

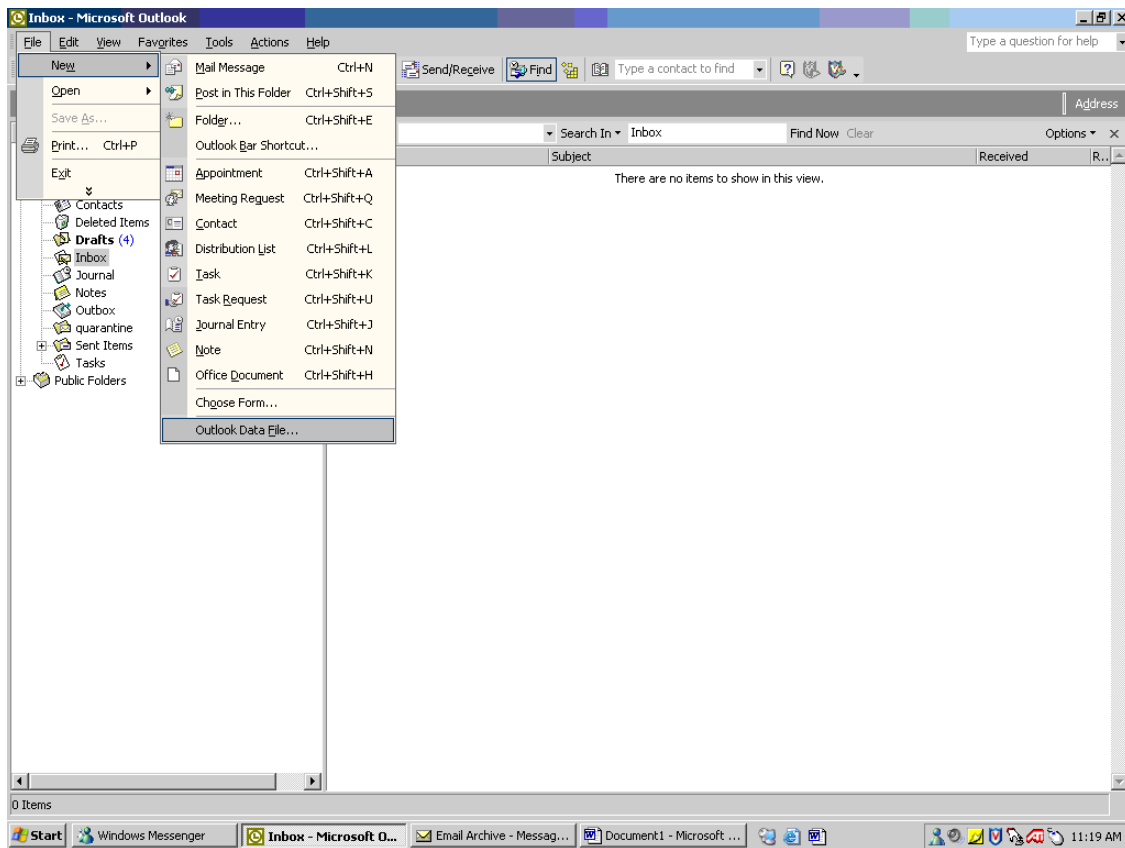
How To... **Create an Offline Email Archive**

Each email account has a limited storage area to maintain active messages that you send and receive. Once you reach that storage limit, you will no longer be able to send or receive email.

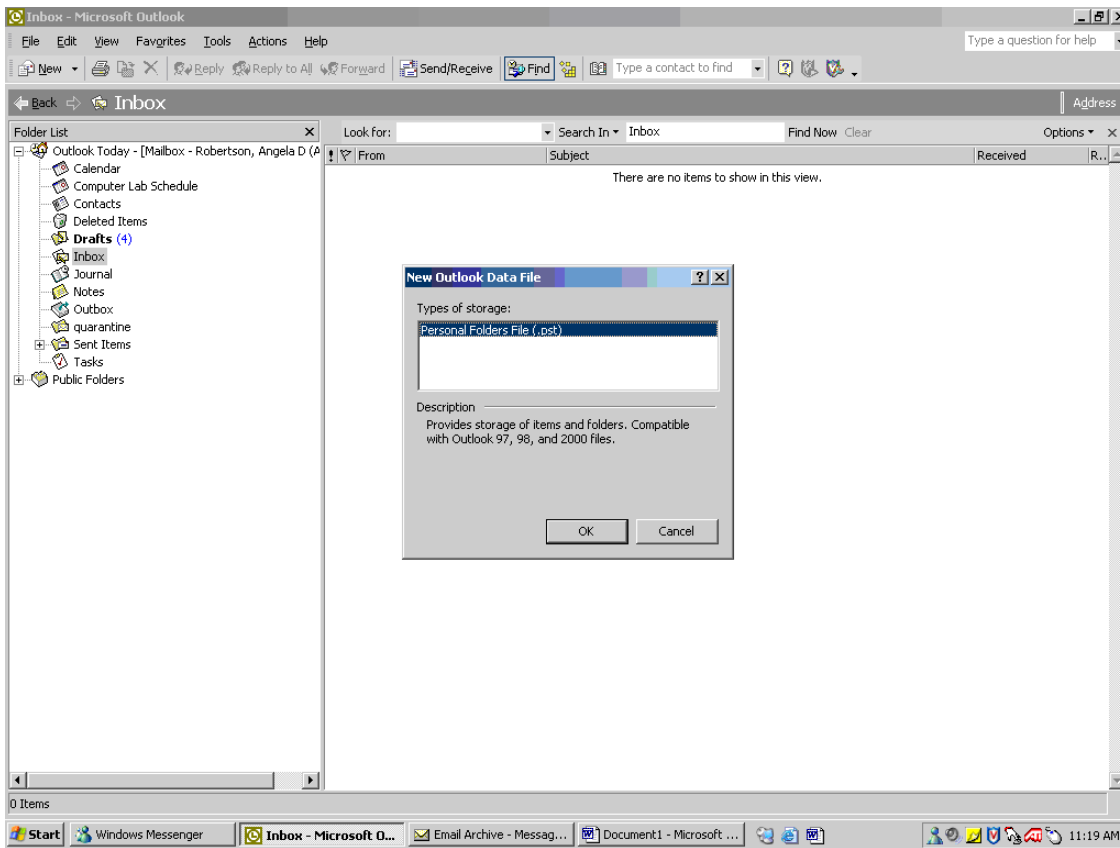
In order to keep important messages that you send or receive you will need to create an offline storage area to keep these messages. Normally, this offline storage will be located in your **My Documents** folder located in your **Home** directory on file server FSS09SF12. Messages that you store in this offline area will not count against your total email space limit.

