

ARCHIVING MAIL IN OUTLOOK

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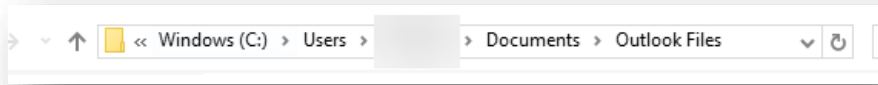
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ARCHIVING MAIL: LOCAL VERSUS ONLINE

There are a couple of options for archiving mail in Outlook at WSU: [local](#) and [online](#). Either method will free up space in the user's mailbox.

Local

Last Updated July 17, 2019



3. PressOK.

Navigation

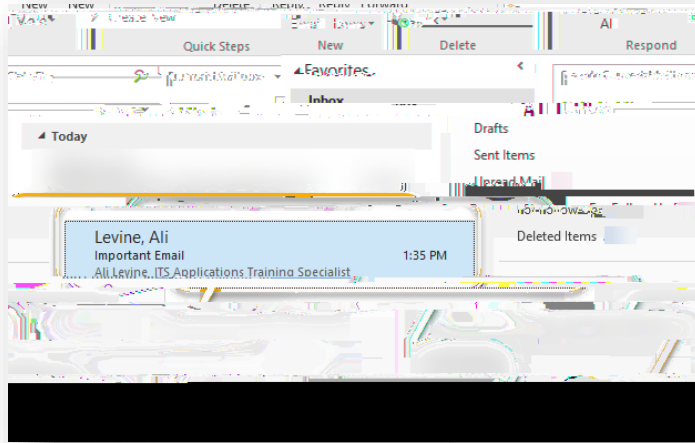
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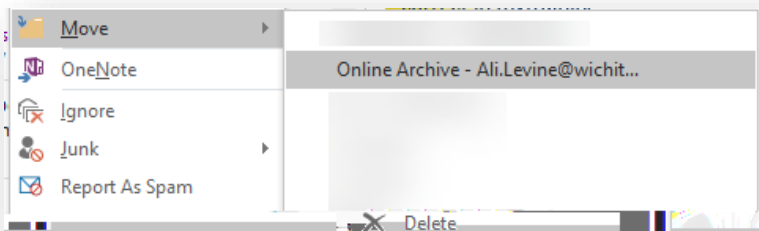
Managing an Online Archive

The newly created archive will be empty until the emails moved into the archive.

- ✓ Select the emails to be archived (remember multiple select is possible by holding down the ctrl or shift key).
- ✓ Click on the highlighted emails and drag them to the new Archive folder



- ✓ Another option: With the emails selected, right click and select move to (Online Archive)



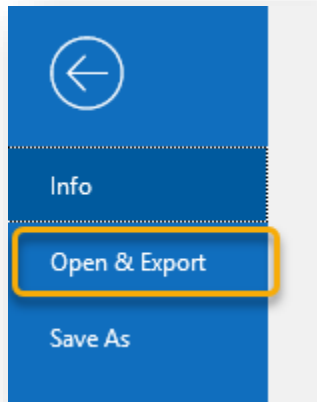
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OPEN AN OUTLOOK DATA FILE (PST FILE)

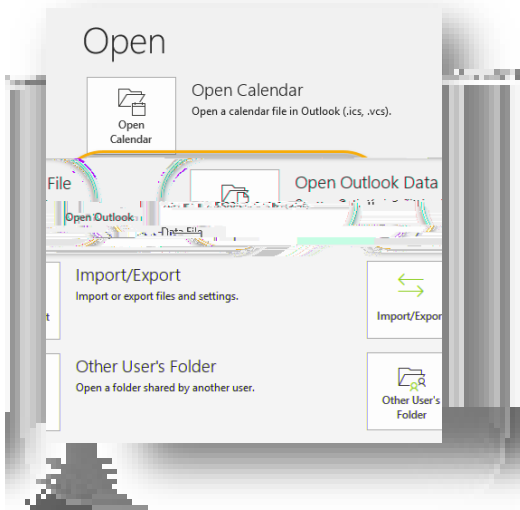
Creating an archive generates an Outlook Data file (PST File). An archive is one type of PST file you may be opening, but there are other occasions when you might need to open this type of file. To open an Outlook data file (PST File) in Outlook:

1. Go to File

2. Select Open and Export from the left menu



3. Select Open Outlook Data File.

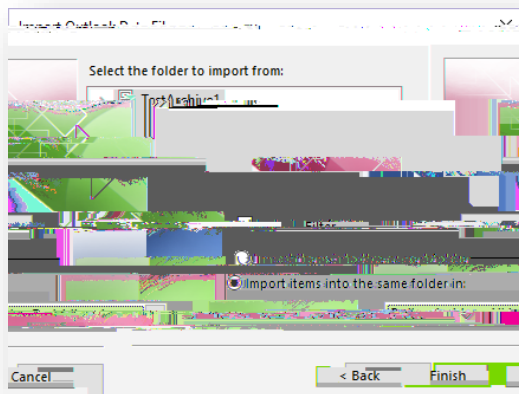


4. You will be prompted to browse

6. Press **Browse** to find the file to be imported. Select the file and press **OK**.



7. Select the radio button next to **Import items into the same folder in** and select the desired current archive: this could be an online or local archive.



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QUESTIONS

Contact information

Password Assistance:

- x Technology Help Desk: (316) 978-1811 or helpdesk@wichita.edu

Assistance:

- x ITS Applications Training: (316) 978-5800 or training@wichita.edu

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