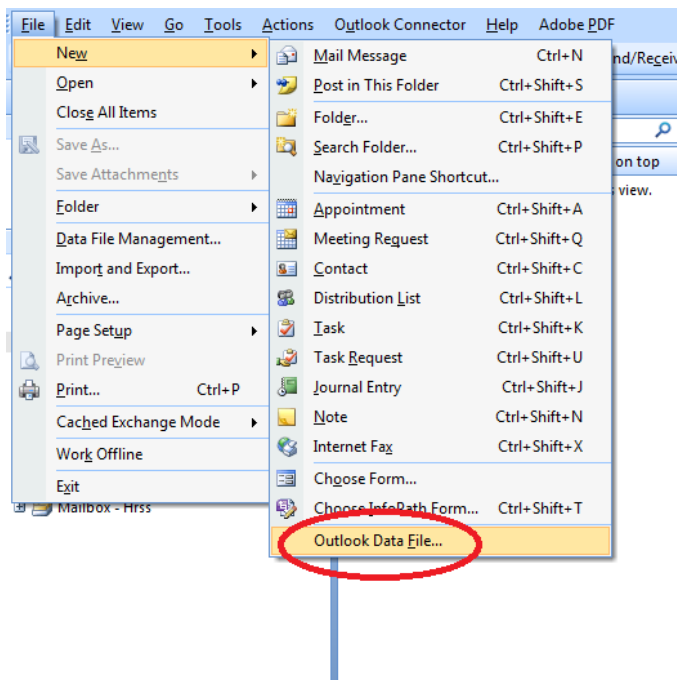


Purpose: This procedure describes how to Create an “Archive Folder” where you can store older Emails from your main Email account. This will free up space within your Outlook Mailbox.

Step 1 Open Microsoft Outlook.

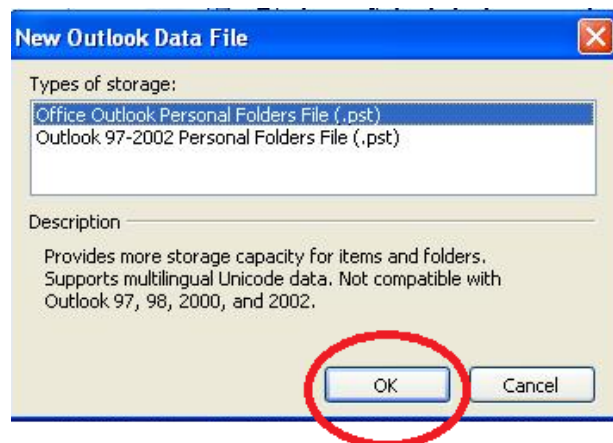
Step 2 Create an “Archive Folder” where you can store older Emails out of your main Email account.

Click on the “**File**” option on the top toolbar and hover over “**New**”



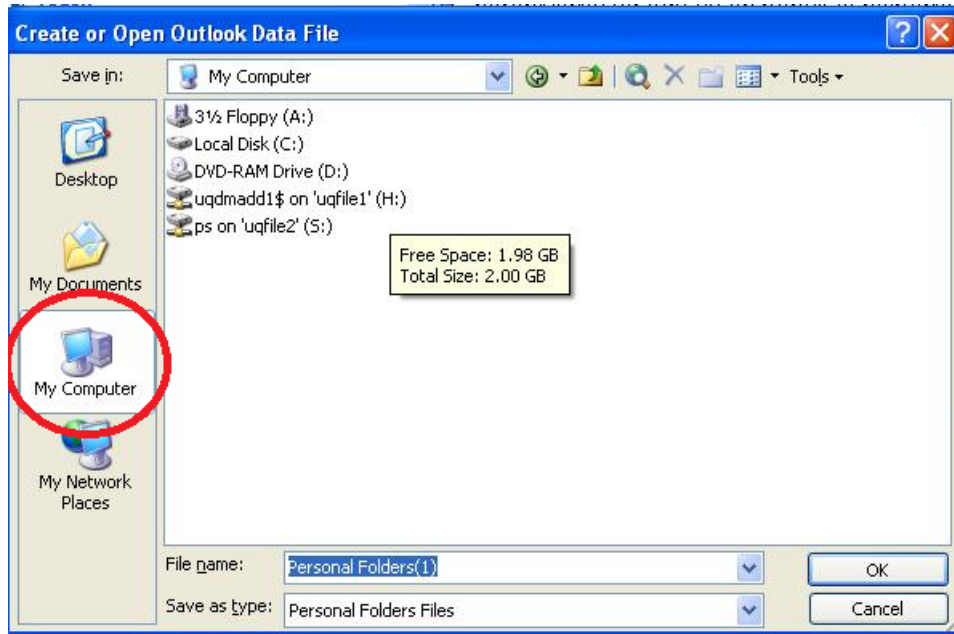
You will need to click on the “**Outlook Data File**” option.

Step 3 A “New outlook Data File” will open with two options in it. Select the top option (office outlook personal folders file(.pst)). Then click the OK.

