



Title: How To Archive Emails Using MS Outlook

Target Audience: DoALL Employees

Symptoms

Employee is concerned about the amount of space left in the mailbox.

Solution Overview

Outlook can handle local archives and online (server based) archives. At Doall, we create an online archive for every employee. We also have a policy for employees to be able to automate archiving. As an employee starts getting close to their space allotment, it would be best to move older items out of the mailbox. This is because computer performance is affected by how much is in the mailbox.

Detailed Solution

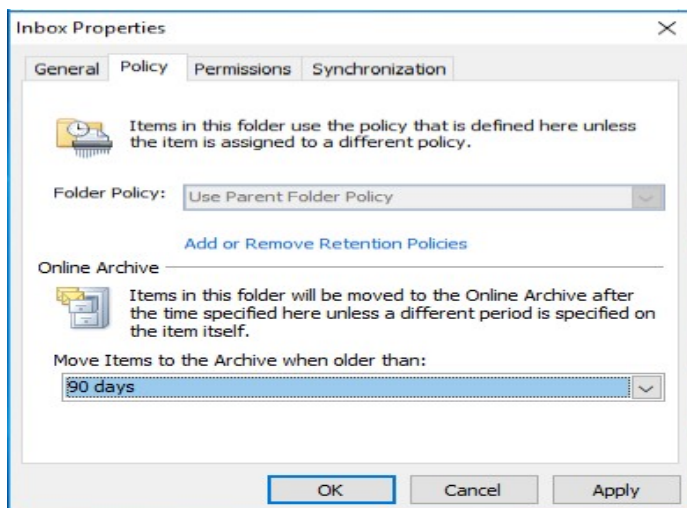
Setup Outlook 2010-2016 for Auto Archiving

*Note: **There is a cost to using storage space. Please only archive emails that are necessary.***

In your MS Outlook you will have your mailbox which is normally named: JDoe@dgisupply.com. You will also have an archive mailbox which is normally named: Archive - JDoe@dgisupply.com OR Online Archive - Jdoe@dgisupply.com.

In your MS Outlook window, select a folder you would like to setup for auto archiving. We'll assume you'd like the Inbox setup. So here are the steps:

Right click on the Inbox folder > **Properties** > **Policy**



At the bottom of the inbox properties window you can select your choice and hit OK. Every child folder will follow the same policy unless you select a different policy for the child folder. The policy will run during the night so you will notice changes during the morning.

It's also possible to archive to a local file but is not the preferred method at Doall.

Please call the helpdesk with any questions at 800-923-6255 ext 13000.

Thank you

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