

AUTO ARCHIVING

December, 6th 2005

What is Auto Archiving?

Archiving allows the user to keep their emails but not count them towards the set quota. By keeping emails archived, the quota will never be met and the email system will continue to work. Not archiving emails will cause email to be not be sent or received until archiving is completed.

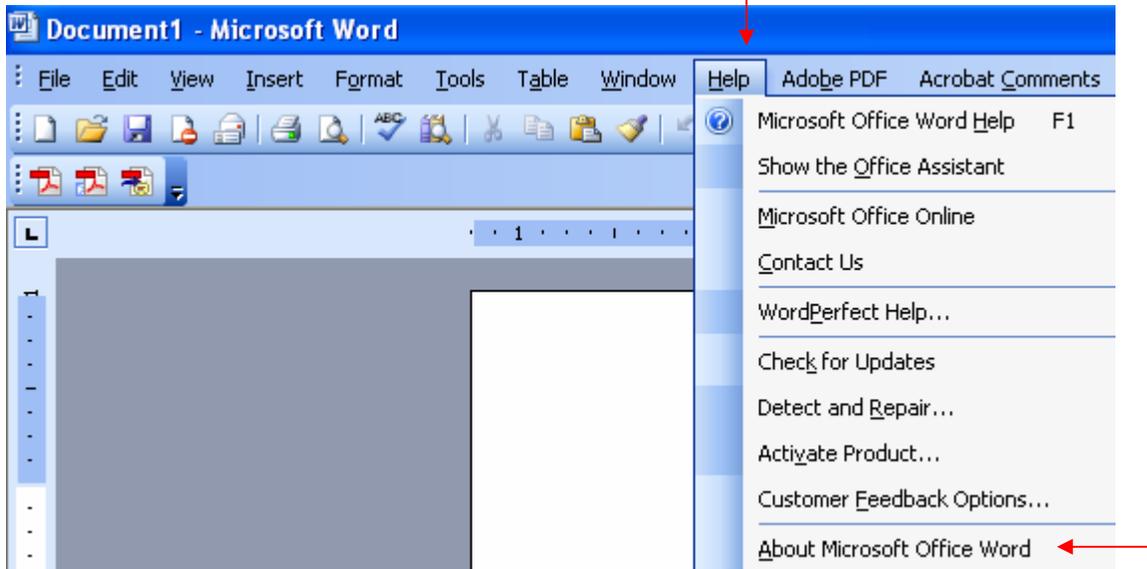
Getting Started!

This document explains how to setup the auto archive feature in Microsoft Outlook 2003. Easy to follow steps are provided below to guide you through the process of archiving emails. Once this is setup, the Auto Archiving feature will run automatically in the background. User intervention of the archiving process is not needed. The first time Auto Archiving is started, the process may take 10 to 90 minutes to complete. Future archiving will take only a couple of minutes. Microsoft Outlook 2003 is required to be open.

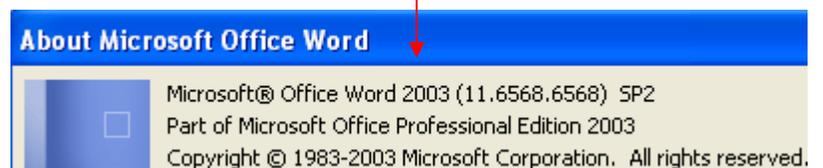
To Begin:

Step 1: Microsoft Office 2003 must be installed. To determine if Microsoft Office 2003 is installed, open any existing Microsoft Word or Excel document. Left mouse click at the top of screen on “Help”.

Step 2: A drop down menu will appear. At the bottom of the menu will be an option to left mouse click on “About Microsoft Office Word or Excel”. A popup window will then appear.



Step 3: In the popup window will be a description of the version of Microsoft Office that is currently installed on your computer.



