# Instructions for Archiving E-Mail in Outlook

   These instructions are intended for those who would like to archive E-Mail messages that can be brought back into Outlook if needed. There are many reasons to archive old e-mail but the main reason would be to keep the amount of disk space your mailbox uses to a minimum on the server. All mail servers suffer from this very problem especially since it is now very easy and convenient to attach files to e-mail. The problem is that the server managers have to keep your mail backed up in case of failure with the server. The cost of backup systems is very expensive and are difficult to expand. Quotas have to be used to ensure the cost of the service remains low for all users. This means we must all be diligent about house cleaning our mailboxes.

   Although thorough testing has not yet been done, a quick test showed that Calendars could also be archived and re-opened in Outlook in a similar fashion. Most items in Outlook can be exported for various file formats to be used by other programs. To be able to open the files directly in Outlook, the files will have to be in "Personal Folder File" format. These formats have a ". pst" extension. Also, keep in mind that exporting this data does not remove it from your mail server. The data has to be deleted once the backup is made.

  Note: These instructions have been written for the Windows version of Outlook 2000. Other versions or Operating Systems may vary.

   There are a few limitations as to the media that can be used for archiving messages. It appears that Outlook requires that the files can't be read only which they are when burned to a CDR or CDRW. This means that making an archive file then burning to a CDR or CDRW will make a backup of the data, the file cannot be opened from that location. For CDR's and CDRW's, you will need to copy the file off the media to a local or network drive. Local drives could be zip disks, floppy disks, memory disks ect..
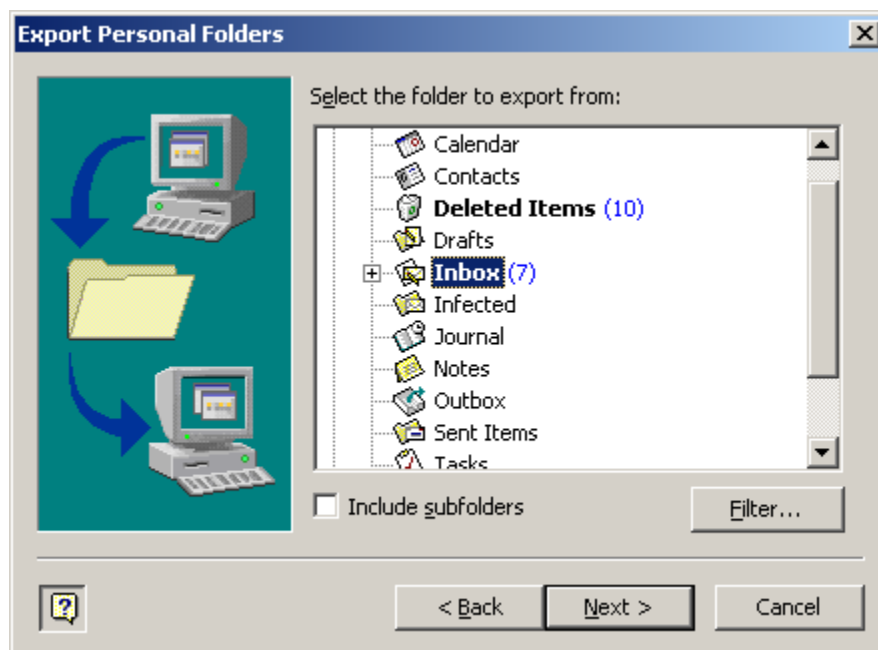
1: To archive your messages, go to the file menu and select "Import and Export" which will start the wizard shown below.
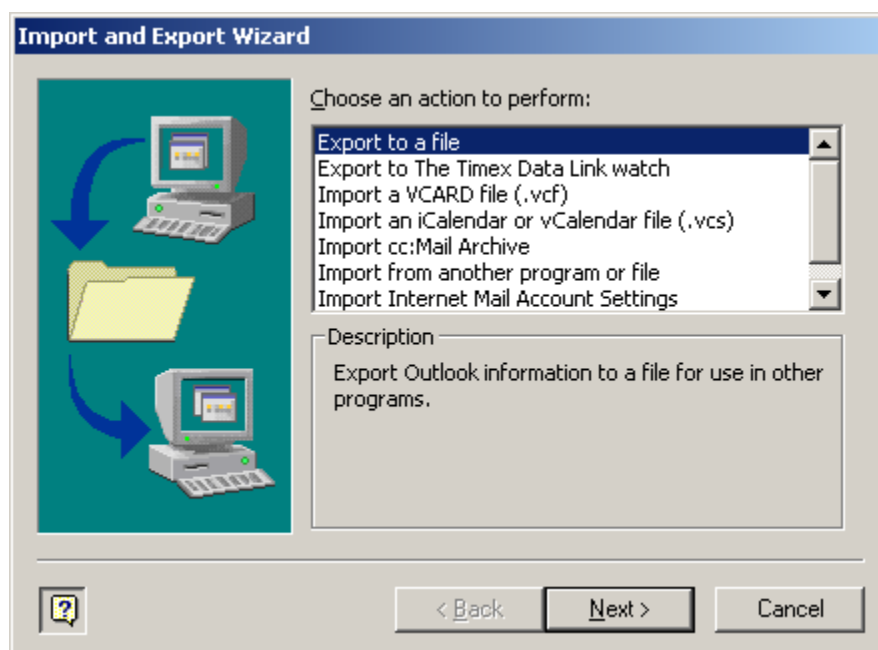
2: Select "Export to a file" and press the Next button. This will open the File Type Dialog box below.
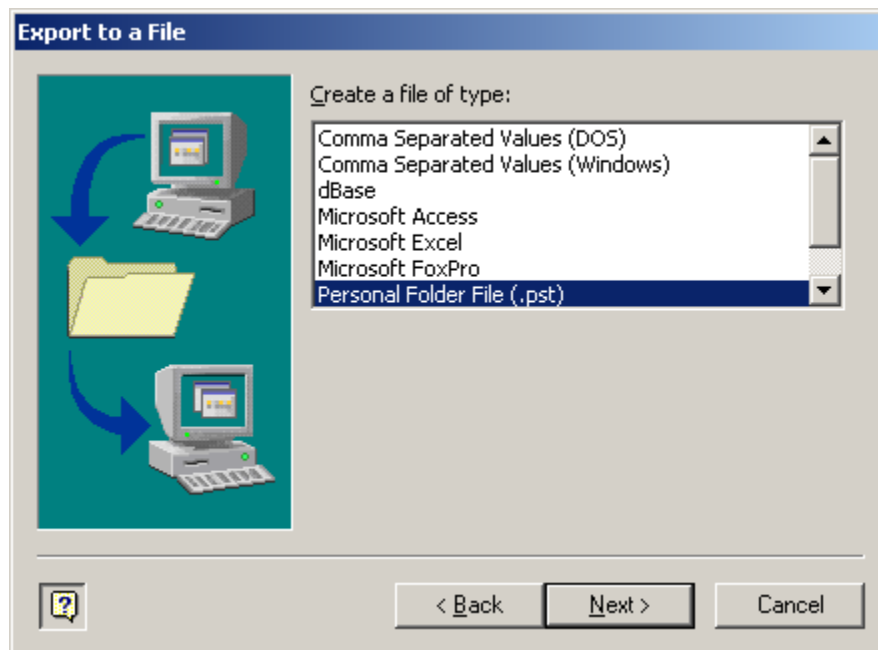
3: Select "Personal Folder File (.pst) and press the Next button. This will open the dialog box below which is to let you select what folder you want to archive.

