



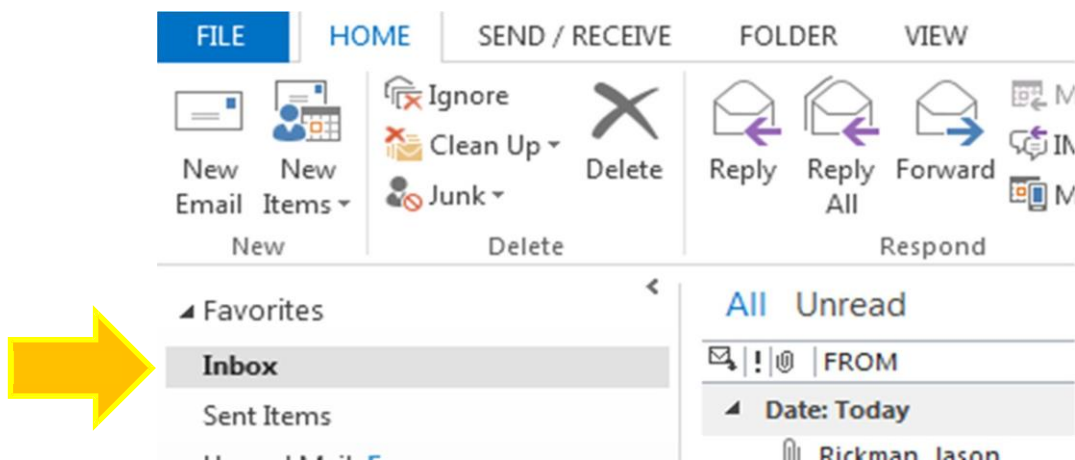
# Auto Archiving Outlook 2013

## PROCEDURES:

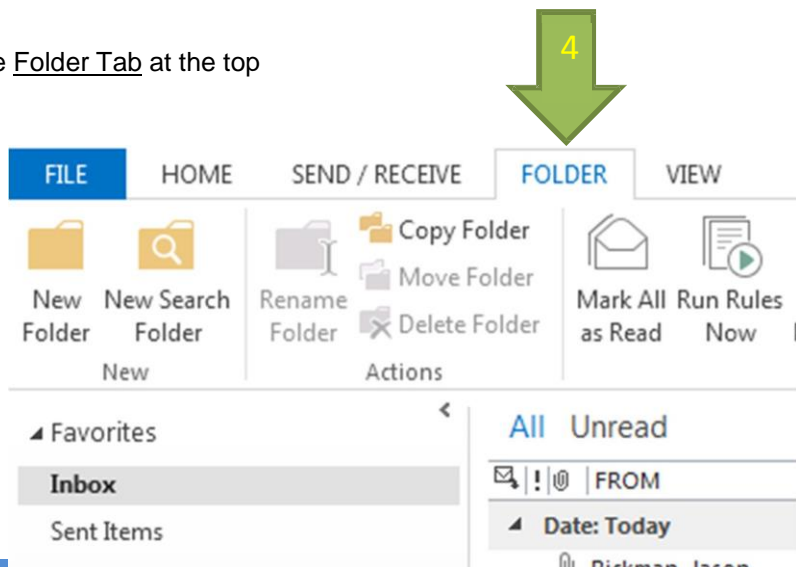
- E-mail account sizes are set by district requirements. Typical size limit is 2GB
- MS Outlook 2013 has a built in process that should be configured to provide an acceptable level of e-mail files.

Follow the steps below in assisting staff or faculty members in setting their auto archiving process.

1. Launch Outlook 2013 Exchange application.
2. Go to navigation pane (left) and select the **Inbox folder**



4. Next, select the **Folder Tab** at the top



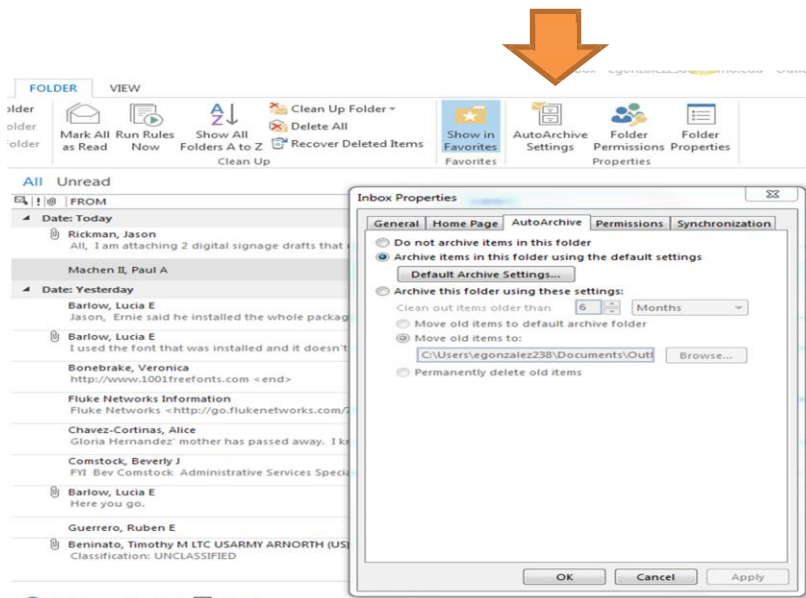


5. Select the “Auto Archive Settings” in the “properties group” and a textual “Inbox Properties” window opens. In this window, make sure the Auto Archive tab is selected and the “Archive items in this folder using the default settings” radio button is selected.

Now select the “Default Archive Settings” bar.

### 6. **Auto Archiving Process.**

Ask the staff or faculty member for their preferences and set them accordingly. Use the settings in graphic below as a template guide.





**Important!** Select the button labeled “Apply these settings to all folders now”. By selecting this button you have included all sub folders the client may have created and are now included in the archive process.

Advise client anytime an additional sub folder is created, they will need include the folder in the Auto Archive Process by revisiting this section and clicking on the “Apply these settings” button to include the new folder in the Archiving process. If not, the newly created folder will not be Auto Archived with the rest.

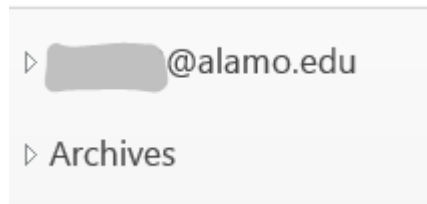
Once done, click OK.

The screenshot shows the 'AutoArchive' dialog box with the following settings:

- Run AutoArchive every 14 days
- Prompt before AutoArchive runs
- During AutoArchive:
  - Delete expired items (e-mail folders only)
  - Archive or delete old items
  - Show archive folder in folder list
- Default folder settings for archiving:
  - Clean out items older than 6 Months
  - Move old items to: C:\Users\... \Documents\Outlook (highlighted by a yellow callout bubble with the text: "Do not change this path for the particular client (username should appear here)")
  - Permanently delete old items
- 

At the bottom of the dialog, there is a green star icon and the text: "To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab." Buttons for "OK" and "Cancel" are also present.

7. Complete the process by clicking on OK and verify that there is an Archive folder in the folder navigation pane.





AutoArchive ✕

Run AutoArchive every  days

Prompt before AutoArchive runs

During AutoArchive:

- Delete expired items (e-mail folders only)
- Archive or delete old items
- Show archive folder in folder list

Default folder settings for archiving

Clean out items older than

Move old items to:

Permanently delete old items

To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.