## 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:

🕒 In	box - Microsoft Out	look								_ 8 ×
Eile	Edit ⊻iew Fav	orites	<u>T</u> ools <u>A</u> ctions	Help					Type a que	stion for help 👻
	Ne <u>w</u> ►	P	<u>M</u> ail Message	Ctrl+N	Send/Receive	🛛 Find 🎥	Type a contact to find	• 🛛 🖏 🖏 •		
	<u>O</u> pen ▶	2	Post in This Folder	Ctrl+Shift+S						A <u>d</u> dress
r	Save <u>A</u> s	*	Fold <u>e</u> r	Ctrl+Shift+E		• Searc	h In 🔻 Inbox	Find Now Clear		Ontions • ×
- 6	Print Ctrl+P		Outlook <u>B</u> ar Shortc	ut		Subject			Received	Ru A
	Exit		Appointment	Ctrl+Shift+A			There are no items to show	v in this view.		
	S Contacts	ġ,	Meeting Reguest	Ctrl+Shift+Q						
	💮 Deleted Items	0-	<u>C</u> ontact	Ctrl+Shift+C						
	- 😥 Drarcs (4)		Distribution List	Ctrl+Shift+L						
	- 🗳 Journal	2	<u>T</u> ask	Ctrl+Shift+K						
	🥵 Notes 	ø	Task <u>R</u> equest	Ctrl+Shift+U						
	- 🔞 quarantine	D2	Journal Entry	Ctrl+Shift+J						
	E 🍘 Sent Items	ø	Note	Ctrl+Shift+N						
÷	Public Folders	D	Office Document	Ctrl+Shift+H						
			Ch <u>o</u> ose Form							
			Outlook Data <u>F</u> ile							
L										
L										
L										
1 D Iter	ne									<b>v</b>
o ner	1.00.					( e		0.0.0		
at SI	t <b>art   🔉 Windows M</b> e	esser	iger 🛛 🛛 🕒 Inba	x - Microsoft O.,	🔣 Email Archive - N	Messag 🔯	Document1 - Microsoft	1 to 1 to 2 to 2 to 2 to 2 to 2 to 2 to	- 🕂 🤍 💋 📎 🍖 (	💭 🕥 11:19 AM

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

Dinbox - Microsoft	: Outlook Fav <u>o</u> rites <u>T</u> ools	Actions Help				Type a question for help
<u>₽</u> <u>N</u> ew ▼	X Q∂Reply &	Reply to All 🦃 For <u>w</u> ard	🖆 Send/Re <u>c</u> eive 🏼 🎘 Find 🐐	Type a contact to find	• 🖾 🖏 •	
👍 Back 🖒 🔅 In	box					A <u>d</u> dress
Folder List	Delastron Delastron	× Look for:	▼ Sea	rch In 🔻 Inbox	Find Now Clear	Options • ×
Outlook Today     Outlook Today     Ochoat     Oc	- [Mailbox - Robertson	n, Angela D (A <u>1</u> 🦉 From	Subje New Outlook Data File Types of storage: Personal Folders File (.ost) Description Provides storage of items an with Outlook 97, 98, and 200	ct There are no items to s 2 × 4 folders. Compatible 0 files. CK Cancel	how in this view.	Received R.
						-1
0 Items						
者 Start 🔏 Window	ws Messenger	💽 Inbox - Microsoft O	🖂 Email Archive - Messag	Document1 - Microsoft	. 🕄 🕘 🖻	🔧 🔍 🗾 🕅 🍡 💭 11:19 AM

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:

🔀 Inbox - Microsoft Outlook	_ & ×
Elle Edit View Favorites Iools Actions Help	Type a question for help 🔹
🗈 New 🔹 🖨 🗟 🗙 🗴 😥 Reply 🙊 Reply to All 🦃 Forward 📑 Send/Receive 🔯 Find 🏪 🔯 Type a contact to find 🔹 😨 🖏 🐉 🖕	
👍 Back 💠 🏟 Inbox	Address
Folder List Create or Open Outlook Data File	Options 👻 🗙
🕒 🥹 Outlook Today Save In: 🎦 My Documents 🔹 🖕 🖕 🐨 🚳 🗙 🛸 🖽 + Tools +	Received R 🔺
-© Computer   @ Desktop view.	
Contacts My Computer	
- Subjected to: - Subject to: - Su	
- Real Index 2 DVD Drive (D:)	
- 3 Journal CD-RW Drive (E:) - Notes	
- Outbox Desktop Projects on '09 Cass Co. Stat	
Gardine Section Cogansport Sta	
😟 😳 Public Folders 🚱 FTP Locabions	
and industry in Locations	
File name:     Personal Folders(1)	
Save as type: Personal Folders Files	
	<b>V</b>
0 Items	
者 Start 🔏 Windows Messenger 🛛 🔯 Inbox - Microsoft O 🗹 Email Archive - Messag 👼 Document I - Microsoft 🖓 🏽 🖄	🎱 🗾 🕅 🍡 💭 11:20 AM

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

😢 Inbox - Microsoft Outlook	_ B ×
Ele Edit View Favorites Iools Actions Help	Type a question for help 🔹
🗈 New 🔹 🖨 🗟 🗙 🖉 Seeply 🙊 Reply to All 🛷 Forward 📑 Send Receive 🔯 Find 🏪 🔯 Type a contact to find 🕞 😨 🖏 🖏 🗸	
👍 Back 💠 🏟 Inbox	Address
Folder List	Options • ×
P Outlook Today	Received R.
Calendar Save in: My Documents I Care Computer View.	
Archived email	
Deleted Ite	
Drats (4) my Documents     My eBooks	
Journal My Received Files	
Notes Contentioned Protectional	
Outbox Desktop Protectionals make     Outbox Desktop Protectionals make	
⊕ Sent Items     ☐ robertsonad's Videos	
Vcheck	
i outlook2k	
Personal Folders(1)	
Save as type: Personal Folders Files Cancel	
0 Items	
針 Start 👔 Windows Messenger 🛛 🔯 Inbox - Microsoft O 🖂 Email Archive - Messag 🖉 Document 1 - Microsoft 🖓 💩 磨	<u>3</u> 🔊 💋 🕅 🍡 💭 11:20 AM

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

🕒 Inbox - Microsoft	Outlook					
Eile Edit View	Favorites <u>T</u> ools	Actions Help				Type a question for help 🔹
🖻 <u>N</u> ew 👻 🎒 🖓	X   ©∂Reply 9	Reply to All Stroward	📑 Send/Re <u>c</u> eive 🏻 🎘 Find 💱	Type a contact to find	• 🖾 🖗 •	
🖨 🕹 🖗 🖗	box					A <u>d</u> dress
Folder List	Create or Open	Outlook Data File			? × Find Now Clear	Options • ×
Outlook Today     Galendar	Save in:	My Documents		X 🐴 🏢 🕶 Tools 🕶		Received R
Caloridat     Computer           Contacts         Co	My Documents Desktop	Equipment Movement Log Installation Documents-S Omniform Documents Other Stuff Post It Backup archive	ripts		view.	
		File name: Empil Archive				
		Save as type:	eve trile e	OK		
		pave as gype. Personal Fold	ers Hies			
۲						(v)
0 Items						
🥙 Start 🛛 🖄 Window	vs Messenger	💽 Inbox - Microsoft O	Email Archive - Messag	Document1 - Microsoft	3 3 8	🔧 🕗 💋 🕅 🍡 🐼 11:21 AM

