

ARCHIVING MAIL IN OUTLOOK

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ARCHIVING MAIL: LOCAL VERSUS ONLINE

There are a couple of options for archiving mail in Outlook at WSU: **local** and **online**. Either method will free up space in the user's mailbox.

Local

A **local** archive is stored on the user's computer, not in a cloud based location online. Because of this, users with local archives may only access their archive when they have access to the computer where the archive is stored. A local archive may easily be set up by the user, with the steps outlined below.

Online

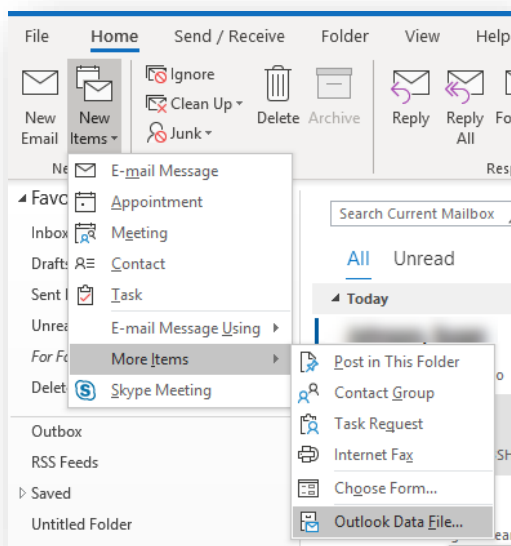
Online archives are stored in the cloud, which means the user may access the archive from anywhere they can access their email. Unlike local archives, online archives cannot be set up by the user, and must be created by WSU ITS.

LOCAL ARCHIVE

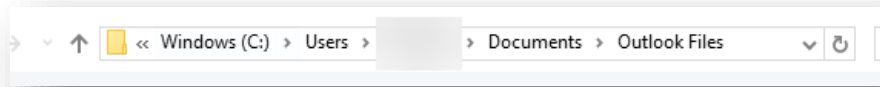
Creating a Local Archive

To create a **local** archive:

1. Go to **Home tab** → **New Items** → **More Items** → **Outlook Data File**



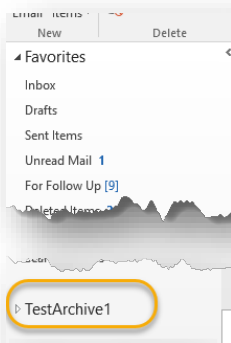
2. Name the archive, and select a location. It is recommended to keep the default location selected by Outlook, so it will be easier to find on the machine, if needed.



3. Press **OK**.

Navigation

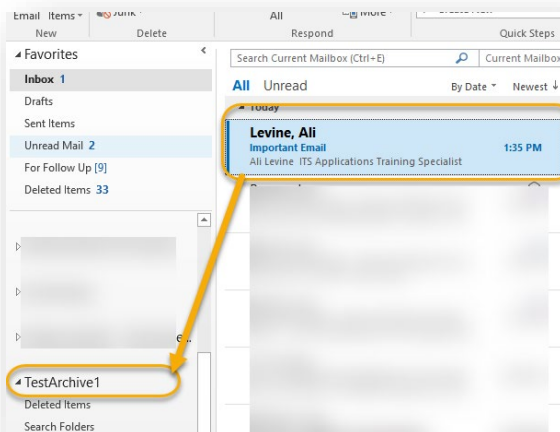
The newly created Archive will appear on the left side of the main screen, underneath the user's Inbox. The title created by the user is how it will display.



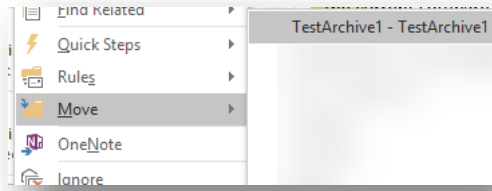
Managing a Local Archive

The newly created archive will be empty until the user moves emails into the archive.

1. Select the emails to be archived (remember multi-select is possible by holding down the **ctrl** or **shift** key).
2. Click on the highlighted emails and drag them to the new Archive folder.



