

MS Outlook email archiving

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1. Introduction

Here you can find the instructions to archive emails freeing space in your mailbox when system shows "*your mailbox is almost full*" alert message (Figure 1).

When your IIT's mailbox is almost full, you will receive an alert message (see Figure 1) and emails have to be deleted from the server and downloaded on your computer.

To that effect, you have to create an archive on your computer and then move the emails from your mailbox to it (see ch.2).



Figure 1-mailbox full alert message

2. How to Create an E-mail Archive and move your emails to it

When you receive an alert message that advises you that mailbox is almost full, you have to make an email archive, in order to clean your mailbox and store all the emails on your computer rather than on IIT mail server.

You can organize your archives for example on the basis of time or on the basis of senders. You can use any kind of archiving criteria you prefer.

In the example below, we are going to archive emails using "per year" criteria.

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To archive emails using “per year” criteria follow these steps:

1. create a new email archive naming it on the basis of the year, for example “2016”:
 - a. click new item right arrow and expand the drop down menu (Figure 2);

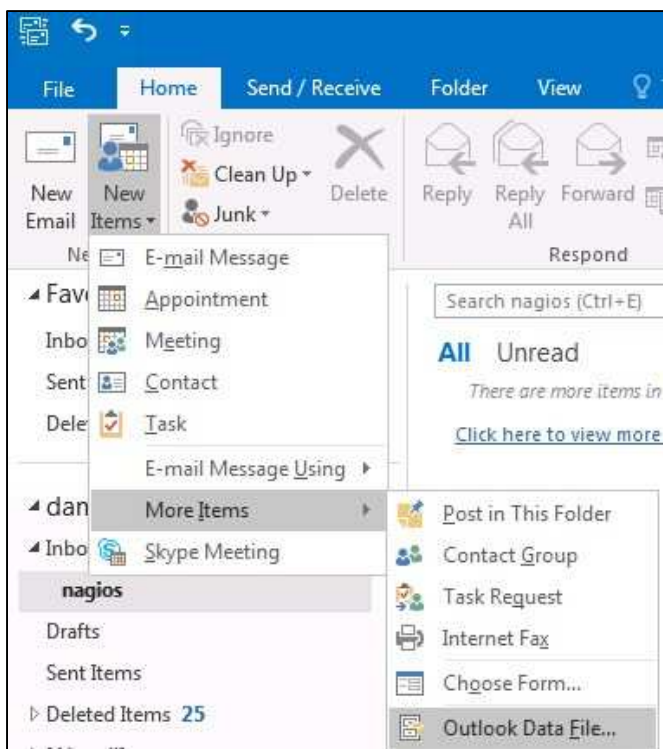


Figure 2- new item drop down menu

- b. select “More Items” and then “Outlook Data File (see Figure 2);
 - c. window in Figure 3 appears;

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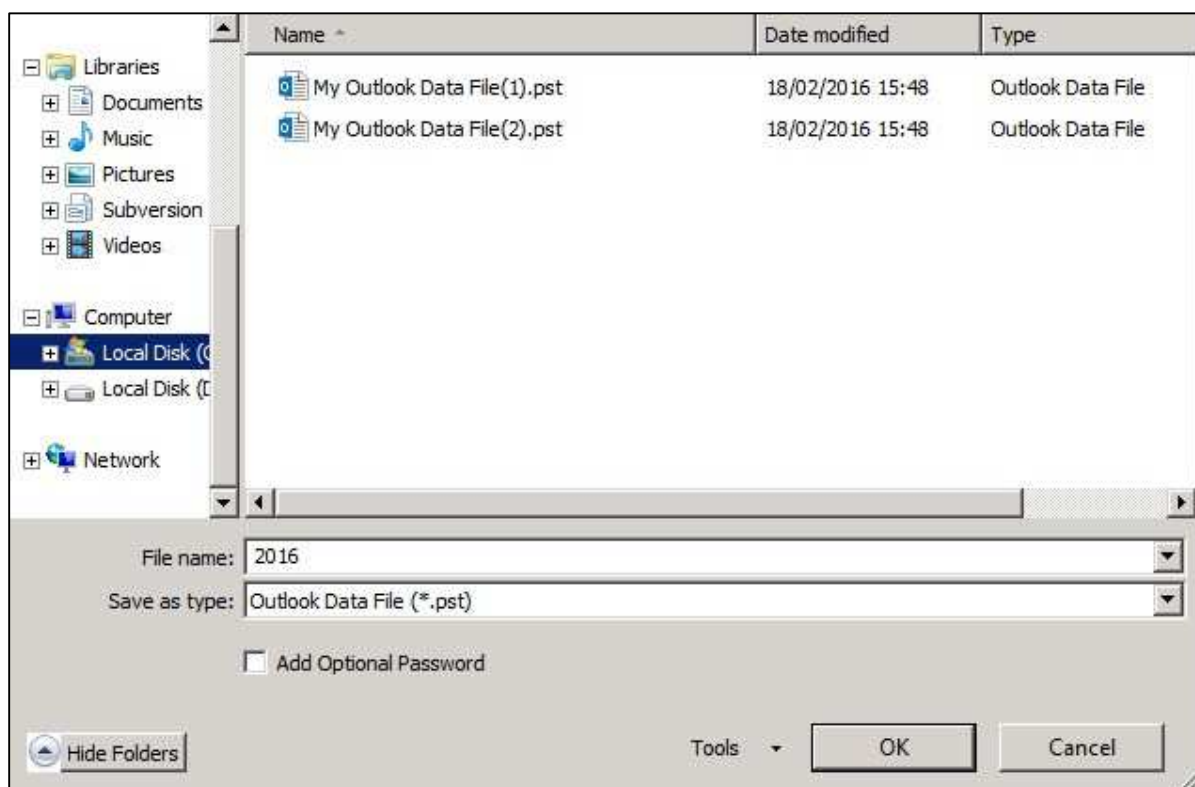