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

<mark>© Inbox - Microsoft Outlook</mark> Ele Edit View Favgrites Iools Actions Hei I № New - @ № X   ©#Reply @Reply to All	lp &© Forward   📑 Se	end/Receive	- 🛛 🗱 🖏 .	Type a question for help
🗇 Back 🖒 🏟 Inbox				A <u>d</u> dress
Folder List ×	Look for:	✓ Search In ▼ Inbox	Find Now Clear	Options 👻 🗙
Image: Dot Ust       A         Image: Dot Ust       Computer Lab Schedule         Image: Dot Ust       Computer Lab Schedule         Image: Dot Ust       Image: Dot Ust         Image: Dot Ust       Image: D	Look for:	Subject  Subject  There are no items to s  Eate Microsoft Personal Folders  ie: [VFss09sf12[home[RobertsonAD](My Documents ame: Email Archive]  Encryption  Ng Encryption  Coopersolate Encryption  Password  Password  Password  Save this password in your password list  OK Cancel Help	now in this view.	Received R.
				-1
0 Items				
者 Start 🕅 Creating an Email Archiv 🛛 💽 Inbox -	Microsoft Outl		(A) (B) (B)	🔧 🥑 💋 🕅 🎧 🛺 🕥 11:36 AM

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

这 Email Archive - Microsoft Outlook				
Eile Edit View Favorites Tools Actions	Help			Type a question for help 🔹
📴 New 👻 🖨 🎬 🗙 🛛 🖗 Reply to A	Forward	Find 🍇 🔯 Type a contact to find 🔹	. 🕄 🖏 🖏 .	
🖨 🕸 🔅 Email Archive				Address
Folder List	× Look for:	✓ Search In ✓ Email Archive	Find Now Clear	Options • ×
Outlook Today - [Malbox - Robertson, Angela D         Calendar         Computer Lab Schedule         Computer Lab Schedule         Calendar         Detect Berns         Dafts (4)         Inbox         Outlook         Outlook         Calendar         Notes         Courantie         Calendar         Notes         Calendar         Calendar <td>(<sup>4</sup> 1) 7 8 From</td> <td>Subject</td> <td>Received ⊤</td> <td>·</td>	( <sup>4</sup> 1) 7 8 From	Subject	Received ⊤	·
	F			v
0 Items				
🐉 Start 🛛 💥 Windows Messenger 🛛 🔯 Email /	Archive - Micr 🖂 Email Archive	e - Messag 🛛 🖲 Document1 - Microsoft	3 e 🖻 🔝	9. 🗾 🕅 🍡 🔕 🕥 11:22 AM

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

🕒 Email Archive	- Microsoft Outlo	ok						_ <b>8</b> ×
Eile Edit Vier	w Favorites <u>T</u> o	ols <u>A</u> ctions <u>H</u> elp						Type a question for help 🔹
🖻 <u>N</u> ew 👻 🎒		ly 🕵 Reply to All 😽	Forward	d/Receive 😫 Find 🛙	Type a contact to find 🛛 👻	🛛 🖏 🖏 💶		
<del>4 <u>B</u>ack</del> 🖒 🧐	Email Archi	ve						A <u>d</u> dress
Folder List		×	Look for:		arch In 👻 Email Archive	Find Now Clea	r	Options 🔹 🗙
E 😳 Outlook To	iday - [Mailbox - Rob	ertson, Angela D (A 🚦	D V 9 From		Subject	Re	eceived v	<u> </u>
Calend	iar iter Lab Schedule							
- 👰 Contac	its							
💮 Deleted	d Items							
	(4) (1)							
- 🕉 Journal	d							
- 👰 Notes								
	X							
+ Ca Sent It	ems							
🖉 Tasks								
Email Archi			1					
	Open is New i	118- Jan						
	Open in New	window						
	Send Link to 1	his Folder						
	Advanced Fin	d						
	aje <u>R</u> ename "Ema	il Archive"						
	New Folder							
	Add to Outloo	ok Bar						
	Open Other F	older 🕨						
	🐺 🖸 Close "Email A	srchive"						
	Properties for	"Email Archive"						
L								
•								~
0 Items								
🏄 Start 🛛 🔏 Wir	ndows Messenger	💽 Email Archi	ve - Micr 🖂 E	mail Archive - Messag	Document1 - Microsoft	3 🙆 🖻	M 💦 🛛	). 🗾 💟 🍡 🔕 🏷 11:22 AM