- ✓ Another option: With the emails selected, right click and select **move** → [Archive name]



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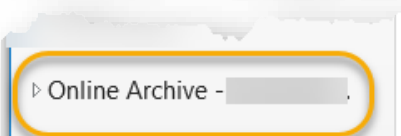
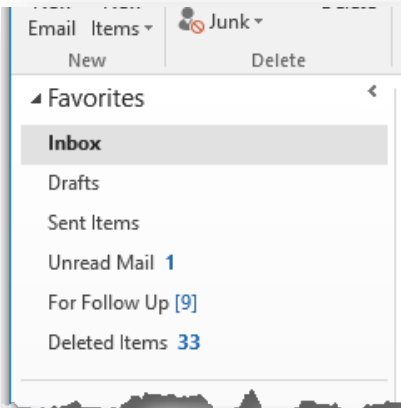
ONLINE ARCHIVE

Requesting an Online Archive

Online Archives will start with 4 GB of storage. Unlike a **local** archive, users do not have the ability to create an **online** archive on their own. To request an online archive, contact the **Help Desk** at **4357**.

Navigation

Once an online archive is created, it will appear on the left side of the user's Outlook screen, underneath their inbox.

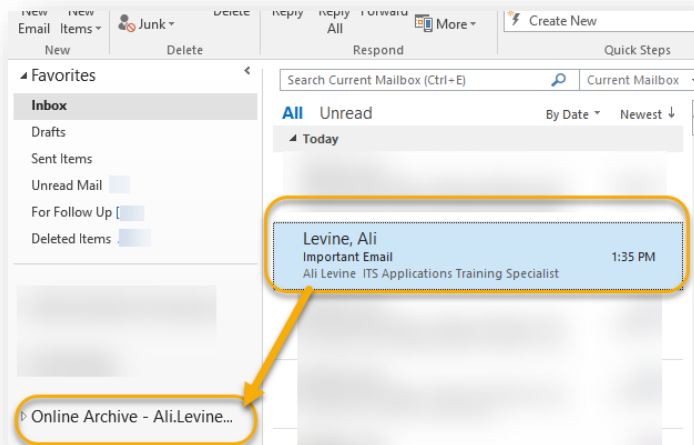


- ✓ If the Online Archive Folder doesn't readily appear, try closing Outlook and Skype and restarting the program.

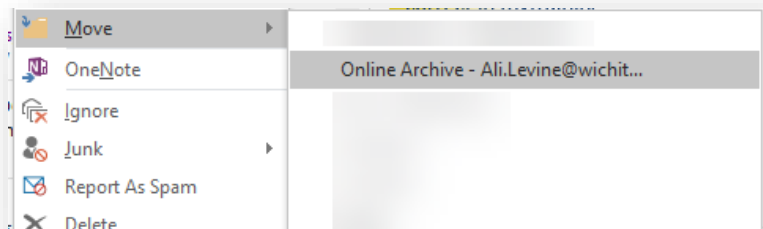
Managing an Online Archive

The newly created archive will be empty until the emails are moved into the archive.

- ✓ Select the emails to be archived (remember multi-select is possible by holding down the **ctrl** or **shift** key).
- ✓ Click on the highlighted emails and drag them to the new Archive folder



- ✓ Another option: With the emails selected, right click and select **move** → (**Online Archive**)



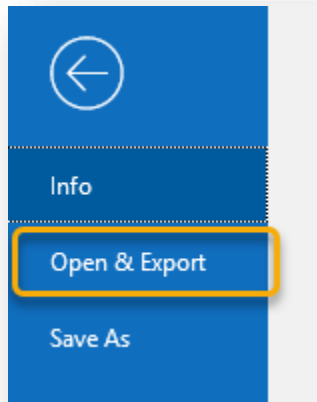
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OPEN AN OUTLOOK DATA FILE (PST FILE)