Figure 3 – naming an Outlook Data file

- d. Type the archive name (e.g. 2016) and click ok;
- e. the new archive is created;
2. create folders in the new email archive following these steps:
 - a. right click your new email archive name and select **"New Folders"** (see Figure 4);

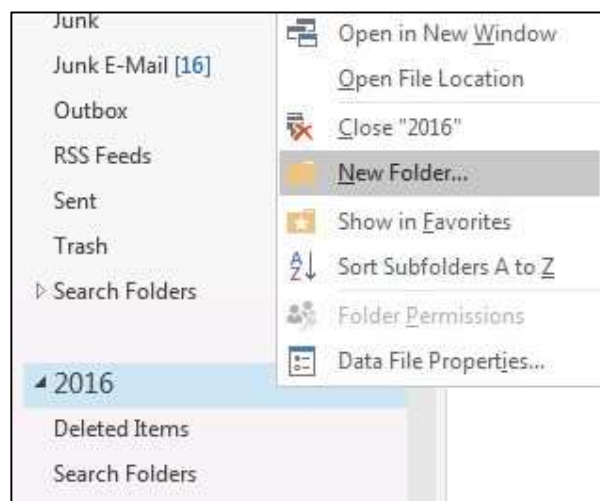


Figure 4-archive new folder

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- b. insert the name of the new folder (e.g. Inbox, Sent etc.) and press enter; if you expand 2016 email archive new folders (Inbox, sent, etc.) are visible (Figure 5);



Figure 5 - mail archive folders

3. move the emails to such folders in your archive following these steps:
 - a. click the first email in your inbox folder and, keeping pressed the SHIFT key on your keyboard, click the last email. You can alternatively click the **Edit** menu and then **Select All**;
 - b. drag and drop selected emails to the archive folder or right click them, select "move" and then select the archive folder (see Figure 6);

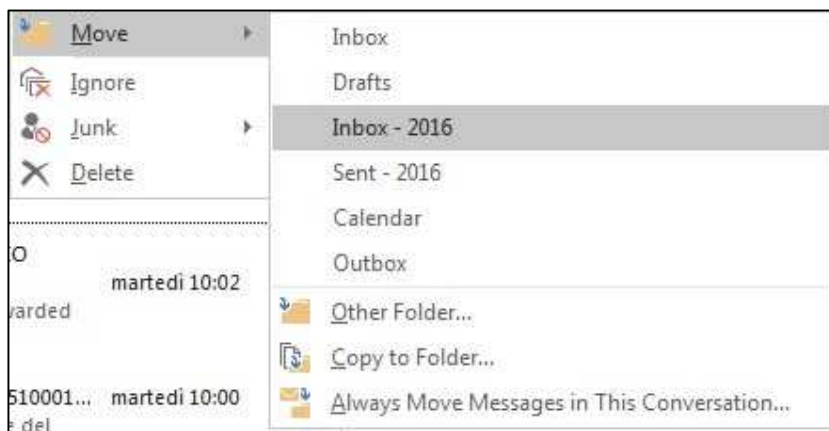


Figure 6 - move emails from server to computer

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