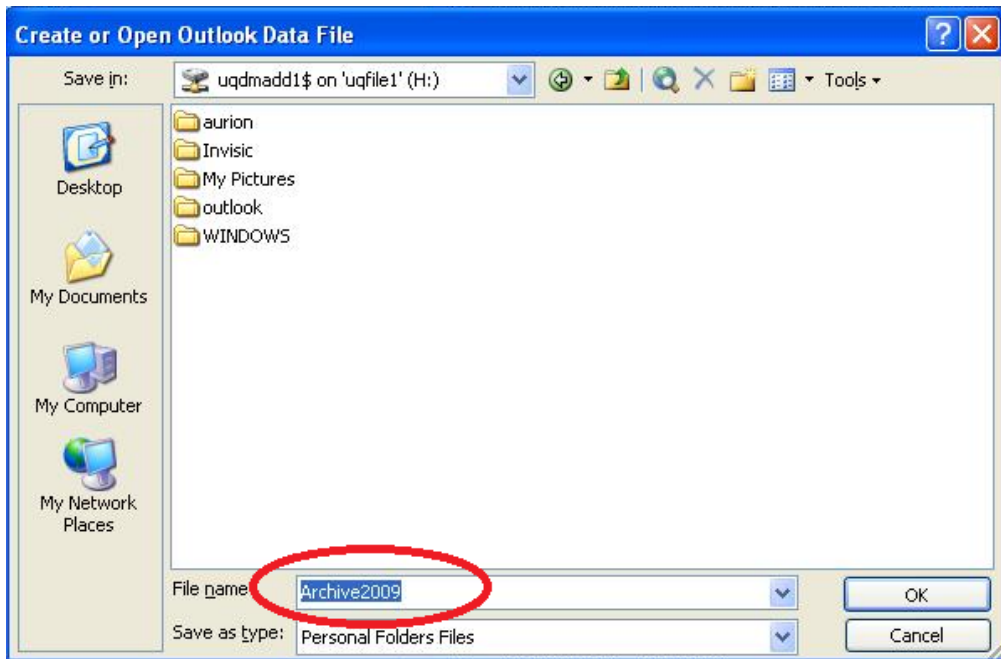


Step 4 Choose a location to save the Archive folder, we recommend that you do this on your H drive but it can be saved anywhere.

On the left hand side of the save box , click **“My Computer”** in the main box you will now see a list of all your “network drives”. Double click on H:\ drive.



Step 5 As default the file will be called Personal Folders(1), You will need to rename the file to a relevant name such as “Archive 2009” and then click **“OK”** this is shown below:



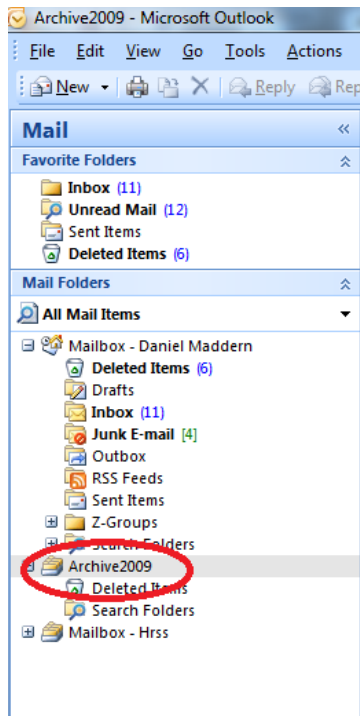
Step 6 The File is now created and we just need to give the folder a name, such as “Archive”. By default the folder name will be Personal Folders, this can get confusing if you end up with more than one Archive. You can leave all the other Options as default.



This is the folder that you will see in Microsoft Outlook so it should be relevant to the contents i.e. archive2009, Then Click “**OK**”



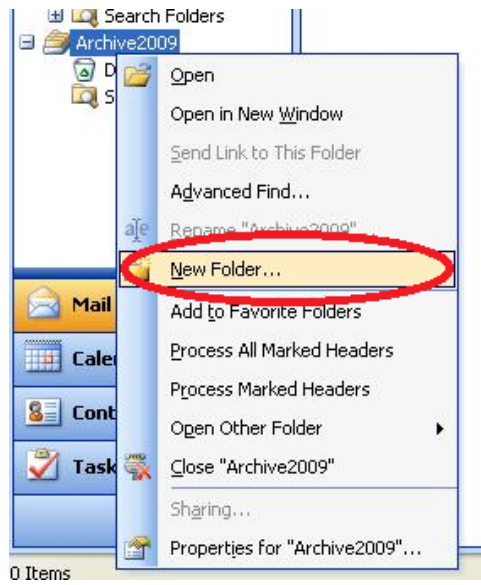
Step 7 Your Archive Folder has now been created to your H drive. You can simply drag and drop Emails from your Main Email account to the “Archive xxx” folder you have created that should appear directly below your mail folder as shown below:



Step 8 You can also create folders within your Archive the same as you can in your mailbox.

To do this simply “**right click**” the Archive 2009 archive folder and click “**New**

Folder” as shown below:



You can set up your archive folder with the same folder structure as your inbox and transfer older emails.