

Outlook Archives (.pst Data Files) Overview

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 do not 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.

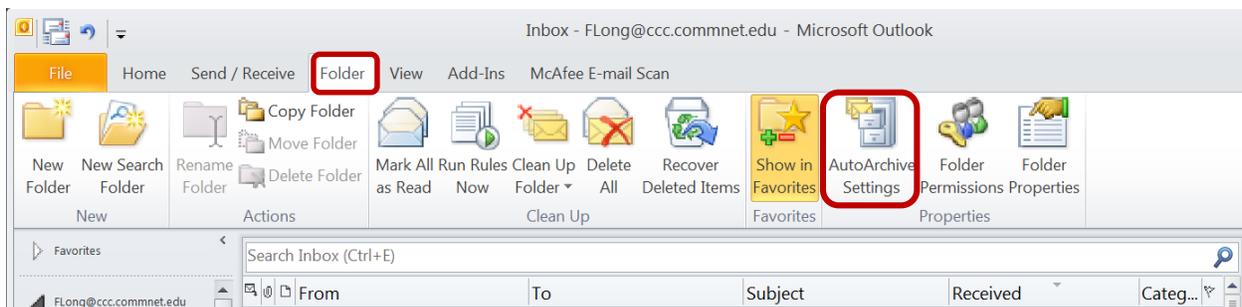
Manage the Size of Your Data File (.pst)

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.

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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.

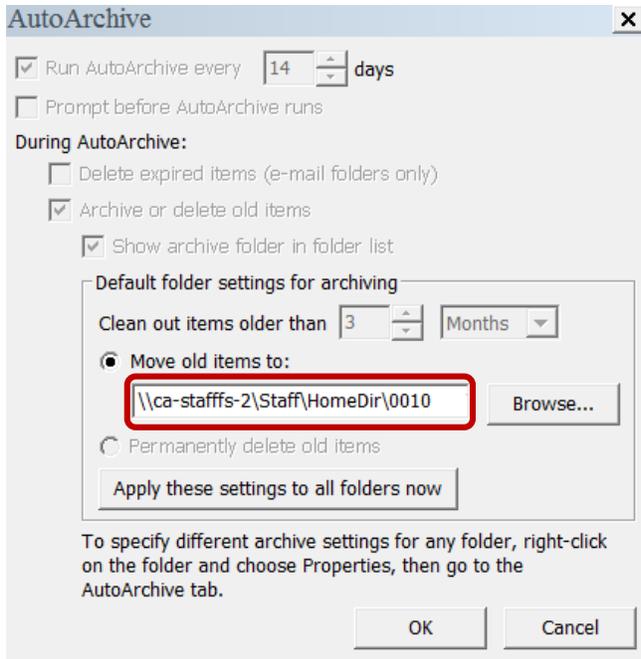
We recommend that you save your .pst files in a folder called “Mail” in the root of your Home Directory.

If the folder does not already exist, navigate to your Home Directory, via “Computer”, and create it in the root of your Home Directory, not 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.

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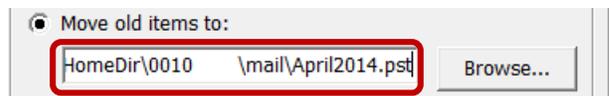
Diagram A



The full UNC\Path, not visible in Diagram A, to the Archive Data file (.pst)



Diagram B



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.



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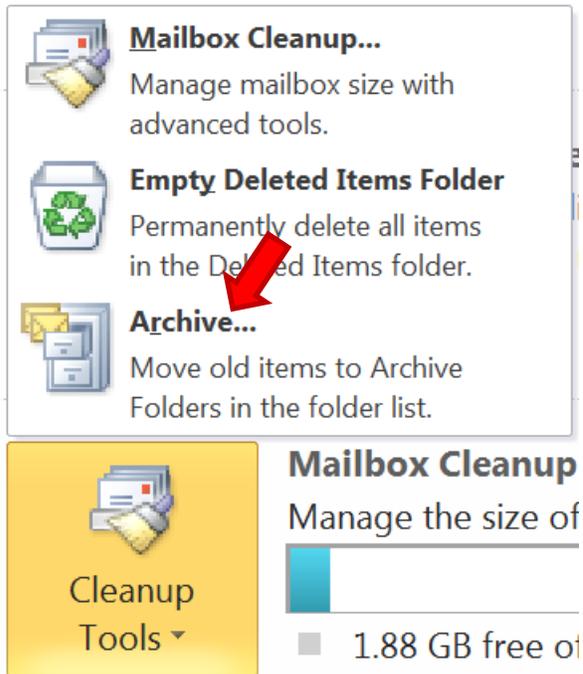
Manually Archive Folders

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**.