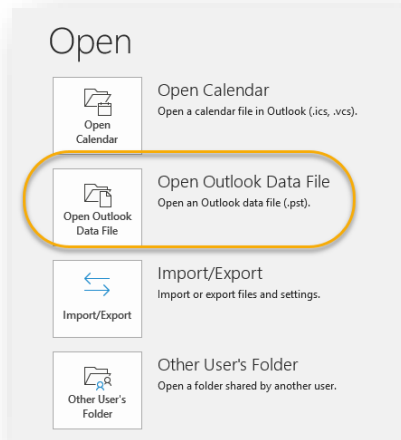
Creating an archive generates an Outlook Data file (PST File). An archive is one type of PST file you may be opening, but there are other occasions when you might need to open this type of file. To open an Outlook data file (PST File) in Outlook:

1. Go to **File**

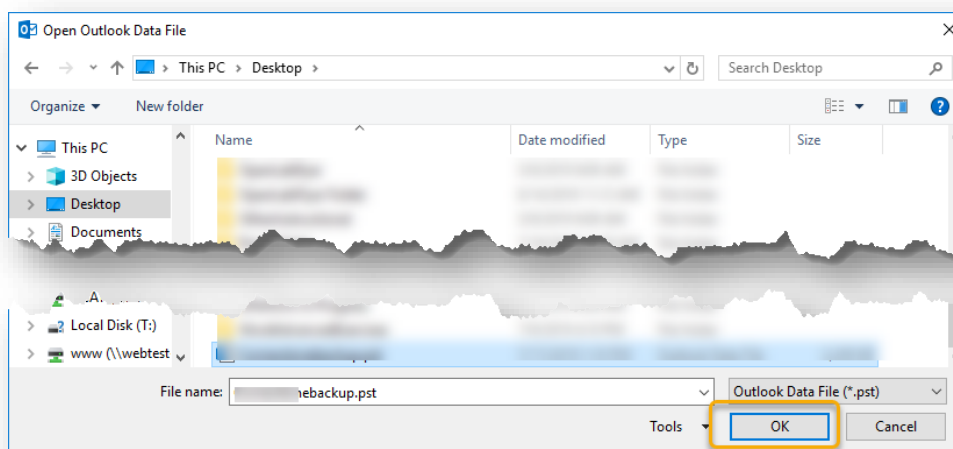
2. Select **Open and Export** from the left menu.



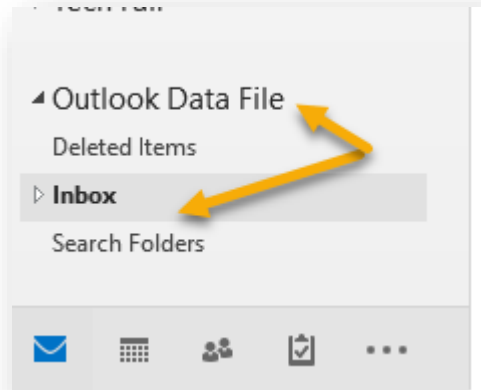
3. Select **Open Outlook Data File**.



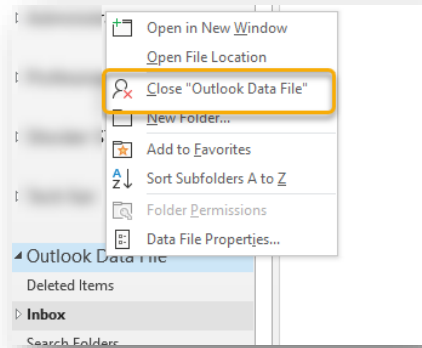
4. You will be prompted to **browse** for the PST file. Select it and press **OK**.



5. The Data file will open on the left side of the screen. You may have to press the arrow next the inbox of the data file to see the files.



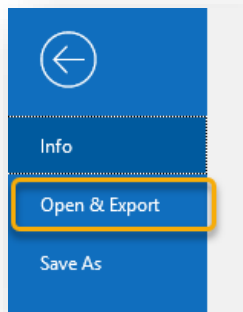
6. To close a PST file, find it on the left pane and right click on top of it. Select **Close**.



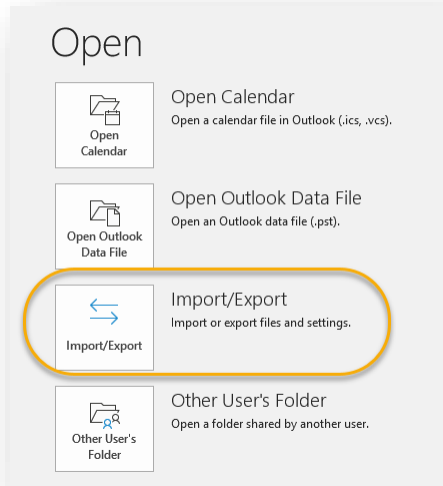
IMPORTING AND INTEGRATING OLD ARCHIVE FILES

Old archive files can be imported and integrated into a user's new archive.

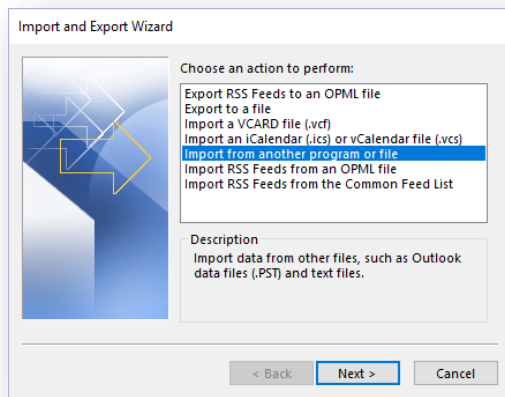
1. Go to **File**
2. Select **Open and Export** from the left menu



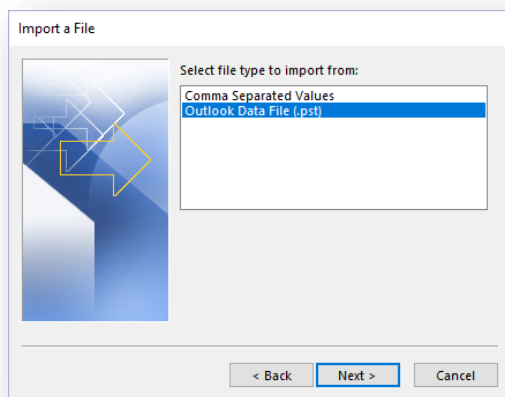
3. Select **Import/Export**



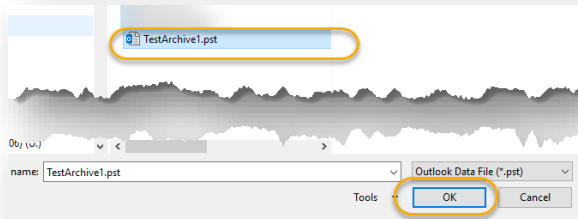
4. Select **Import from another program or file** and press **Next**.



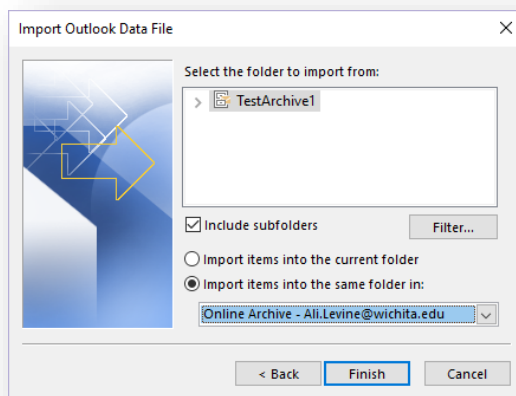
5. Select **Outlook Data File (.pst)** and press **Next**.



6. Press **Browse** to find the file to be imported. Select the file and press OK.



7. Select the radio button next to **Import items into the same folder in**, and select the desired current archive: this could be an **online** or **local** archive.



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QUESTIONS?

Contact information

Password Assistance:

- Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

Assistance:

- ITS Applications Training: (316) 978-5800 or training@wichita.edu

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