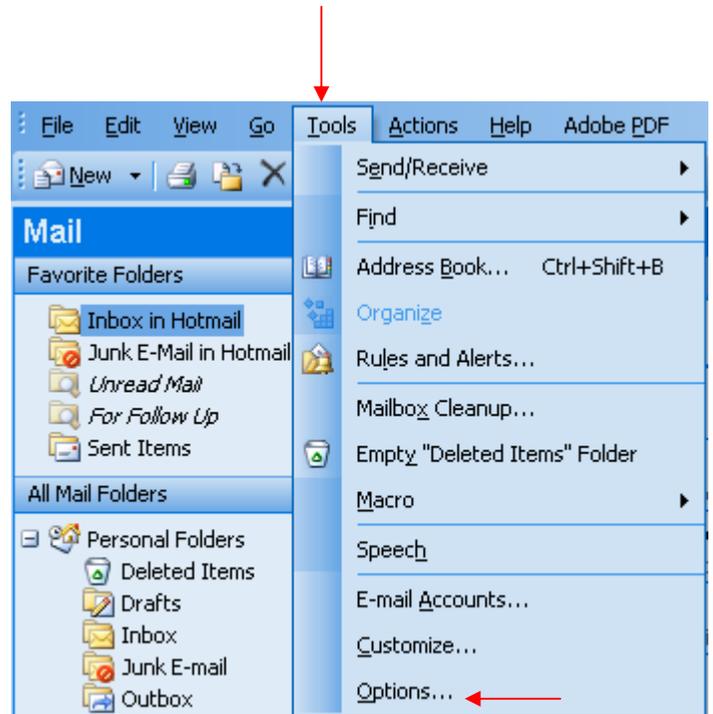
Step 4: If the version of Microsoft Office says 2003 then you are ready to continue on with the manual. If the version says 2000, XP, or 2002 then do not continue on with this manual and give x6900 a call to setup a Work Order so that we may upgrade the computer to the newest version.

To Setup Auto Archiving:

Step 1: Open Microsoft Outlook 2003 and current email will appear on the screen.

Step 2: With the mouse, left click near the top of screen on “Tools”. A menu will appear.

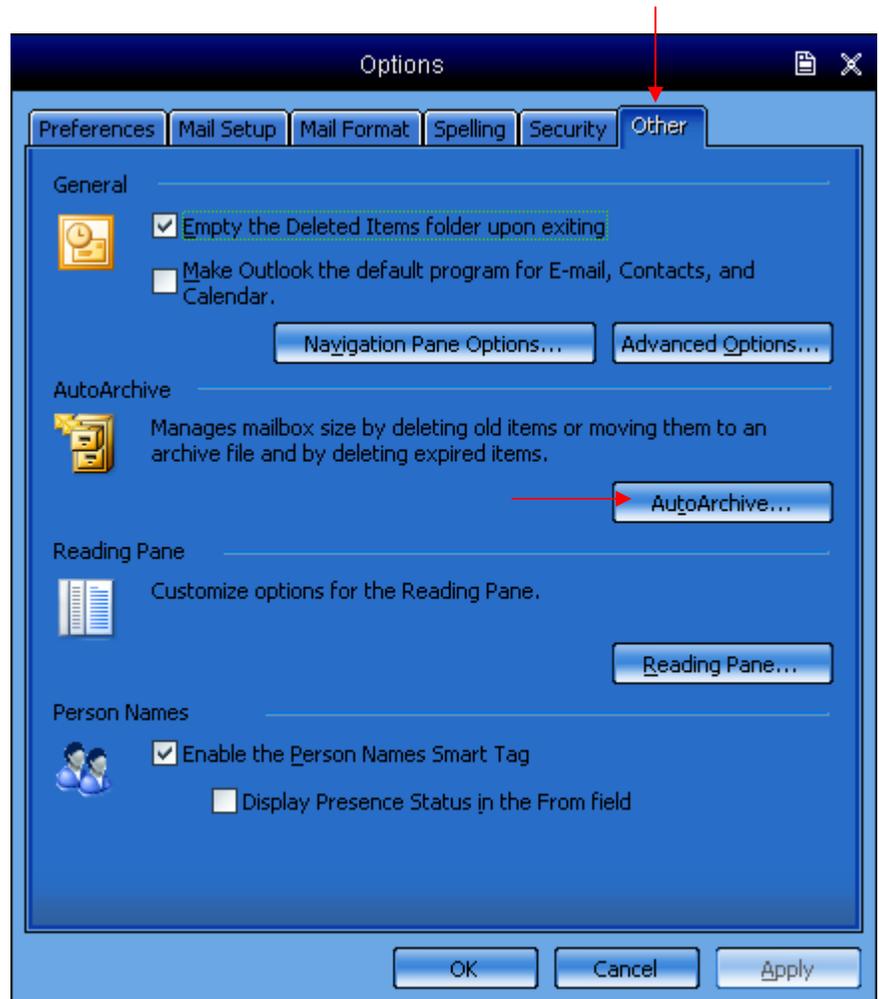
Step 3: Once the menu appears left mouse click on the word Options which will be at the bottom of the menu.



