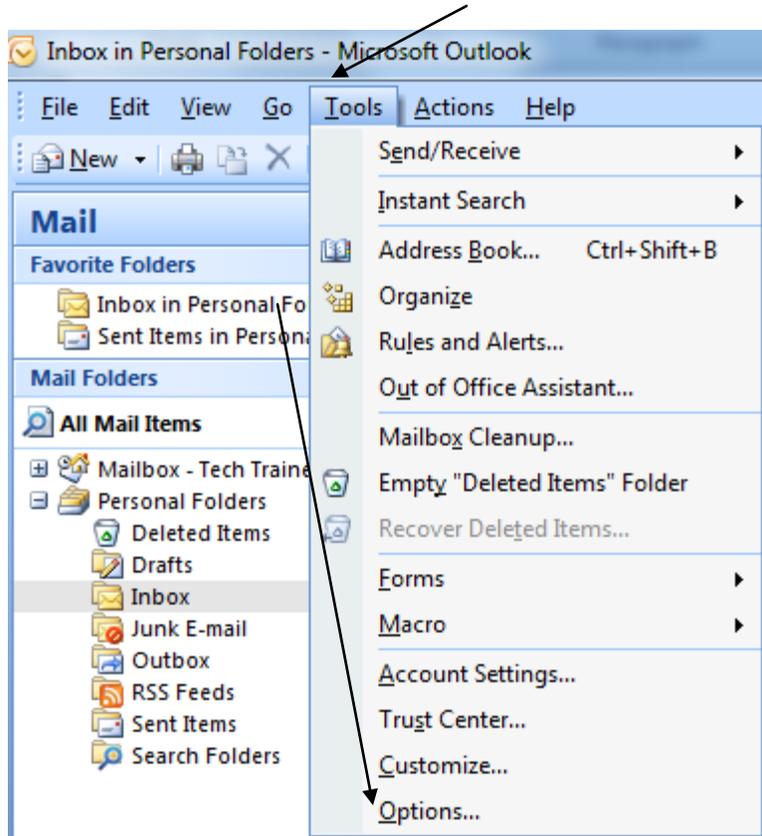


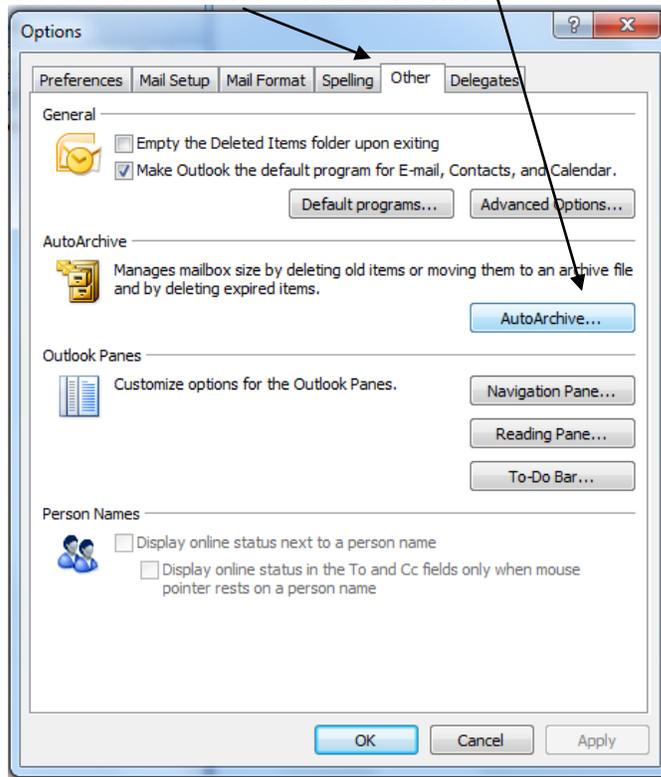
How to Use Outlook 2007 AutoArchive

Archiving will reduce the size of the e-mail box on the e-mail server by moving selected items to a compressed file that is stored locally on your computer. The items can still be accessed through **Outlook** by selecting the same folder under the **Archive Folders**. The easiest way to do this is through the **AutoArchive** feature.

To set up **AutoArchive** go to **Tools > Options...**



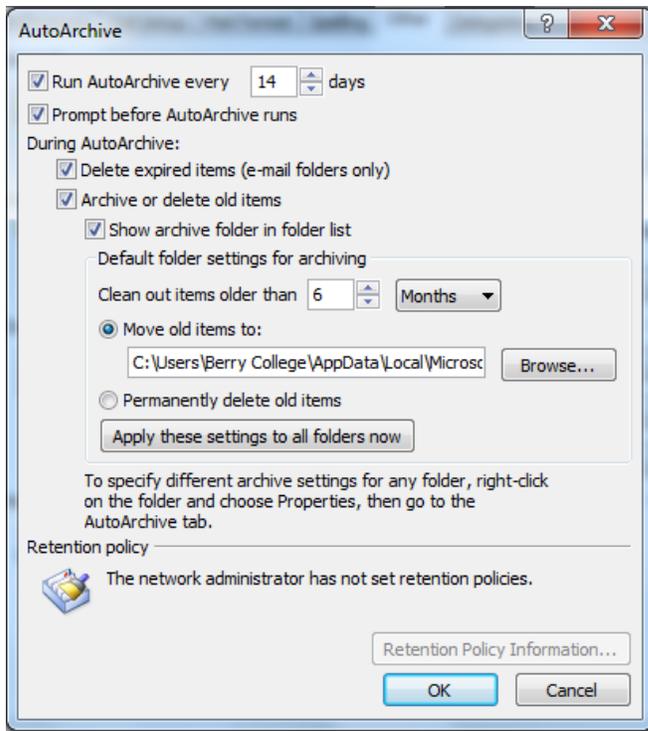
Then select **Other > AutoArchive**



In the **AutoArchive** menu, select the **Run AutoArchive every** check box and then select the number of **days** you want **AutoArchive** to run.

If **Prompt before AutoArchive runs** is checked, then there will be a pop-up to be answered. Otherwise, **AutoArchive** will run automatically the first time **Outlook** is opened after selected number of days.

Selecting the **Delete expired items (e-mail folders only)** check box will delete items that the sender set an expiration date on.



Selecting the **Archive or delete old items** check box activates the option selections in the **Default folder settings for archiving** section. In this section, use **Move old items to:** to select when and where older items are moved to their archive folders or select to **Permanently delete older items**. After selections are made, select **Apply these settings to all folders now**.

Selecting the **Show archive folder in folder list** displays the folders under the **Archived Folders** in the **Folder List**.

When using **AutoArchive**, if an older item is missing from its normal folder, then it can usually be found in its corresponding folder under **Archived Folders**.

Because the archived items are no longer stored on the e-mail server, it is important to back up the archived folder(s) from the hard drive on a regular basis.

For further assistance with archiving or other questions, please visit tips.berry.edu or contact the Technical Support Desk at ext. 5838.