A second advantage is that in case of an email Exchange Server failure your archived email will not be lost if for some reason the active email message can not be restored from tape.

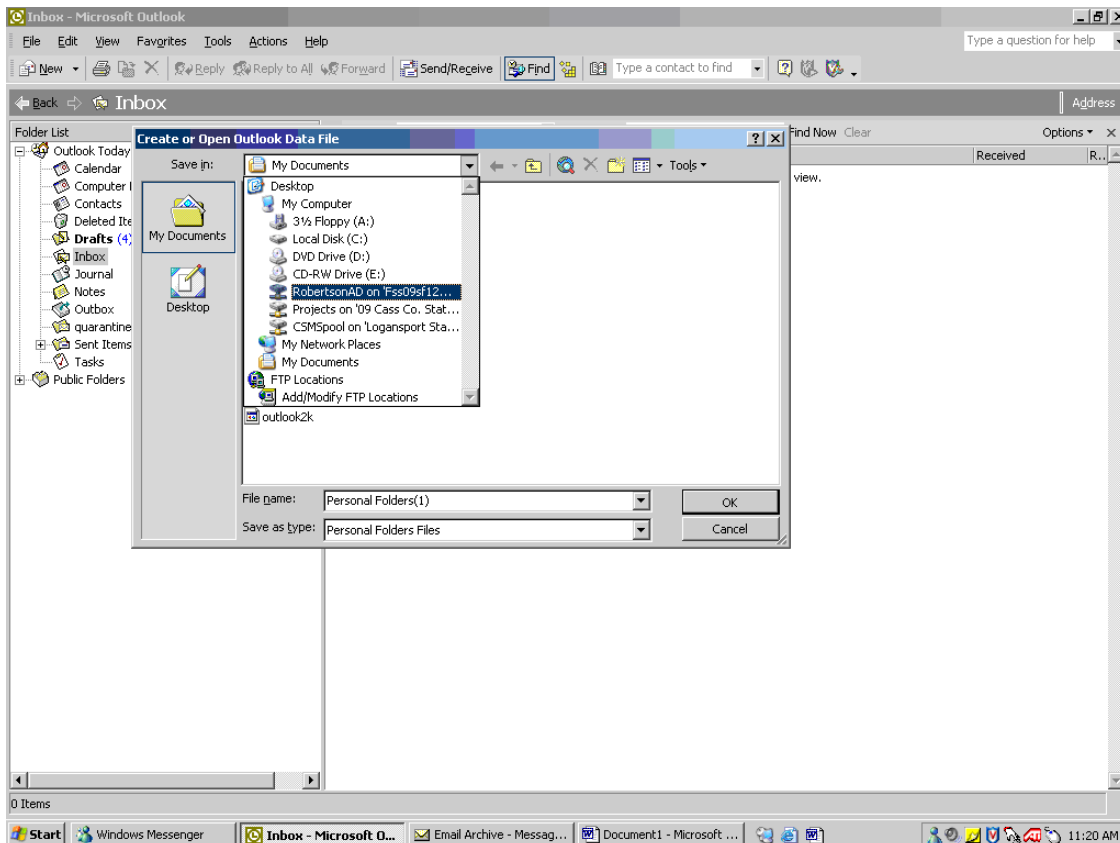
1. Start the Microsoft Outlook email program as you would normally.
2. Next, click on **File, New, Outlook Data File** as shown below:



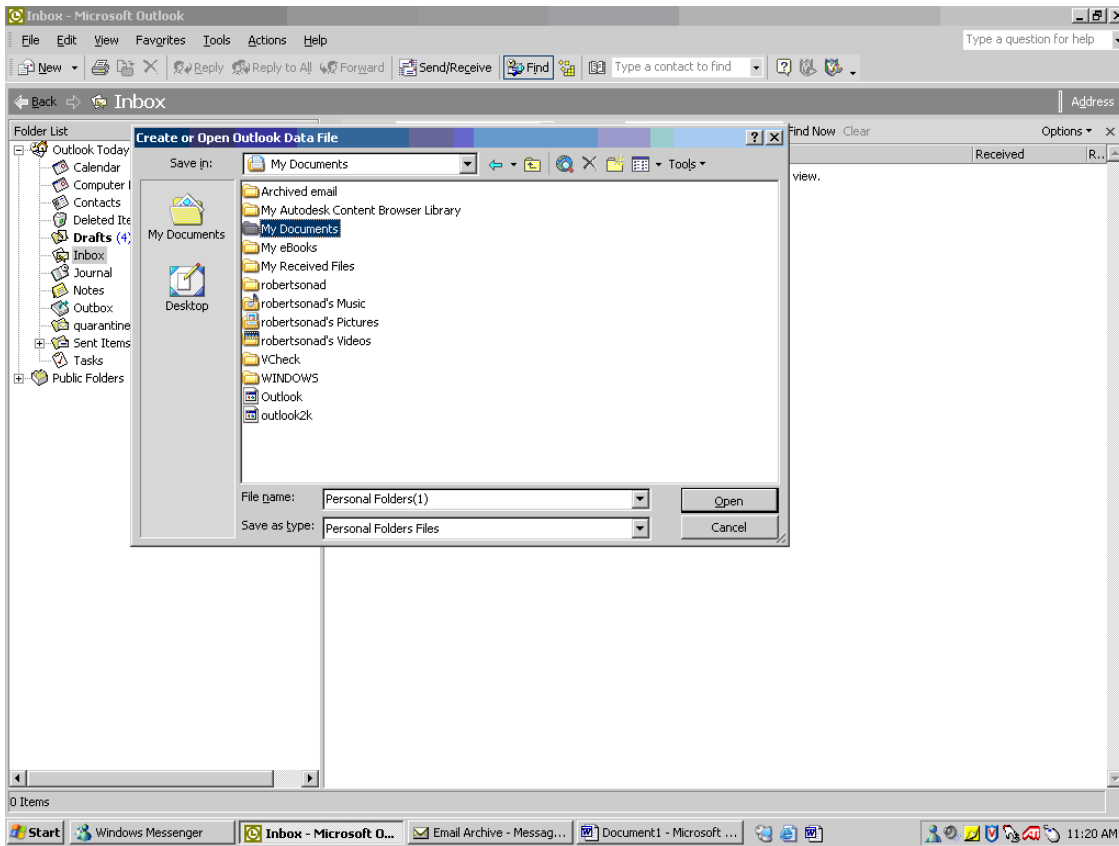
3. When the **New Outlook Data File** dialog box opens, click **OK**:



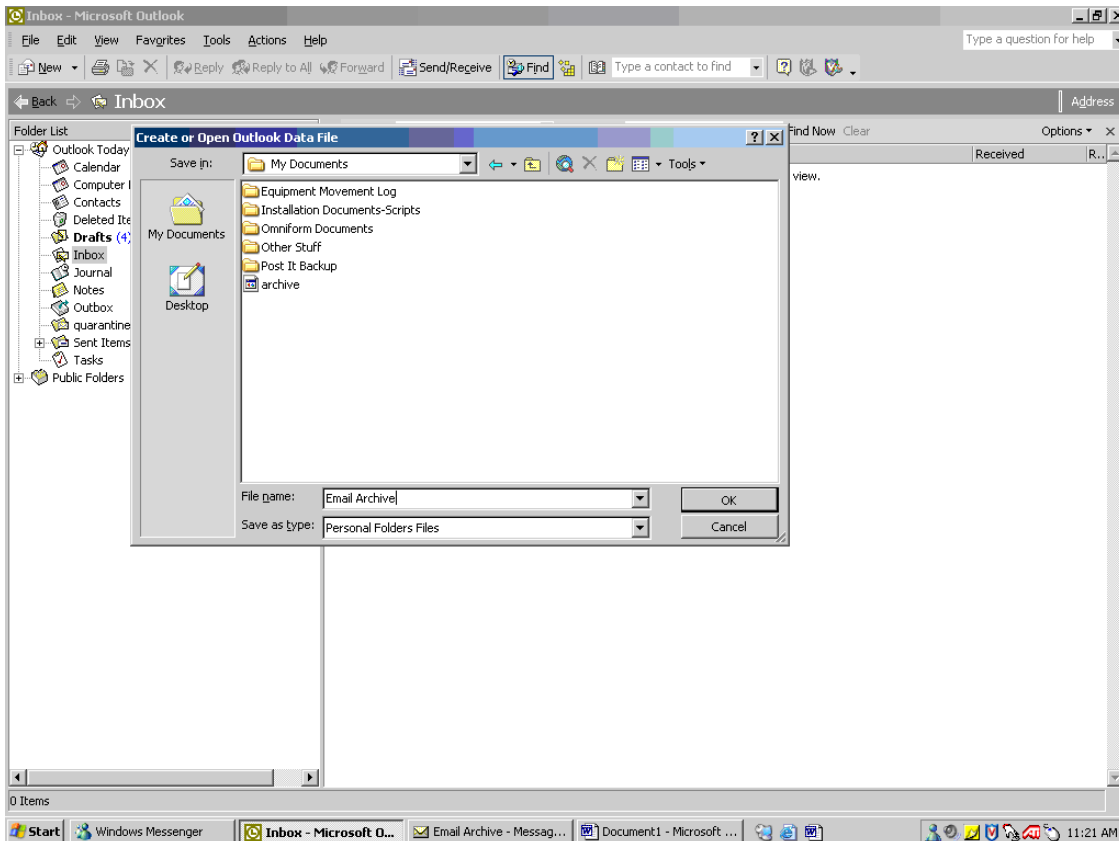
4. From the **Create or Open Outlook Data File** dialog box, use the drop-down until you find **“your-username on FSS09SF12...”** and click once:



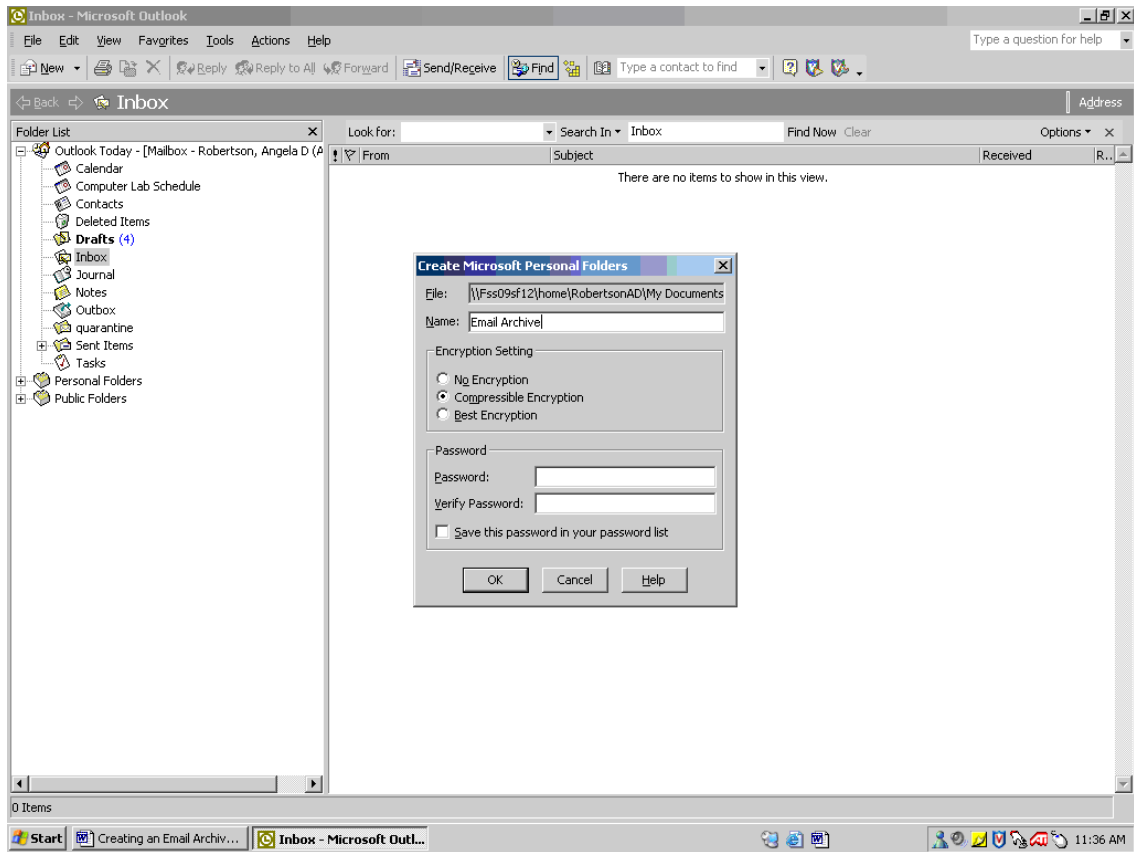
5. Your personal home directory will open. Next, double click on the **My Documents** folder:




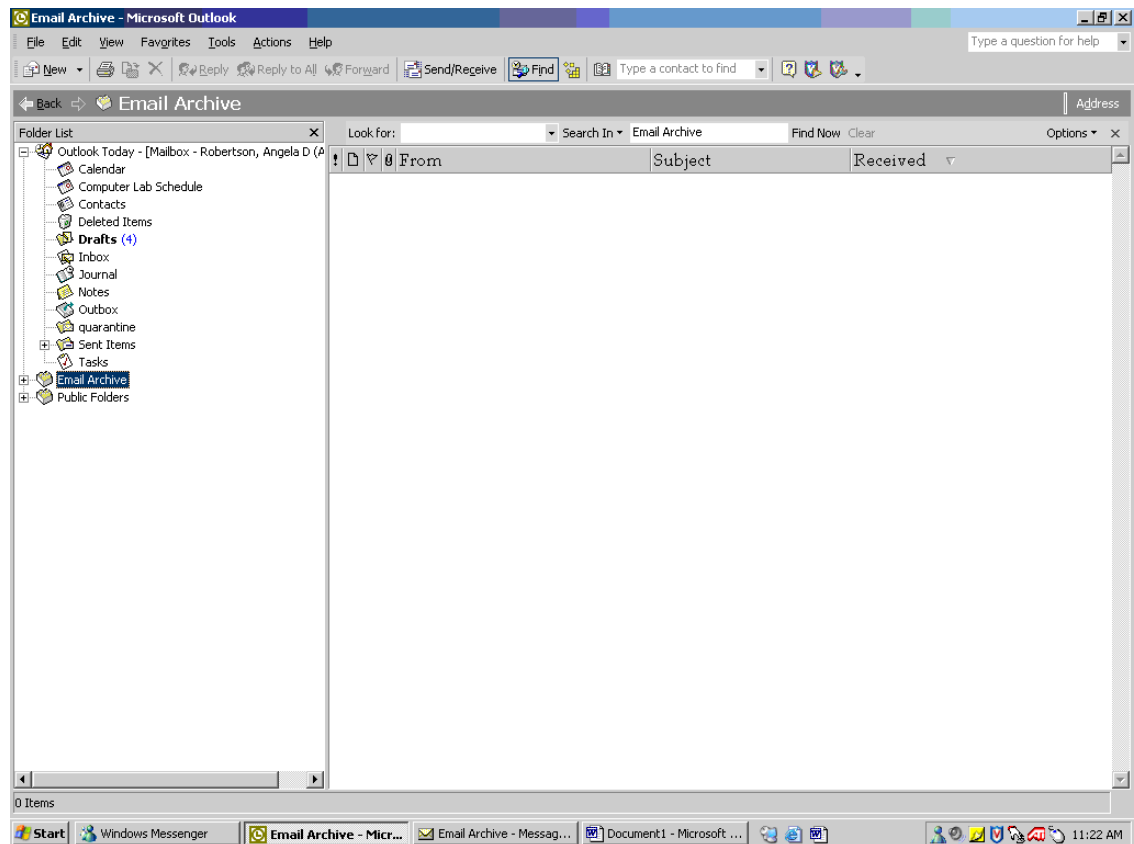
6. In the **File Name** box, type **Email Archive** and then click on the **OK** button:



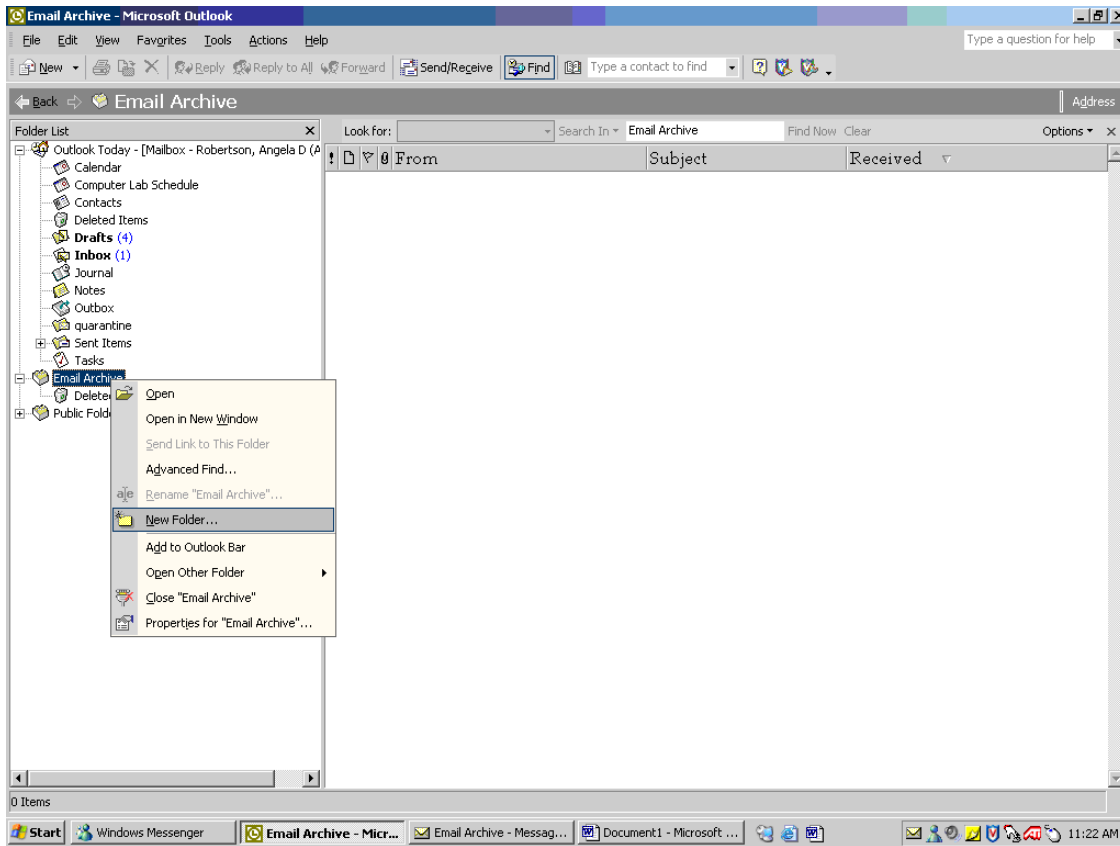
7. In the **Name** box, type **Email Archive** (do not change anything else) and click the **OK** button:



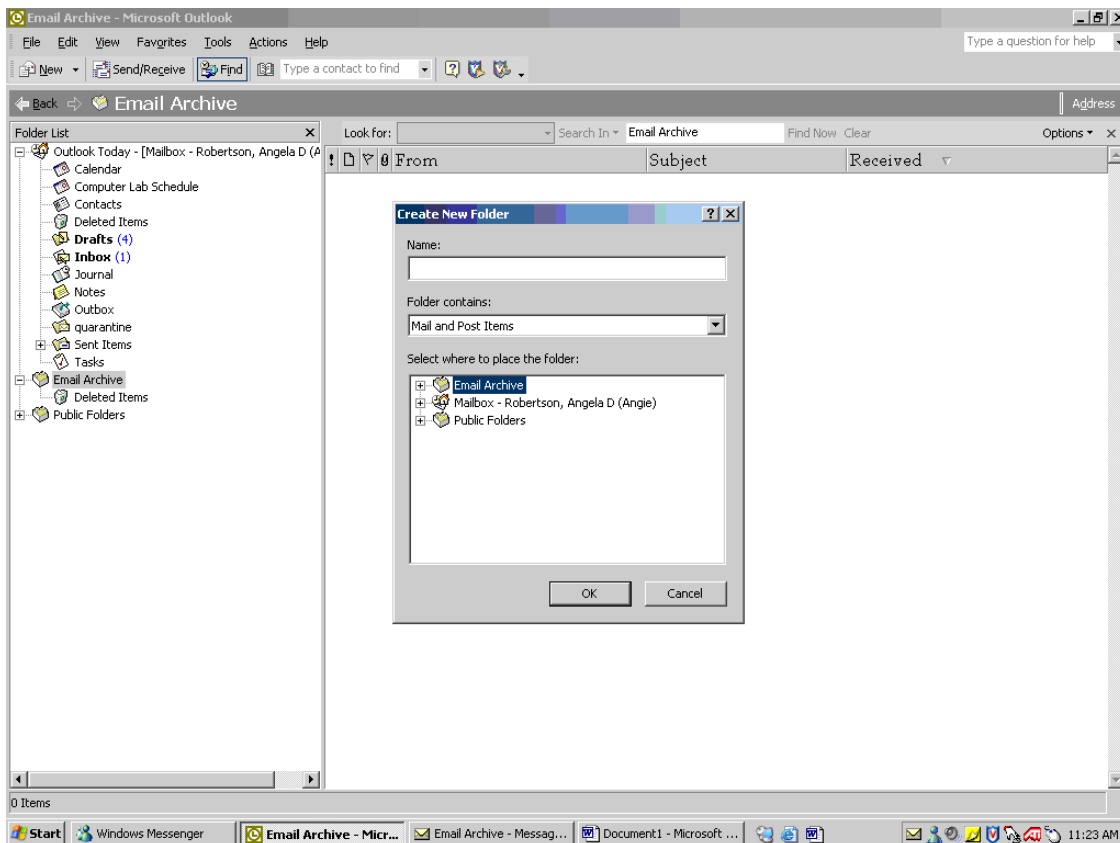
8. In Outlook, you will see that a new folder is created called **Email Archive**. You can expand this folder by clicking on the  button to the left of it.