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

Archive

Archive all folders according to their AutoArchive settings

Archive this folder and all subfolders:

FLO @ccc.comnet.edu

- Inbox
- Drafts [8]
- Sent Items
- Deleted Items (9)
- Calendar (1)
- Contacts
- Journal
- Junk E-mail [381]

Archive items older than: Fri 1/31/2014

Include items with "Do not AutoArchive" checked

Archive file: \\ca-staffs-2\Staff\HomeDir\0010 \mail\Apr Browse...

OK Cancel

To Archive all folders & subfolders click your e-mail address.

1 OR

Click the individual folder you would like to Archive.

Archive

Archive all folders according to their AutoArchive settings

Archive this folder and all subfolders:

FLO @ccc.comnet.edu

- Inbox
- Drafts [6]
- Sent Items
- Deleted Items (16)
- Calendar (1)
- Contacts
- Journal
- Junk E-mail [37]

Archive items older than: Wed 1/29/2014

Include items with "Do not AutoArchive" checked

Archive file: s-2\Staff\HomeDir\0010 wse...

OK Cancel

Click the down arrow to select an **Archive items older than:** date using the Calendar.

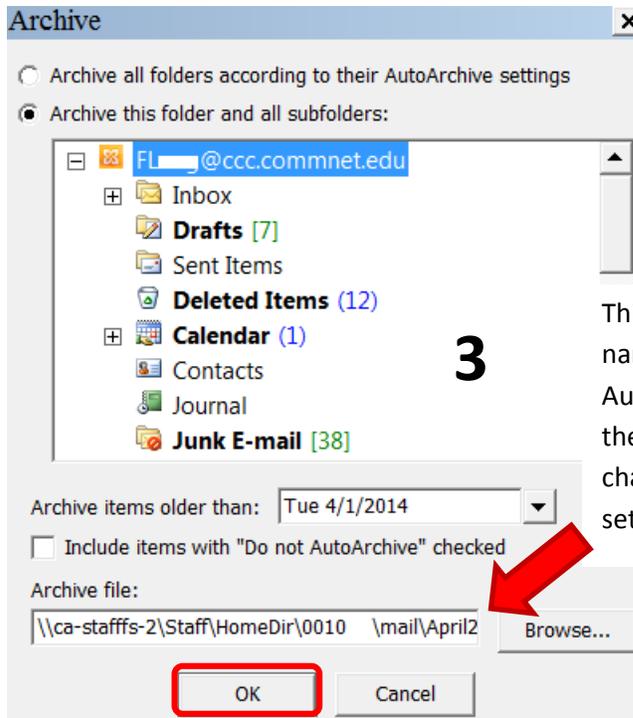
March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

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

Click OK to start the Archive process manually.

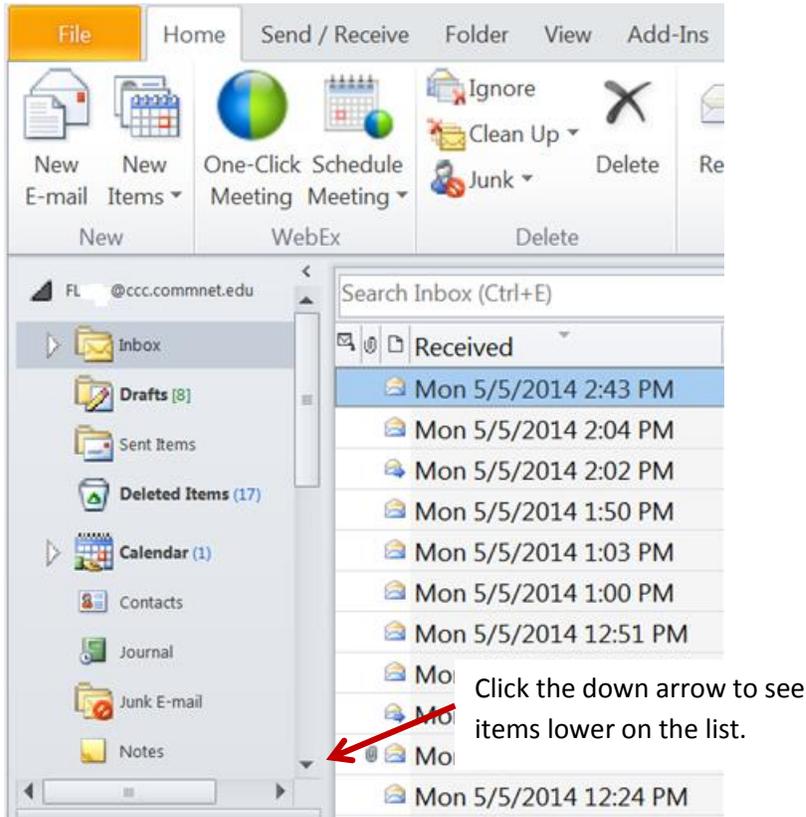


This should be the same .pst file name and path established for your AutoArchive settings. If you change the name here, you will not be changing your default AutoArchive setting.

