

Guide to archive email to PST, using Outlook 2003

Overview

This short guide explains how to use Microsoft Outlook 2003 to export and archive your historical email (and all associated periodic items such as calendar, and tasks).

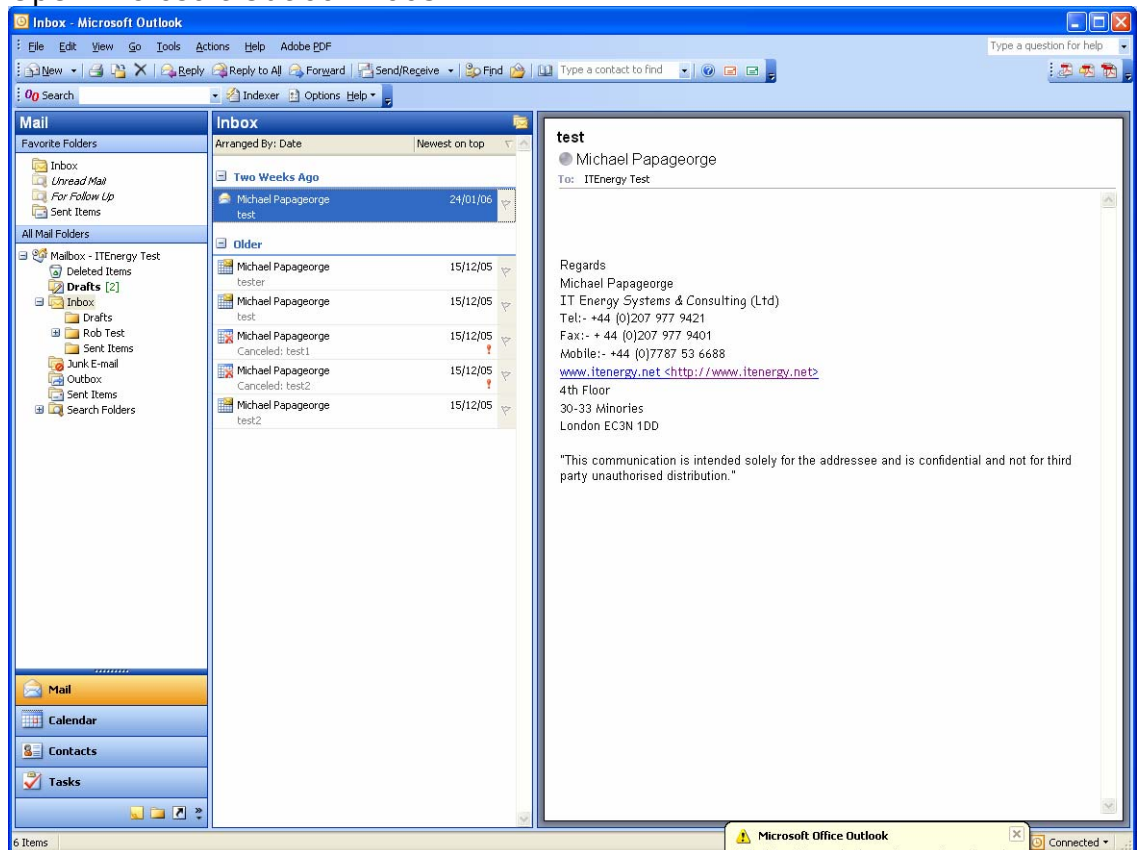
Procedure – Archiving to PST

“PST” is a mail storage format that can be used to store email, calendar, contacts and all other MS-Outlook and MS-Exchange user data.

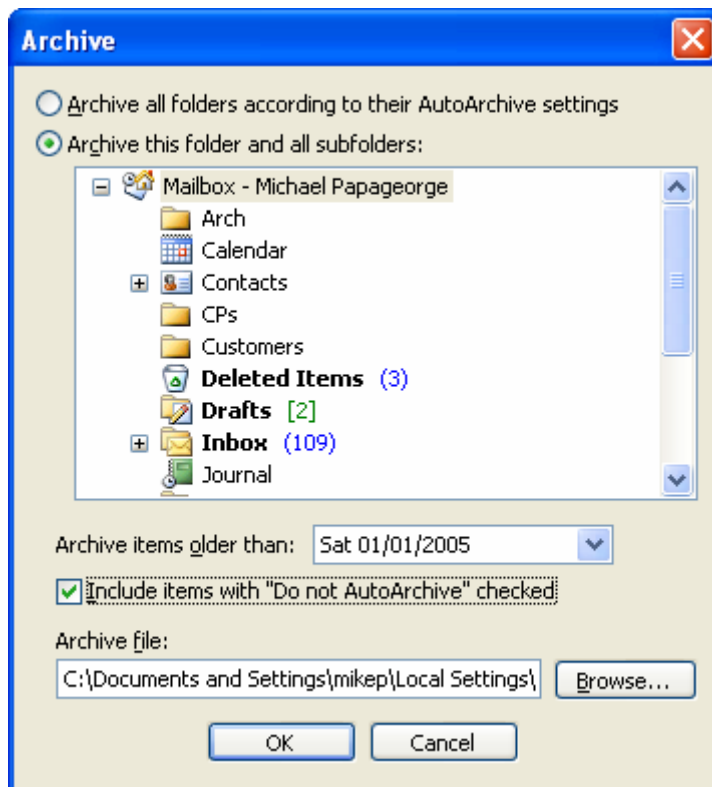
A file in PST format can be stored as a backup, and can also be linked into Outlook for searching and viewing of historical mail (or both)

To create a mail archive, follow the steps below. Please note however, that ‘archiving’ means mail is deleted from your primary store and placed in the archive store, so this method is effective in reducing the size of your mailbox

1. Open Microsoft Outlook 2003

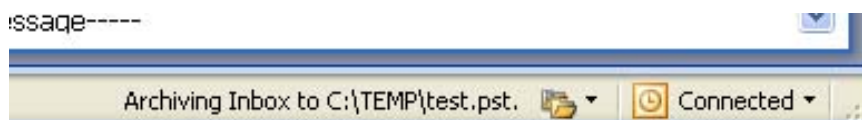


- 2.
3. Click FILE then ARCHIVE..

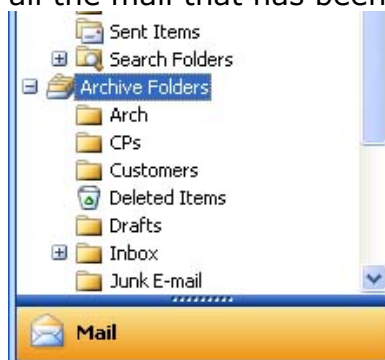


- 4.
5. Select 'Archive this folder and all subfolders:'
6. Select the top of your mailbox tree: 'Mailbox - <username>'
7. Choose a cut-off date in field 'Archive items older than' (all mail older than this cut-off date will be archived)
8. use the 'Browse' button to choose a location and name for your Archive file. A good naming convention would be some combination of <username><archive until mm yy>.PST for example "JoeBloggsDec04.PST"
9. Click OK

Outlook will now archive the mail. This process can take some time depending on the volume of mail being archived. You can monitor the progress in the bottom right-hand corner of the Outlook window:



10. Once the Archive completes, you will notice a new folder tree in the navigation pane. This will be headed 'Archive Folders' and will contain all the mail that has been archived. This can be searched and viewed:



- 11.

Backing up your Archive PST

The final step is to ensure that all archive PST files are stored centrally for backup purposes. So, one copy can reside on the individual users PC for reference purposes and a second copy should exist centrally or on a DVD for backup purposes.

Remember that archived mail is not stored on any server and hence if the archive file is lost, this mail will also be lost.

To copy the Archive PST file:

1. Close Outlook
2. Use Windows Explorer or My Computer to browse to the location of the archive PST file created in step 8 above
3. Right-click the file, select COPY then PASTE the file in a suitable central location (e.g. on your network file-server, Manex Fileshare drive or burn it to DVD or CD. PST files can be substantially compressed to save on storage space

END

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