A popup window will appear. Notice at the top of the popup box there are approximately 6 tabs.

Step 4: Left mouse click on the “Other” tab. A new set of options will appear.

Step 5: On the far right in the center is a button that says “AutoArchive.” Left mouse click on this button.



Another smaller popup window will appear over the top of the current window. The smaller window will say at the top AutoArchive.

Step 6: In this window, make sure that the first check box “Run AutoArchive every 14 days” is checked. By checking this box, the Auto Archiving feature will be enabled. If this box is unchecked then Auto Archiving will not start and email will stop being sent or received when the email quota is met. By default this box should already be checked.

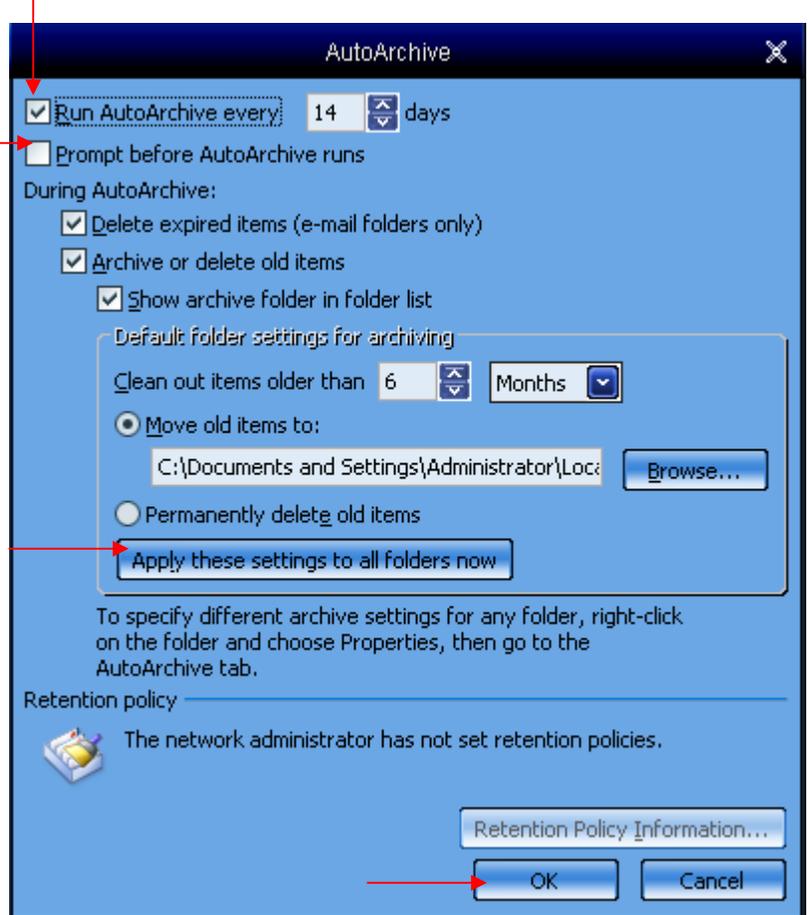
Step 7 (Optional): This step allows for Auto Archiving to prompt the user to start archiving mail or to automatically start without user intervention. By default this is unchecked to not prompt the user when Auto Archiving begins. We recommend that this is unchecked.