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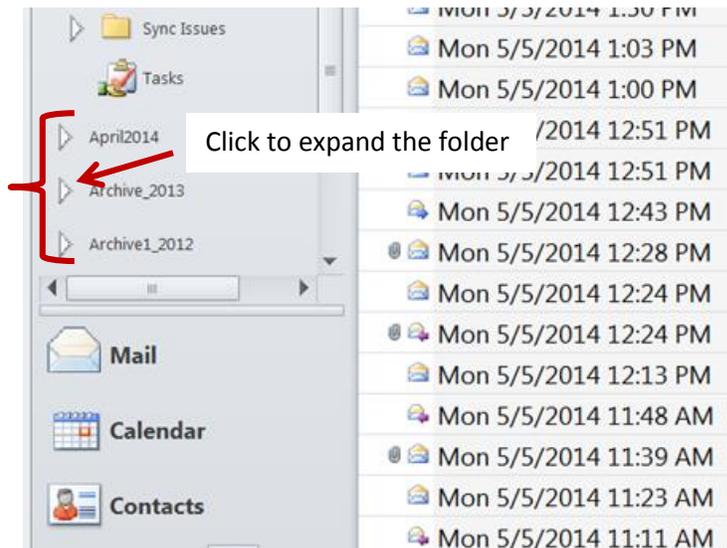
Linking To Archive (.pst) Data Files

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

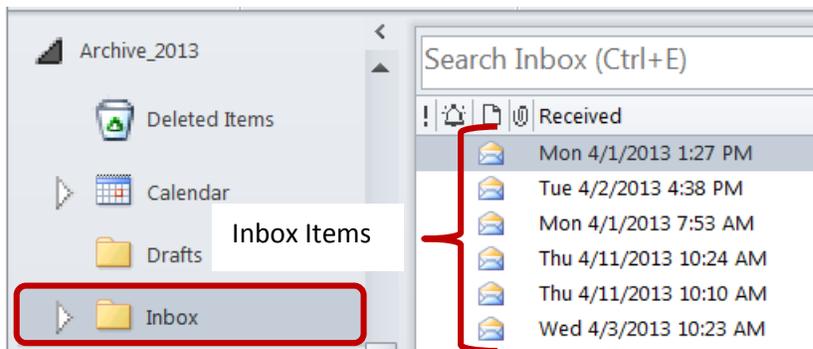


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Three Archive (.pst data files) folders are visible in the following example.



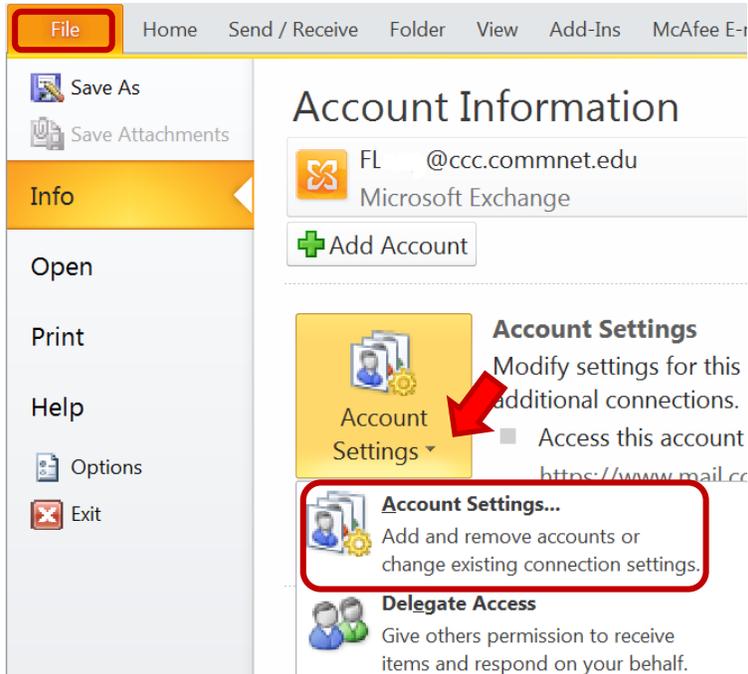
Click on an item to see its content.



