What are Archive Files (.pst Data Files)?

Archive files (Outlook Data Files or .pst files) are used to store data (Messages and Calendar Items) moved from your online Exchange account to your home directory.

Why do I need to Archive?

It is necessary to move Outlook information from you Exchange account, on the Server, to prevent individuals from reaching the size limit set for their accounts. If the size limit is reached you will be prevented from **Sending** and **Receiving** messages.

Mailbox size limit on the mail Server is:

• 1 Gigabyte

Naming Your Data File (.pst)

We <u>do not</u> recommend that you name your Archive.pst file "Archive.pst", doing so may result in you losing all of your data and it may not be retrievable.

Name your Archive something meaningful and monitor the size of the file.

Manage the Size of Your Data File (.pst)

The larger the size of the .pst file the greater the possibility of corruption. Keep the size under 1 Gigabyte.

Where Can I View AutoArchive Settings?

Default AutoArchive settings can be viewed by clicking the AutoArchive Settings tool on the Folder tab. See diagram below.

	•) =						Inbox -	FLong	@ccc.commnet	.edu - Mic	rosoft Outlo	ok		
File	Home	Send /	Receive	Folder	View	Add-Ins	McAfee	e E-mail	Scan					
[#]		Ţ	Copy	Folder Folder			×							
New Folder	New Search Folder	Rename Folder	Delete	e Folder	Mark All F as Read	Run Rules Now	Clean Up Folder ▼	Delete All	Recover Deleted Items	Show in Favorites	AutoArchive Settings	Folder Permissions	Folder Properties	
	New		Actions				Clean U	р		Favorites		Properties		
> Fave	orites	<	Search In	box (Ctrl	+ E)									P
📕 FLor	ng@ccc.commnet.	edu 📩	¤ 0 ◘ F	rom			То			Subject		Receiv	ed	Categ 🕅 🚔

Default AutoArchive Settings File Name

By default your AutoArchive settings are:

- Run AutoArchive Every 14 Days
 - Archive or Delete Old Items
 - Show Archive Folder in Folder List
- Archive items older than 3 months
- Move old items to: You must type the full path to your Home Directory beginning with "\\" and the .pst file name to which to save your data.

We recommend that you save your .pst files in a folder called "Mail" in the root of your Home Directory.

If the folder does not already exist, navigate to your Home Directory, via **"Computer"**, and create it in the root of your Home Directory, <u>not</u> in My Documents. Move any existing .pst files to this folder.

Click **Apply these settings to all folders now** after making any changes to the full path or .pst file name.

Diagram A



If you would like to AutoArchive your folders more frequently you can choose the **"Archive this folder using these settings:"** option.

You can set the Clean out items older than options as low as 1 day.



Manually Archive Folders

You can force Outlook to Archive items in your Inbox and Calendar at any time.

Select Cleanup Tools from the File menu



Select Archive... from the menu that appears



To Archive all folders according to their AutoArchive settings, which we looked at in the previous section, select this option in the list and click OK.

To Archive folders according to your choice select **Archive this folder** and all subfolders follow steps 1 - 3 below.



Verify that your Archive file (.pst data file) is correct and going to the correct location.

Click OK to start the Archive process manually.



Linking To Archive (.pst) Data Files

Archive files (.pst data files) are visible on the Outlook Navigation bar.



Three Archive (.pst data files) folders are visible in the following example.



Click on an item to see its content.



To link to additional .pst data files do the following:

On the menu bar click **File** and Select **Account Settings**... from the **Account Settings** option.



Select the Data Files tab and click 🗟 Add...

count Settings			
Data Files			
Outlook Data Files			
	. I		
mail Data Files RSS	Feeds SharePoint Lists Internet Calend	ars Published Calendars Ad	Idress Books
🕹 Add 🖙 Settinas.	🛇 Set as Default 🛛 Remove 🛅 Or	en File Location	
4			
Name	Location		
April2014	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\April2014.pst	
Archive_2013	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\archive1.pst	
Archive1_2012	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive1_2012.pst	
archive6	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\archive6.pst	
Archives	\\ca-stafffs-2\Staff\HomeDir\0010	\mail\archive2.pst	
FL @ccc.commne	et Online		
March_2014	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\March_2014.pst	
elect a data file in the I	ist, then click Settings for more details or	click Open File Location to	Tell Me More
splay the folder that co	ontains the data file. To move or copy thes	e files, you must first shut	
own Outdook.			
			Close

Type the full path to the location of your .pst data files folder in the file name text box and press enter.

Create or Open Outlool	c Data File			×
🕞 🔛 🔻 Network 🕶	ca-stafffs-2 ▼ Staff ▼ HomeDir ▼ 0010 ▼	Mail 🔻	🝷 🜆 Search Mail	<u> </u>
Organize 🗸 New fold	ler			- 🧐
la Pictures	Name	Date modified 🔻	Туре	Size 🔺
JUDE Videos	archive1	5/5/2014 3:49 PM	Outlook Data File	134,433 K
Computer	💁 archive6	5/5/2014 3:41 PM	Outlook Data File	225,201 K
I local Disk (C)	logar March_2014	5/5/2014 9:34 AM	Outlook Data File	154,273 К
DVD RW Drive (D	Archive1_2012	5/5/2014 9:34 AM	Outlook Data File	1,068,897
THelpDesk (\\CC	🔮 archive2	5/5/2014 9:23 AM	Outlook Data File	2,249 K
✓ DCS (\\CA-CCC10	当 April2014	5/5/2014 9:19 AM	Outlook Data File	513 K
	当 archive7	4/9/2014 1:06 PM	Outlook Data File	18,121 K
	当 Archive_04272011	4/3/2014 3:48 PM	Outlook Data File	1,055,505
🔃 Network 🚄	当 Archive_Feb	4/3/2014 3:48 PM	Outlook Data File	109,137 K
	Archive2009	3/26/2014 1:15 PM	Outlook Data File	267.609 K ▼
File name: \\CA	-StaffFS-2\Staff\HomeDir\0010\Mail	2		•
Save as type: Outlo	ok Data File			•
☐ Ad Pa	d Optional ssword			
Hide Folders		Tools	ок	Cancel

Select the desired Archive file (.pst data file) and click OK.

Organize • New fold	er			(
- Pictures	Name	Date modified *	Туре	Size
JUIDE Videos	👃 Backup Archive Files	8/6/2013 9:19 AM	File folder	
Contraction of the	L Backup_11202013	11/22/2013 2:27 PM	File folder	
Scomputer	膨 Shortcut to mail	3/25/2008 12:20 PM	Shortcut	1
Local Disk (C:)	🐏 mailbox	3/23/2011 9:20 AM	Outlook Data File	513
DVD RW Drive (D	111805Archive	9/28/2011 5:12 PM	Outlook Data File	264,633
THelpDesk (\\CC	Archive07	10/4/2012 4:19 PM	Outlook Data File	265
	SebMarSent2011	10/4/2012 4:19 PM	Outlook Data File	41,929
2 0010 (//ca-st	10 Archive04292011	10/22/2012 4:12 PM	Outlook Data File	265
Notwork	Archive2013	11/25/2013 8:46 A	Outlook Data File	154,273
Wetwork	8 20092010	12/3/2013 11:20 A	Outlook Data File	267,609
•	•			
File name: Arch	ive04292011	Selected file		
Save as type: Outlo	ok Data File			
⊢ Ad Pas	d Optional ssword		4	1

Repeat Steps 1 thru 4 above to add additional files.

After linking to <u>all</u> needed files, you will see each file listed in the window, similar to the diagram below.

Click **Close** to return to the Outlook main window.

Dutlook Data Files E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Add Settings Set as Default X Remove Open File Location Name Location	Data Files			_
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books Add	Outlook Data Files			
Add Settings Set as Default X Remove Open File Location Name Location April2014 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\April2014.pst Archive_2013 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst Archive1_2012 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive2.pst Archive3 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive2.pst Archive3 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive2.pst FL @ccc.commet Online March_2014 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Archive3 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Archive07 \(ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive07.pst Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook. Tell Me More	s			have Barata I
Name Location April2014 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\April2014.pst Archive_2013 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst Archive1_2012 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst archive6 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\Archive2.pst FL<@ccc.commnet Online Mail\Archive012011 \\car{ca}-stafffs-2\Staff\HomeDir\0010 March_2014 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Additonal .pst data files addee Archive07 \\car{ca}-stafffs-2\Staff\HomeDir\0010 \Mail\Archive07.pst Additonal .pst data files addee Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook. Tell Me More	Add Settings	Set as Default X Remove 😁 On	en File Location	Iress Books
April2014 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\April2014.pst Archive_2013 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1.pst Archive1_2012 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst archive6 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive6.pst Archives \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive2.pst FL @ccc.commet Online March_2014 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Archive04292011 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive07.pst Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook. Click Clease to roturn to the Outlook Uneme tab	Name			
March_2014 \\ca-stafffs-2\Staff\HomeDir\00104 \Mail\March_2014.pst Archive04292011 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Archive07 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut Tell Me More	April2014 Archive_2013 Archive1_2012 archive6 Archives FL @ccc.commnet	\\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 Online	\Mail\April2014.pst \Mail\archive1.pst \Mail\Archive1_2012.pst \Mail\archive6.pst \mail\archive2.pst	
Archive07 \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive07.pst Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut down Outlook. Tell Me More	Archive04292011	\\ca-stafffs-2\Staff\HomeDir\00104 \\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive04292011.pst	Additional .pst data files add
Select a data file in the list, then click Settings for more details or click Open File Location to display the folder that contains the data file. To move or copy these files, you must first shut	Archive07	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive07.pst	
Click close to return to the Outlook Home tab.	, Select a data file in the list, t display the folder that contai down Outlook.	hen click Settings for more details or ns the data file. To move or copy thes Click Close to return to t	click Open File Location to e files, you must first shut he Outlook Home t	Tell Me More



Renaming Archive Files and Links.

For this example, I want to give "Archive6", diagram above, a meaningful name.

Archive6 is a link on the navigation bar, therefore, it is considered to be an open file. If you attempt to rename the file that the link is pointing to you will receive the following message:

File In	Use 🔰	<
	The action can't be completed because the file is open in Microsoft Outlook	
	Close the file and try again.	
	archive6 Type: Outlook Data File Size: 219 MB Date modified: 5/14/2014 8:51 AM	
	T <u>r</u> y Again Cancel	

Option 1

- 1. Close Outlook
- 2. Navigate to your .pst file folder (Home Directory)
- 3. Rename the file

🐏 2013Archive.pst

- 4. Open Outlook
- 5. Click the Data Files tab (File, Account Settings..., Account Settings)
- 6. Add... the renamed file and click Close

Add	. V Set as Default X Remove 🖾 Op	en File Location	
Name	Location	Marilla and Social and	
Archive_2013	\\ca-stams-2\Stam\HomeDir\0010	(Mail\archive1.pst	
Archive04292011	\\ca-stams-2\Stam\HomeDir\0010	Mail Archive04292011.pst	
Archive1_2012	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive1_2012.pst	
archive6	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\archive6.pst	
Archives	\\ca-stafffs-2\Staff\HomeDir\0010	\mail\archive2.pst	
FLi @ccc.commnet	Online		
March_2014	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\March_2014.pst	
SepDec2013	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\SepDec2013.pst	
2013Archive	\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\2013Archive.pst	

The new name now shows on the navigation bar.



The original name\link is also still on the toolbar. If you attempt to click it you will receive the following message.



To remove the old link, **Right-click** it to bring up the shortcut menu.

Select Close "ArchiveName"



Option 2

- 1. Go to the Data Files tab (File, Account Settings..., Account Settings)
- 2. Select the Archive .pst file to remove
- 3. Click **X** Remove on the Data Files toolbar

Location	\Mail\Anril2014 nst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\April2014.pst	
	(indit (prinzor ripoc	
\\ca-stams-2\Stam\HomeDir\0010	\Mail\archive1.pst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive04292011.pst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive07.pst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\Archive1_2012.pst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\archive6.pst	
\\ca-stafffs-2\Staff\HomeDir\0010 Online	\mail\archive2.pst	
\\ca-stafffs-2\Staff\HomeDir\0010	\Mail\March_2014.pst	
	\\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 \\ca-stafffs-2\Staff\HomeDir\0010 Online \\ca-stafffs-2\Staff\HomeDir\0010	\\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive07.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\archive6.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\archive2.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\archive2.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\archive2.pst \\ca-stafffs-2\Staff\HomeDir\0010 \Mail\archive2.pst

4. When prompted, select Yes to remove the link.



- 5. Close the dialog box and close Outlook to clear any connection.
- 6. Navigate to the folder containing the archive (.pst data file) and Rename it.

7. Open **Outlook**. The renamed Archive (.pst Data File) now appears on the Navigation bar.

Renaming the Archive Folder Name Only

- 1. Right-click the Archive folder link
- 2. Select Data File Properties... from the shortcut menu



Archive07 Pro	perties		×					
General Home Pa	age							
Archive07								
Type: Fold	ler containing Mail	and Post Items						
Location: Mic	rosoft Outlook							
Description:								
Show number of unread items								
Show total nu	 Show total number of items 							
When posting to t	his folder, use: I	PM.Post	•					
Display remin	ders and tasks fron	n this folder in th	e To-Do Bar					
Folder Size		Advance	ed					
Upgrade to Color Categories								
	ОК	Cancel	Apply					

3. Click Advanced

4. Type the new Name: in text box

Outlook D	ata File	•				X
General						
Name:	Archive07					
Filename:	tafffs-2\S	taff\HomeDir	\0010	\Mail\A	Archive07.ps	st
Format:	Outlook D	ata File				-
Change Pa	ssword	Changes the access the o	e passwo Outlook d	rd used lata file	to	
Compac	Compact Now Reduces the size of your Outlook data file					
Comment						-
		ОК	Can	cel	Apply	

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Notice that the link folder name appearing on the navigation bar no longer matches the actual Archive file name.

0	utlook D	ata File	•		×
(General				
I	Name:	Archive20	07		
ł	Filename:	tafffs-2\St	aff\HomeDir\001	0 i\Mail\A	rchive07.pst
ł	Format:	Outlook D	ata File		
	Change Pas	sword	Changes the pas access the Outlo	ssword used ook data file	to
	Compac	Now	Reduces the size data file	e of your Out	look
	Comment				
			ОК	Cancel	Apply