4: Select the folder you wish to export. Take note of the "Include subfolders" checkbox. Checking this box will add any subfolders below the folder you select to the export file. Press the Next button to open the "Save As" dialog box below.
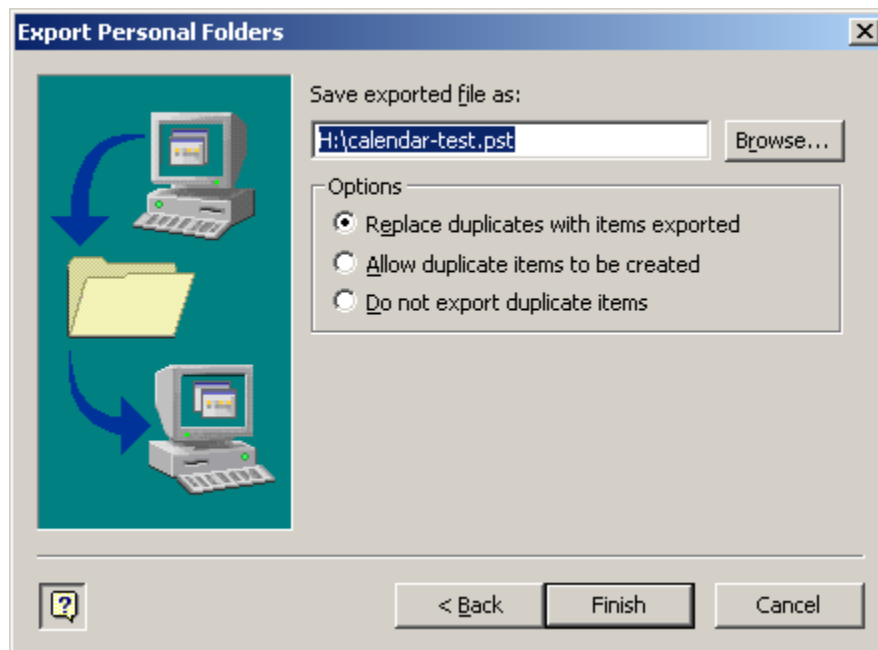