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

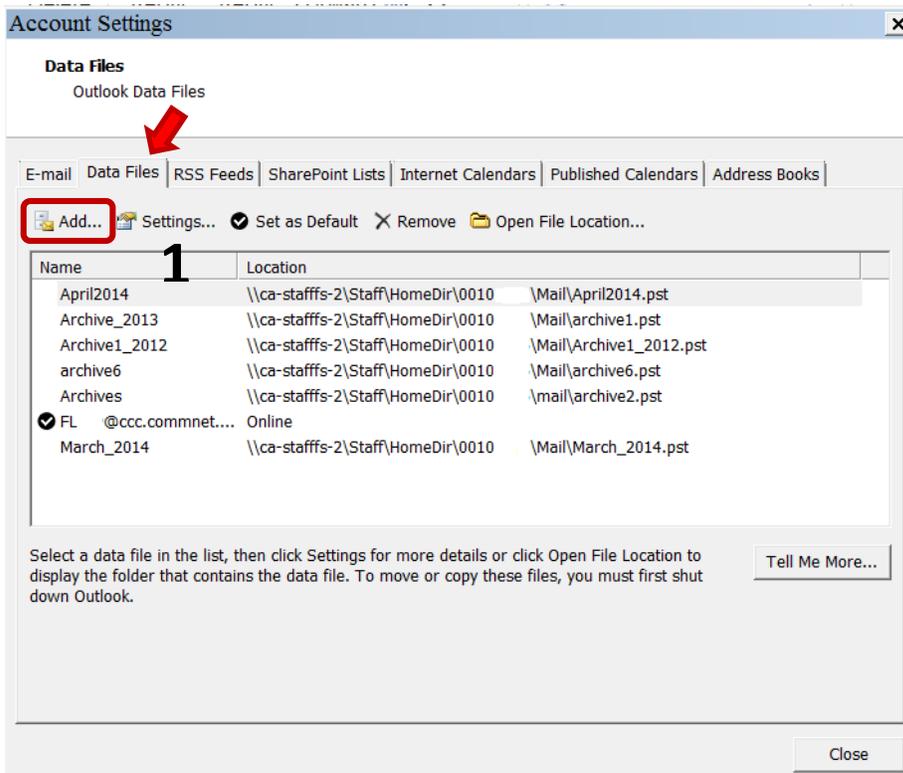
On the menu bar click **File** and Select **Account Settings...** from the **Account Settings** option.

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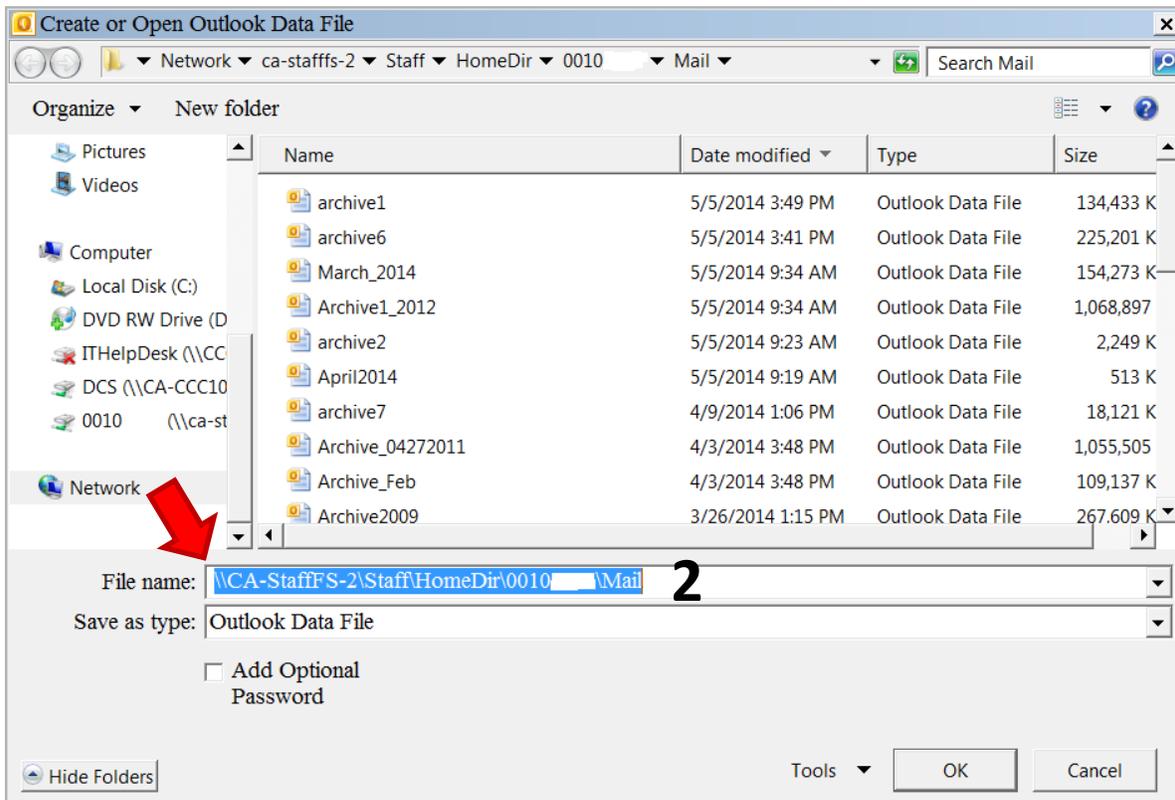
Select the **Data Files** tab and click  Add...