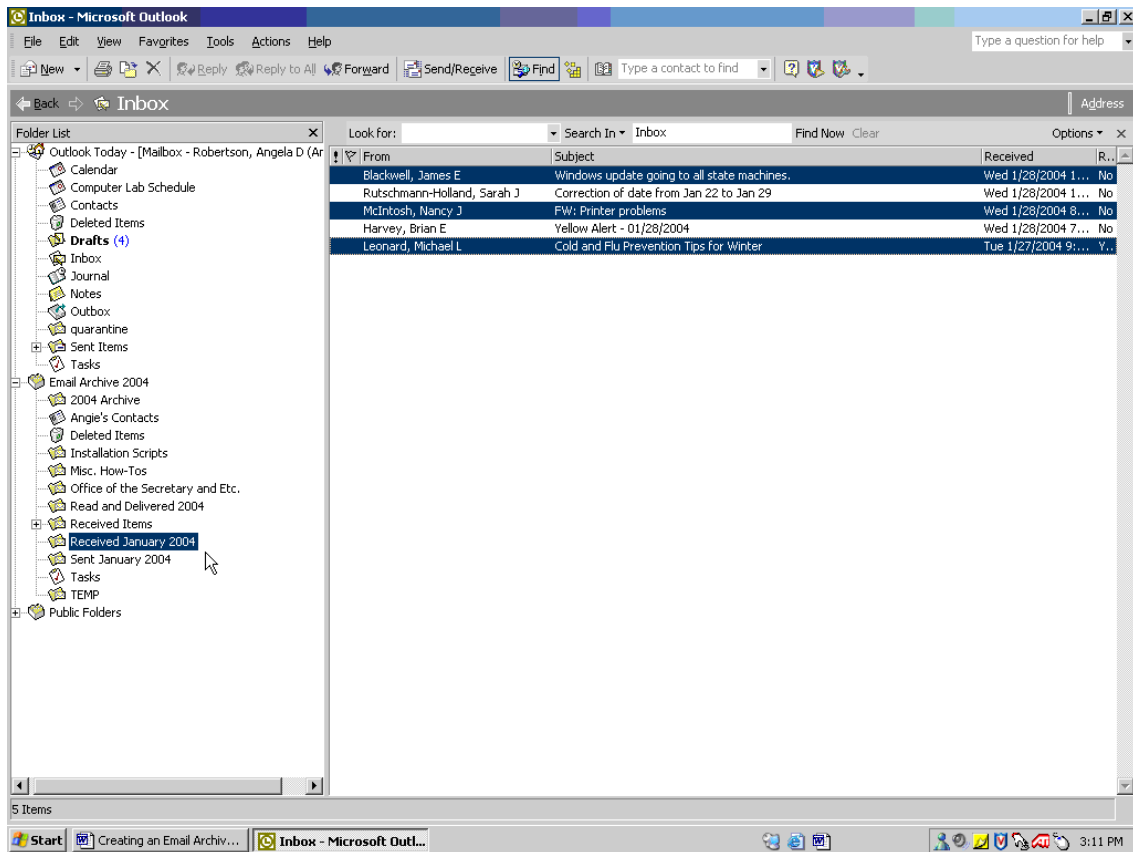
9. Right click on **Email Archive** and you will see the following menu. Highlight **New Folder** and left click once.



10. You can create as many folders in **Email Archive** as you would like in order to help you organize your messages.



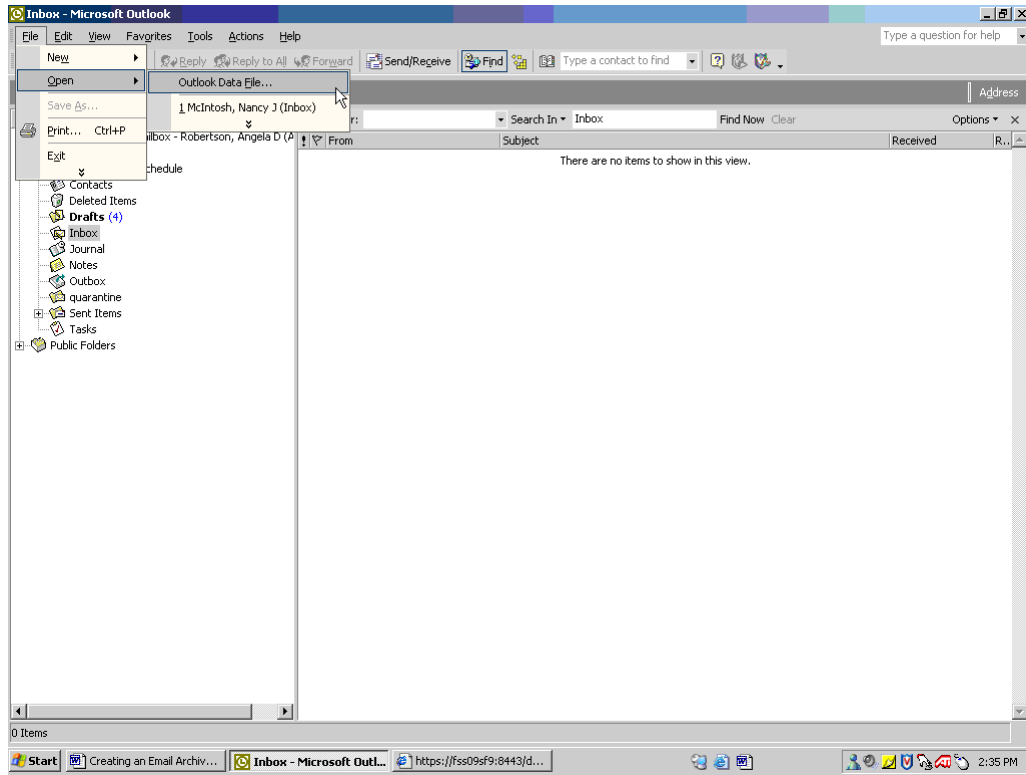
11. To place your messages in your **Email Archive**, simply **drag** each message into the folder that you created in **Email Archive**. To select more than 1 message at once, hold down the Ctrl key and click on each message you would like to go into your folder. Once each message that you would like to move is highlighted, drag these messages into your folder under **Email Archive**:



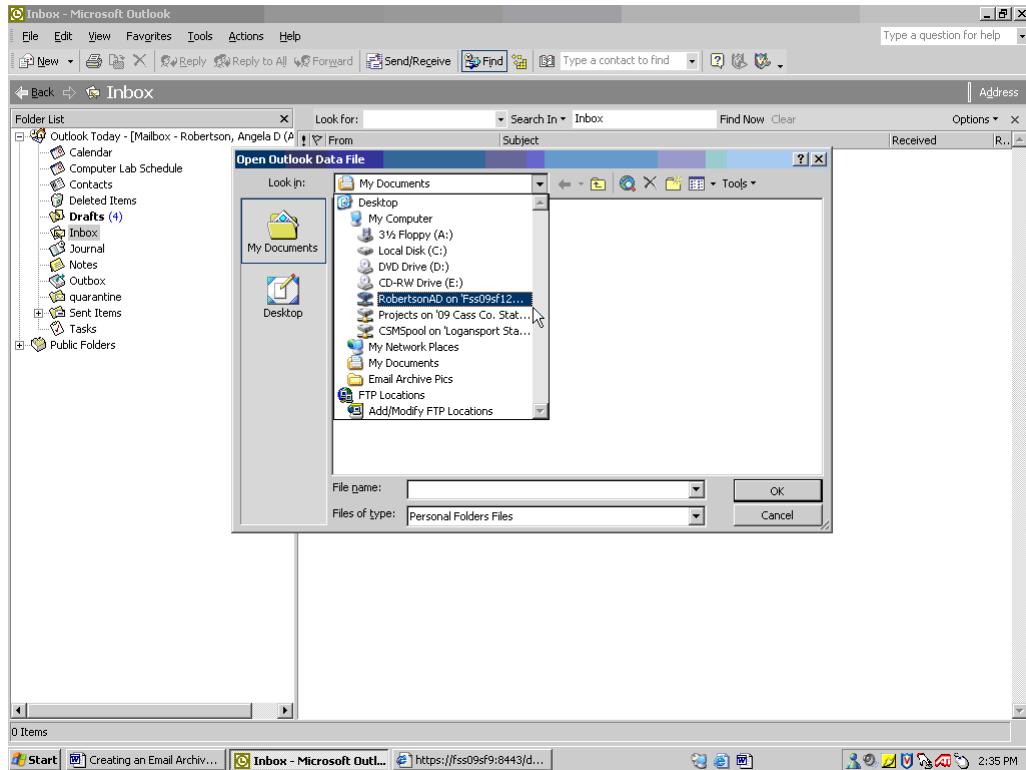
To Open Your Email Archive

If for some reason your **Email Archive** does not show in the Folder List, here are instructions to open it again.

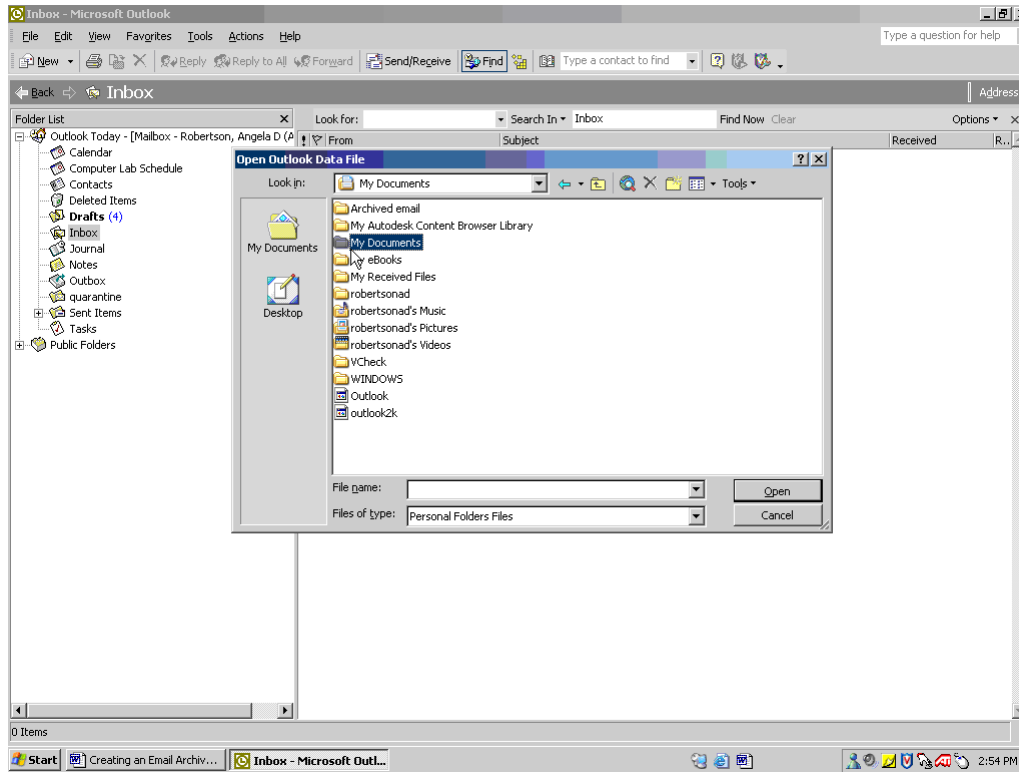
1. Start Microsoft Outlook as you would normally.
2. Click on **File, Open, Outlook Data File** as shown below:



3. Next, scroll down and click once on **"your-username on FSS09SF12..."**:



4. Double click on your **My Documents** folder:



5. Finally, double click on **Email Archive** and this should open it for you:

