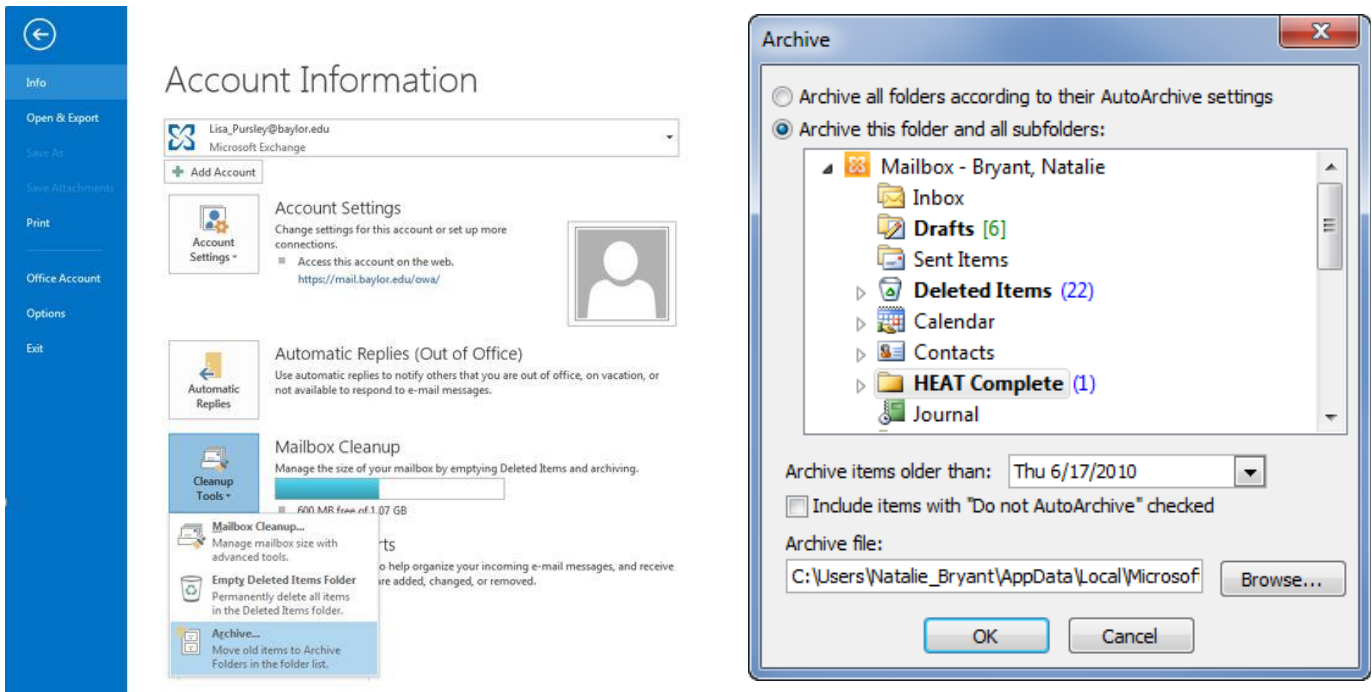
2. **Here you can change many options**, such as how often auto-archive prompts you to run, if you would like to be prompted before it runs, and how far back you'd like to clean out old messages. **ITS recommends** that auto-archive run every 60 days (the default of 14 days is too excessive for most of us), clean out items that are over 12, 18, or 24 months old, move them to the default auto-archive folder, and **apply the settings to all folders**. You may of course make your own custom selections.



3. **Exchange server folders you DO NOT wish to have auto-archive** you may select the folder, right click, properties, “**AutoArchive Settings.**” Here you can change your option to “**Do not archive**” or you may set custom settings per folder. Click OK when done changing your options. **DO NOT archive per folder is a rare setting**, but sometimes we do have folders that are very important and must stay on the server for ease of access and backup.



4. To begin a manual start of AutoArchive (other than the scheduled time), click on the **File** tab, choose “**Info**” from the left side of the screen, and then click on the “**Cleanup Tools**” button and choose “**Archive...**” from the drop-down list. Here again you have some choices for archiving, **but most choose, “Archive all folders according to their AutoArchive settings.”** Click OK when you’re ready to run your archive. **WARNING: Depending upon how much mail you have to archive this process can take a long time.**



Please contact the Help Desk at 254.710.4357 for further assistance.