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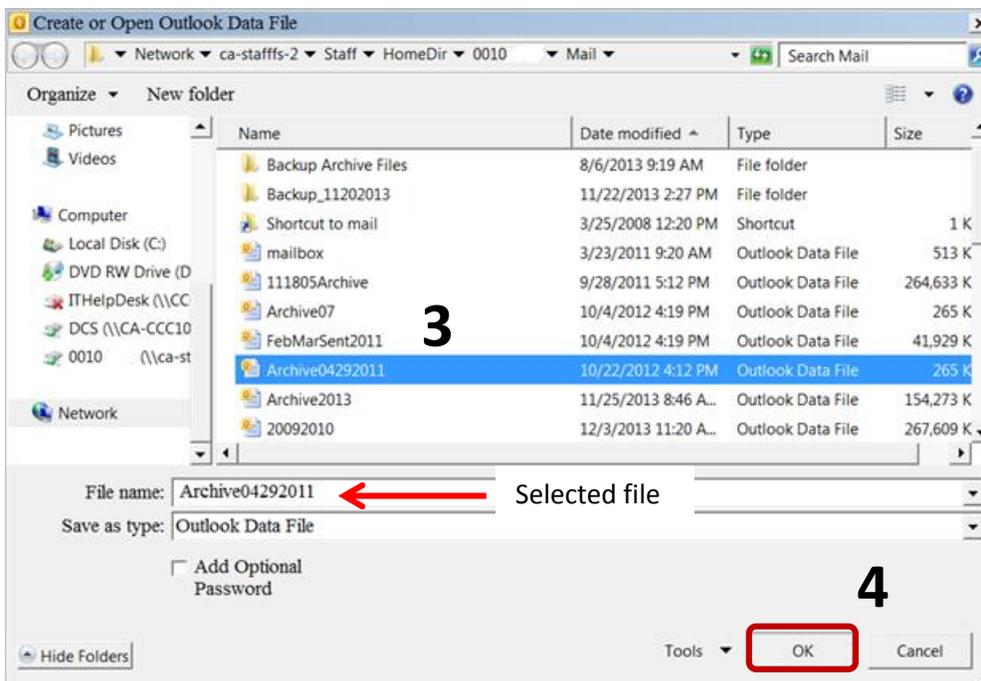
Type the full path to the location of your .pst data files folder in the file name text box and press enter.

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

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Repeat Steps 1 thru 4 above to add additional files.

After linking to all 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.

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Account Settings
Data Files
Outlook Data Files

E-mail | **Data Files** | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books

Add... Settings... Set as Default Remove Open File Location...

Name	Location
April2014	\\ca-staffs-2\Staff\HomeDir\0010 \Mail\April2014.pst
Archive_2013	\\ca-staffs-2\Staff\HomeDir\0010 \Mail\archive1.pst
Archive1_2012	\\ca-staffs-2\Staff\HomeDir\0010 \Mail\Archive1_2012.pst
archive6	\\ca-staffs-2\Staff\HomeDir\0010 \Mail\archive6.pst
Archives	\\ca-staffs-2\Staff\HomeDir\0010 \mail\archive2.pst
FL @ccc.commet....	Online
March_2014	\\ca-staffs-2\Staff\HomeDir\00104 \Mail\March_2014.pst
Archive04292011	\\ca-staffs-2\Staff\HomeDir\0010 \Mail\Archive04292011.pst
Archive07	\\ca-staffs-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...

Click **Close** to return to the Outlook Home tab.

Close

Search Folders
Suggested Contacts
Sync Issues
Tasks

April2014
Archive_2013
Archive04292011
Archive07
Archive1_2012
archive6

Search Inbox (Ctrl+E)
Received
Tue 5/6/2014 10:47 AM
Tue 5/6/2014 10:46 AM
Tue 5/6/2014 10:38 AM
Tue 5/6/2014 8:38 AM
Tue 5/6/2014 8:36 AM