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

Ele Ede Yew Find Type a question for help	x
Image: Search In * Email Archive       Addres         Folder List       X         Computer Lab Schedule       Image: Schedule         Image: Schedule       Image: Schedule	•
Folder List     X     Look for:     Search In * Email Archive     Find Now Clear     Options *:       © Outlook Today - [Mallbox - Robertson, Angela D ( © Calendar     1	
Image: Contracts     Image: Contracts	٢.
Computer Lab Schedule       Contacts       Deleted Items       Drafts (4)       Name:	
- © Contacts - © Deleted Items - © Drafts (4) - © Inbox (1) - © Inbox (1)	
- Ø Deleted Items     - ₩ Drafts (4)       - № Inbox (1)     Name:	
-\practice Virants (*) Name:	
Notes Eddar container	
Outbox Det contains	
A quarantine main and Post Letins	
Tasks Select where to place the folder:	
Email Archive Benall Archive	
G Deleted Items B State States A B State States A B State States A B States A	
B Public Folders	
OK Cancel	
	÷1
0 Items	
🖞 Start 🔏 Windows Messenger 🛛 🔯 Email Archive - Micr 🖂 Email Archive - Messag 🖗 Document 1 - Microsoft 🖓 🍯 🖗 🗖 🖾 🔏 💆 🕅 🏹 🐼 😭 11:23 A	м

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**:

💽 Inbox - Microsoft Outlook				
Eile Edit View Favorites Tools Actions	Help			Type a question for help 🔹
📔 🖻 New 👻 🎒 🎦 🗙 🛛 🖗 Reply to A	🛛 📢 For <u>w</u> ard 🛛 📑 Send/Re <u>c</u> eive 🛛 💱	Find 🍇 🔯 Type a contact to find	- 🛛 🖏 🖏 -	
🖨 🖶 🔅 🛊 Inbox				Address
Folder List	× Look for:	✓ Search In ✓ Inbox	Find Now Clear	Options 👻 🗙
Image: Second	Ar () (♥ From Blackwell, James E Rutschmann-Holland, Sarah J McIntosh, Nancy J Harvey, Brian E Leonard, Michael L	Subject Windows update going to all state mac Correction of date from Jan 22 to Jan 2 FW: Printer problems Yellow Alert - 01/28/2004 Cold and Flu Prevention Tips for Winter	times. 29	Received R ► Wed 1/28/2004 1 No Wed 1/28/2004 1 No Wed 1/28/2004 3 No Wed 1/28/2004 7 No Tue 1/27/2004 9 Y.
Read and Delivered 2004     Received Iams     Received January 2004     Sett January 2004     Taks     TEMP     Public Folders      Items	<u>×</u>			<u>×</u>
🐉 Start 🔯 Creating an Email Archiv 🔯 Inbo	x - Microsoft Outl		생 🕘 🖻	🔏 🔍 💆 🕅 🍡 🐼 🕤 3:11 PM

## **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:

<mark>©</mark> I	nbox - Microsoft Ou	tlook							_ 8 ×
Ei	e <u>E</u> dit <u>V</u> iew Fav	orites <u>T</u> ools	Actions Help					Type a questi	on for help 🛛 👻
	Ne <u>w</u>	Reply &	Reply to All 😽 Fi	orward Send/Reg	sive 🎒 Find 🕍 👔	Type a contact to find	- 🛛 🖏 🚺 -		
	Open 🕨	Outlook D	ata Eile						Address
r -	Save <u>A</u> s	<u>1</u> McIntos	h, Nancy J (Inbo×)	15	- Search I	a a Johov	Fied New Clear		Ontions #
- 6	Print Ctrl+P	ilbox - Robertso	n, Angela D (A 🖡 👳	From	Subject	II PIDOX	Find NOW Clear	Received	De A
	E≚it					There are no items to s	how in this view.	110001100	
-	¥ ····································	thedule							
	🛛 🍎 Deleted Items								
	- 🕉 Journal								
	Notes								
	- 🖗 quarantine								
	E 🧐 Sent Items								
÷(	🖗 Vublic Folders								
	*								
•									7
0 Ite	ms								
<b>đ</b> -	tart 🔄 Creating ar	Email Archiv	💽 Inbox - Micr	osoft Outl 🔌 http	os://fss09sf9:8443/d		3 ē 🖻	<u></u> 🛛 🔽 🖉 🚴 🛲	👏 2:35 PM

