

## Create an Email Archive for Faculty & Staff with Microsoft Exchange Accounts

THESE INSTRUCTIONS DO NOT APPLY TO DEPARTMENTAL EXCHANGE ACCOUNTS

### Setup

1. With Microsoft Outlook open, go to: **File > Account Settings > Account Settings**
2. Select the **Data File** tab
3. Select **Add...**
4. Navigate to the user's **H:\** drive
5. Name the file **username\_archive.pst**. The new location will now appear in the Data Files list.
6. Select **Close**.

Notice a new line item appears in the Outlook mailbox list called *username-archive*. Within that new line item, create an "Inbox" folder and a "Sent Items" folder.

### Archiving Process

1. Mass select the desired email items from the *active Inbox* and move them to the *archive Inbox*.
  - To select a series of emails:
    - Select the **first email** in the series
    - Scroll down to the last email in the series
    - Press **Shift** on the keyboard and select the **last email** in the series. This will highlight the desired emails for moving.
    - **CAREFULLY** drag the highlighted emails to the archive Inbox
  - To select a random order of emails:
    - Press **Ctrl** on the keyboard and select the desired emails
    - When you are ready, carefully drag the highlighted emails to the archive Inbox