Additional links to .pst data files now appear on the Navigation bar

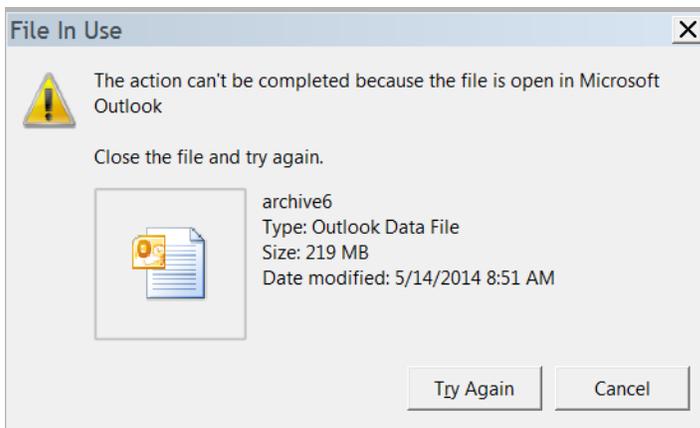
Expand the folder and select an item to see its content.

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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:



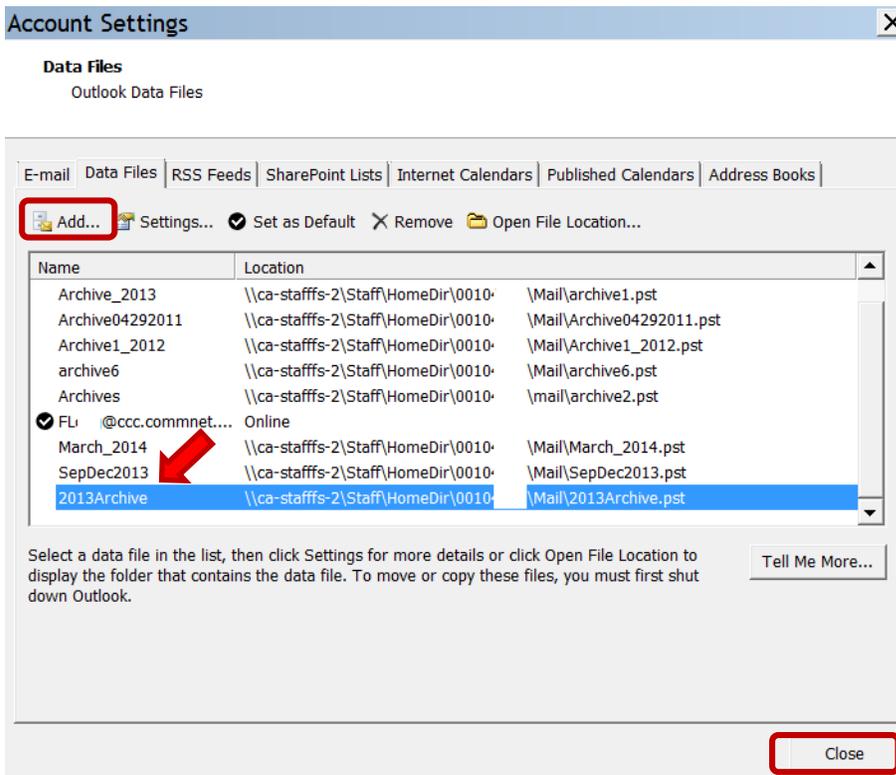
Option 1

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

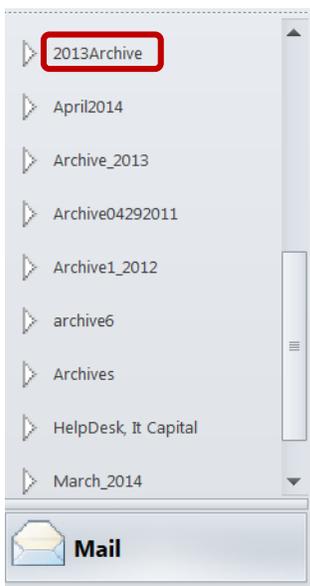


4. Open Outlook
5. Click the **Data Files** tab (**File, Account Settings..., Account Settings**)
6. **Add...** the renamed file and click **Close**

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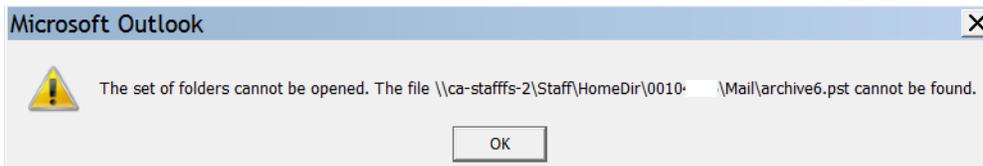


The new name now shows on the navigation bar.