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



4. Double click on your My Documents folder:

🕑 Inbox - Microsoft Outlook					_ 8 ×
Eile Edit View Favorites Tools	Actions Help				Type a question for help 👻
🗈 New 🗸 🎒 🎬 🗙 😡 Reply 🧔	🖗 Reply to Alj 😽 🕵 Fo	rward Send/Recei	ive 🙀 Find 🐏 🔯 Type a contact to	find 🔹 😰 🖏 😻 🖕	
🖨 🖶 💠 🏟 Inbox					A <u>d</u> dress
Folder List	×L	ook for:	✓ Search In ▼ Inbox	Find Now Clear	Options 👻 🗙
Outlook Today - [Mailbox - Robertso	in, Angela D (A 🚦 🕅	From	Subject	-	Received R
Calendar	Open Outlook D	ata File		? ×	
Contacts	Look in:	My Documents	ز 🔕 🗈 - 🚽 🔽	< 📑 🎫 🕶 Tools 🕶	
Deleted Items		Archived email			
······································	- <u>-</u>	My Autodesk Cont	ent Browser Library		
	My Documents	My Documents			
Notes		Books			
Outbox		C robertsonad			
	Desktop	obertsonad's Musi	ic		
🖉 Tasks		robertsonad's Pictu	ures		
Public Folders		robertsonad's Vide	:05		
		WINDOWS			
		🖬 Outlook			
		🖬 outlook2k			
		File name:			
				<u>Open</u>	
		Files of type: Person	nal Folders Files	Cancel	
•	Þ				<b>*</b>
0 Items					
🏄 Start 🔯 Creating an Email Archiv	💽 Inbox - Micr	osoft Outl		🔁 🗿 🖻	🔧 🥺 💆 🕅 🍡 💭 2:54 PM

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

💽 Inbox - Microsoft Outlook Eile Edit View Favgrites Tools	Actions Help				Type a question for help
I 🖆 New → I 🖨 L X I & Reply &	Reply to All 😡 For	ward   📑 Send/Receiv	re 😰 Find 🍇 🔯 Type a contact to	find 💽 😰 🖏 🐼 🗸	
👍 Back 🖒 🏟 Inbox					A <u>d</u> dress
Folder List	n, Angela D (A 🛙 😒	ok for:	Search In      Inbox	Find Now Clear	Options • ×
O Calendar     O Computer Lab Schedule     O Contacts     O Deleted Items     Durafts (1)     O Durafts (1)     O Durafts (2)     Outbox     Outbox	Open Outlook Da	ta File	Jubjecc	? ×	Kotowod Kii
	Look in:	C My Documents	E 🔍 🕻	🗙 📑 🎫 🕶 Tooljs 🕶	
	My Documents	Equipment Movemen Fistallation Document Omniform Document Other Stuff Other Stuff Tother Stuff	nt Log nts-Scripts ts al Folders Files	k ▼ ▼ Cancel	
<b>x</b> ]					<u> </u>
0 Rens					
🏄 Start 🔄 Creating an Email Archiv	💽 Inbox - Micro	soft Outl 🙋 https:	//fss09sf9:8443/d		🤧 🧶 💟 🇞 🐼 📎 2:36 РМ