5: This is where you decide what filename to give to your export as wall as where to save the file. You may need to select the browse button if the default location is not where you want to save the file. As for the Options box, you may wish to check the help files to determine which is best for your situation. When you press the Finish button, your export will be created. This may take a while depending on how much you are exporting.

That's it. Now you want to backup that file for safe keeping and remove the folder you backed up to make space on the mail servers.

To Mount the folder back into Outlook.

The following procedure will bring your exported folder back into Outlook. Once the folder is mounted, you can use any of the item as if it was never removed from Outlook.

1: In the "File Menu" select "Open" then "Personal Folder file (.pst)…" which will bring up the "Open" dialog box below.
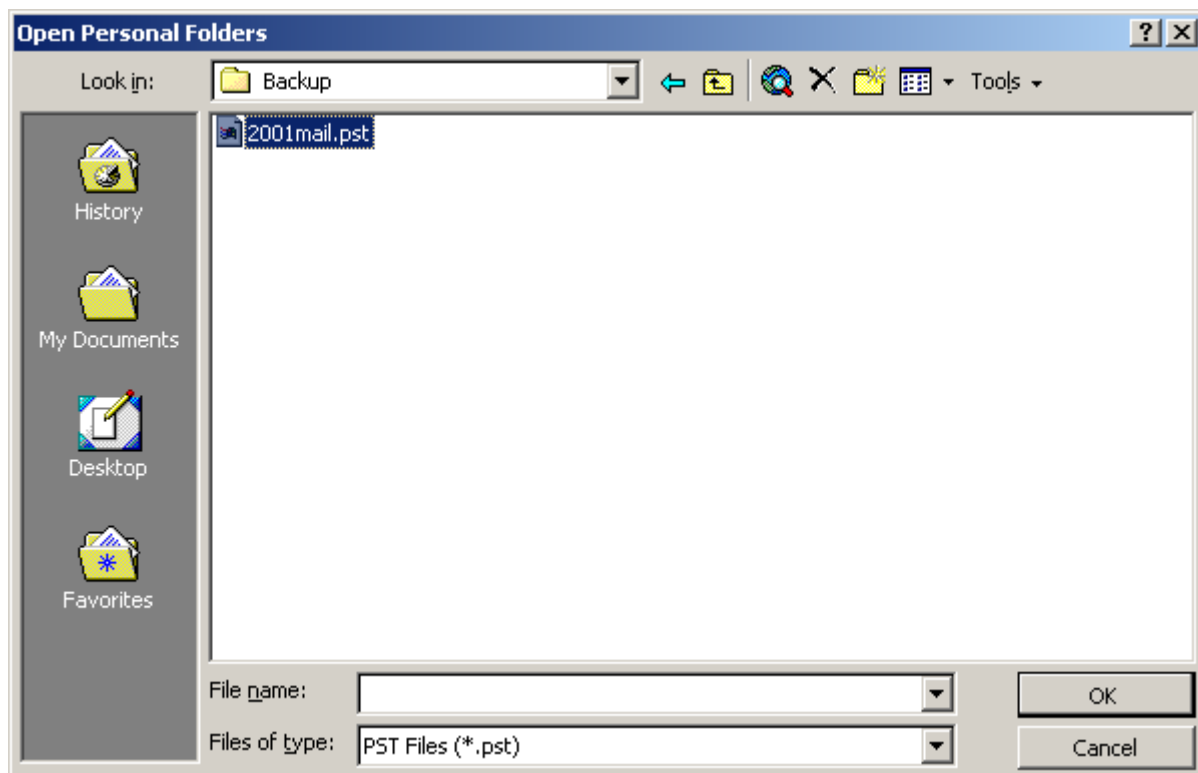
2: Select the .pst file you want to mount and press OK. That's it, your data is now mounted in Outlook.