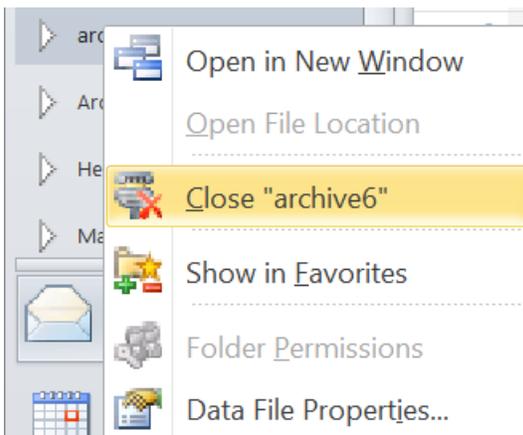
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The original name\link is also still on the toolbar. If you attempt to click it you will receive the following message.



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

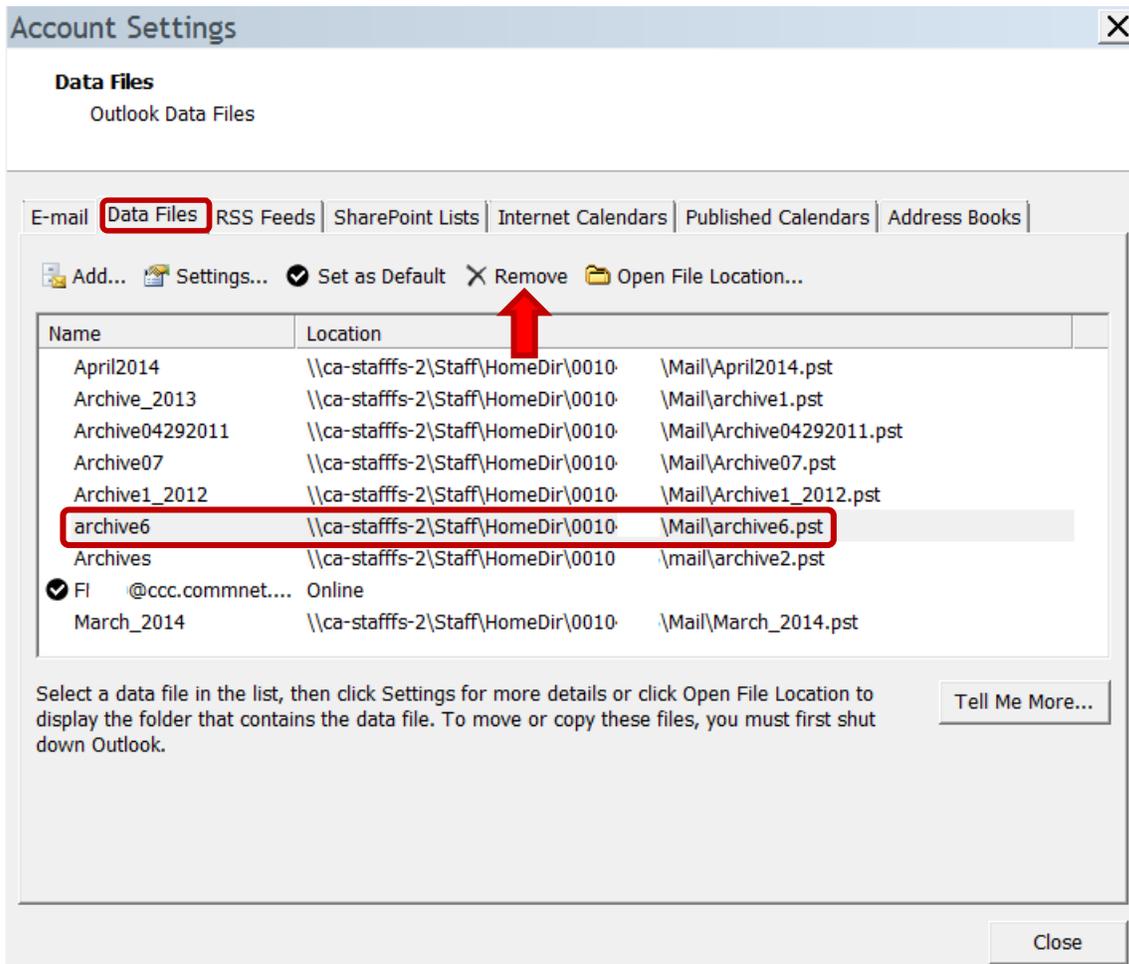
Select Close "*ArchiveName*"



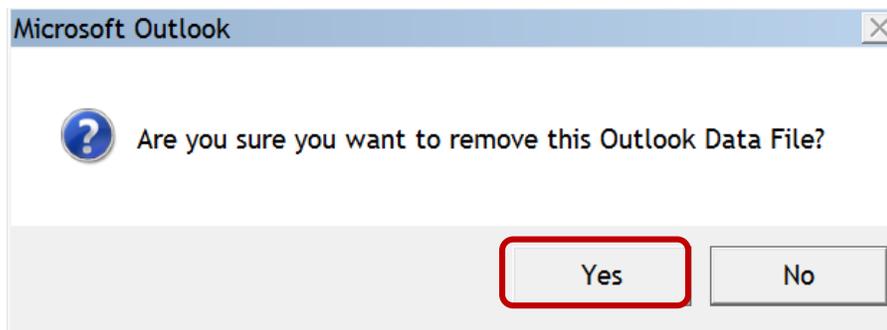
Option 2

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

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



5. **Close** the dialog box and close Outlook to clear any connection.

