**How to Manually Archive emails from outlook and add the archived file to outlook.**

About archives

Archived items are moved to a separate Outlook Data File (.pst). This means archived items are no longer stored on the server and can only be accessed by opening the Outlook Data File on a computer with Outlook installed. Archives CANNOT be opened on mobile devices such as iPads, iPhones & Android devices or through webmail (Outlook Web App).
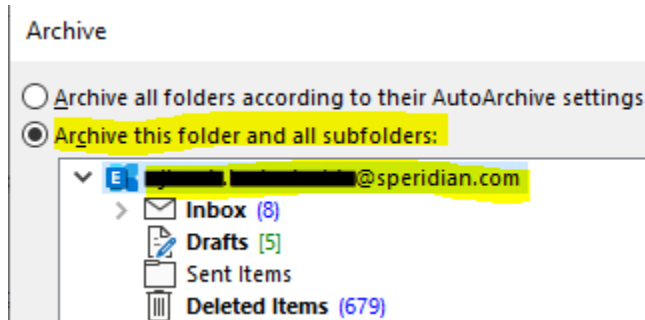
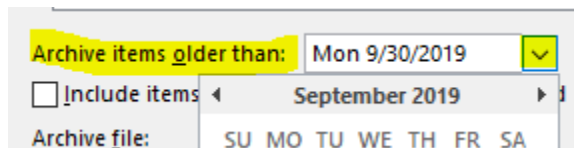**Manually Archive E-mail in Outlook**

1. Click the File tab
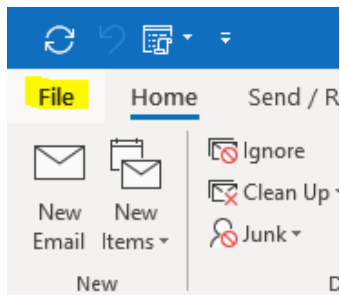
2. Click on **down arrow** under Tools and click **Clean Up Old Items.**
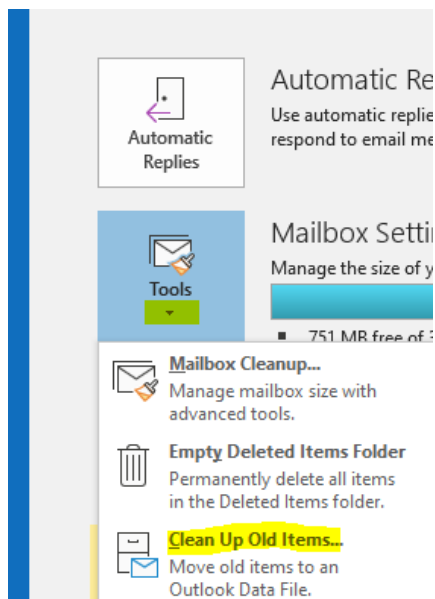
3. Click the **Archive this folder and all subfolders** option, and then select Mailbox (**User's email address** to archive ALL Outlook items.


4. Under **Archive items older than**, enter a date to archive the emails till that specific date.

5. Check the box **Include items with "Do not AutoArchive" checked** to include any items that might be individually marked to be excluded from automatic archiving.
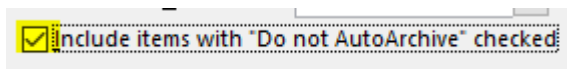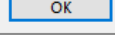

6. If you do not want to use the default file or location, under **Archive file**, click **Browse** to specify a new file or location. Enter the name for your archive, then click **OK.** The destination file location appears in the Archive file box.
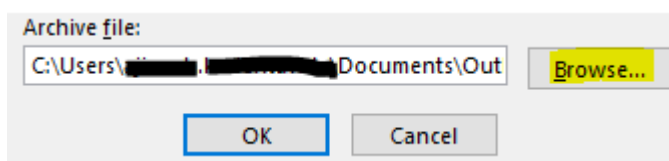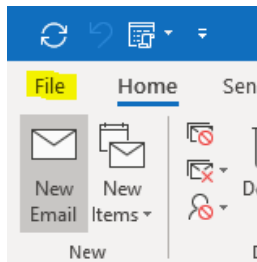

7. Click [OK] to save your Archive.

NOTE: New archives created with Microsoft Outlook are saved in the following locations by default: C:\Users\username\Documents\Outlook Files.

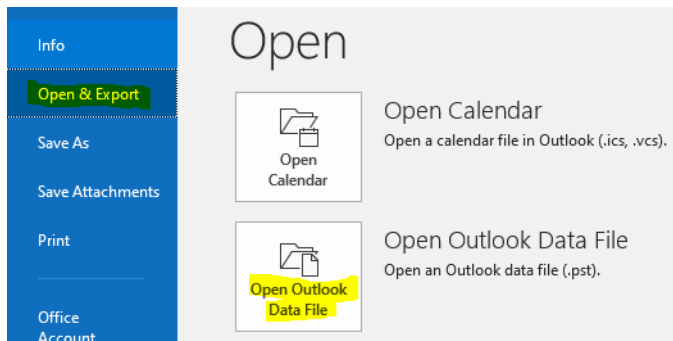8. Once you click [OK] archiving will be started and progress can be seen as below in the below tab in outlook.

All folders are up to date. **Archiving** ⊗ Connected to: Microsoft Exchange

How to add Archive file (.PST file) in outlook to view the old emails

1. Click the **File** tab**.**

2. Click **Open & Export** and Choose **Open Outlook Data File**.

Open

Open Calendar
Open a calendar file in Outlook (.ics, .vcs).

Open Outlook Data File
Open an Outlook data file (.pst).

3. Navigate to your Outlook Data File (.pst) and Select. Click **OK.**

Documents › Outlook Files

Search Outlook Files

Name

archive.pst
Outlook Data File - BA.PST
Outlook Data File - CS.pst
Outlook Data File - new-BA.pst

name: archive.pst   Outlook Data File (*.pst)

Tools   OK   Cancel
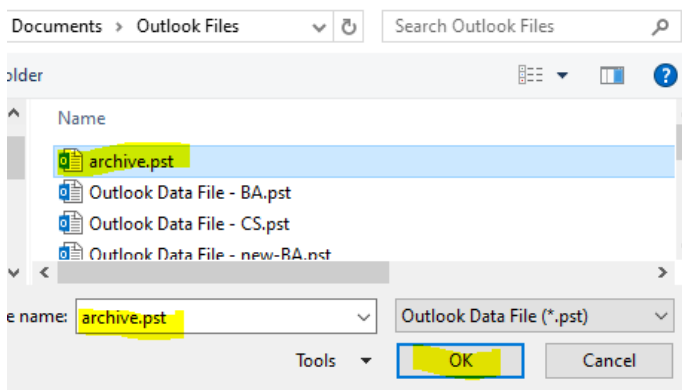
4. The name of the archive will appear under the Mail or Folder List in the Navigation Pane as shown below.

Inbox **11**
Drafts
Sent Items
Deleted Items
Archive
▷ Conversation History
Junk Email
Outbox
▷ Search Folders

▷ **Groups**

▲ Archives
Deleted Items
Archive
Conversation History
Dmarc alerts