Warning: After completing Step 8, the computer will act as if it is frozen or running slow. This will take about 20 to 90 seconds to finish. Please allow this to finish.

Step 8: In the middle of the window, there is a button stating “Apply these settings to all folders now.” Left mouse click on this button.

Step 9: Finally left click on the “Ok” button.

Auto Archiving is now setup to run.



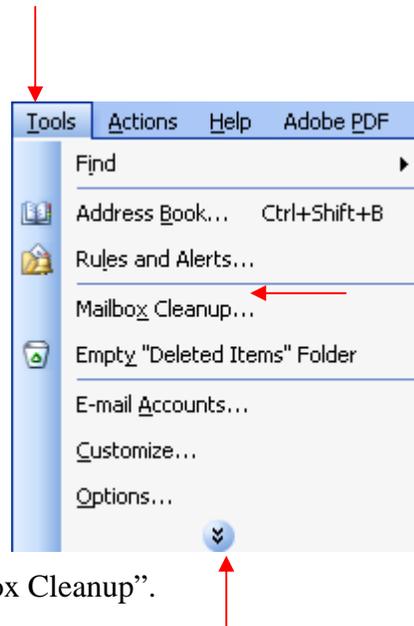
To Run AutoArchive for the First Time:

To start the archiving process for the first time, Microsoft Outlook 2003 needs to be open and the previous instructions must be completed.

Step 1: First left mouse click at the top on “Tools”. A drop down menu will appear.

Step 2: Next left mouse click on “Mailbox Cleanup.”

Note: The “Mailbox Cleanup” option may not be shown. At the bottom of the drop down menu will be two black arrows pointing down. Left mouse click on the arrows and more options will appear. The “Mailbox Cleanup” option should now be shown and then left click on “Mailbox Cleanup”.



Warning: When the below step is completed, Auto Archiving may take 10 to 90 minutes to complete. During this time the computer will run slow and is it not advised to attempt to cancel the process or attempt to run other programs until archiving is completed.

Step 3: A new window will appear with the title “Mailbox Cleanup”. In the middle of the window on the far right side a button called “AutoArchive” is shown. Left mouse click on the button.

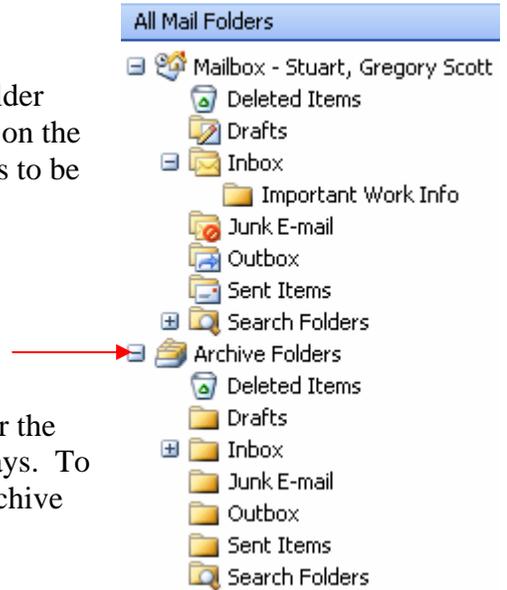
When the button is pressed the “Mailbox Cleanup” window will disappear and the Auto Archiving will begin. The computer will run slow until the process is completed. Please allow this process to finish by not trying to access or open other programs.



In the bottom right corner of Outlook you will see the archiving process running. The process will show all the folders being archived at that time. When the archiving process is completed you will only see the “Online” or “Connected” status.



Step 4: On the left side of Outlook is all existing email folders. A new folder at the bottom will appear called “Archive Folders”. This is the location of the emails older than 6 months have been moved too. Left mouse click on the “plus” sign to expand the folder allowing the subfolders to be shown.



Auto Archiving is now setup and as has been started for the first time. Archiving will run automatically every 14 days. To search for emails older than 6 months, search in the Archive Folders and not in your Inbox.

If there are any questions or comments to the setup and configuration of Auto Archiving in Microsoft Outlook 2003 or any other related topics please call the Help Desk at x6900.