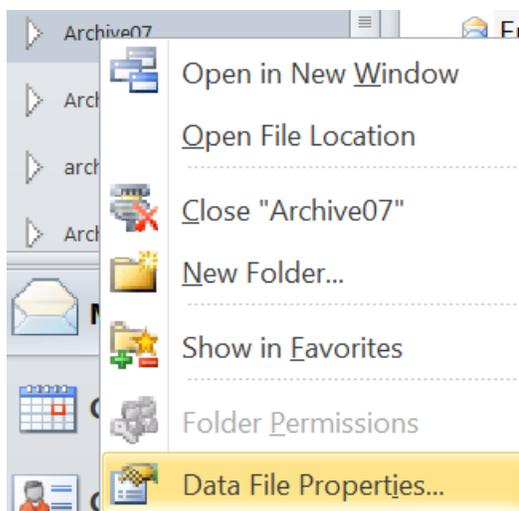
6. **Navigate** to the folder containing the archive (.pst data file) and **Rename** it.

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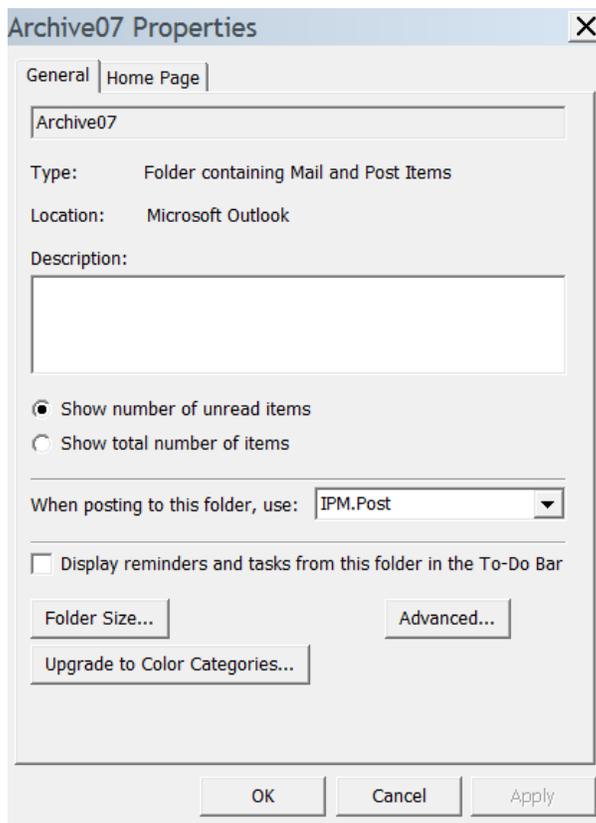
7. Open **Outlook**. The renamed Archive (.pst Data File) now appears on the Navigation bar.

Renaming the Archive Folder Name Only

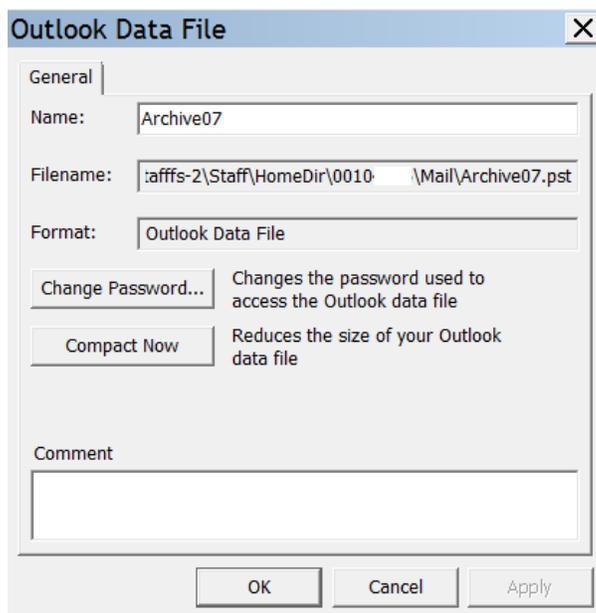
1. Right-click the Archive folder link
2. Select **Data File Properties...** from the shortcut menu



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3. Click **Advanced**
4. Type the new **Name:** in text box



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

