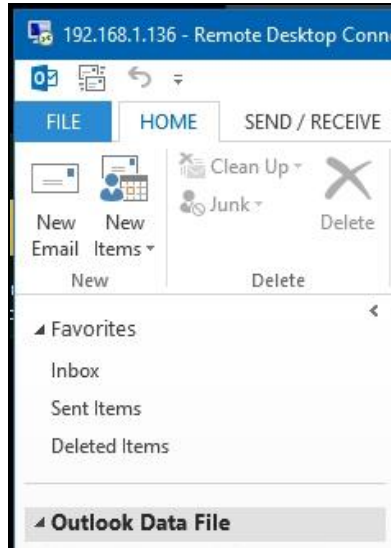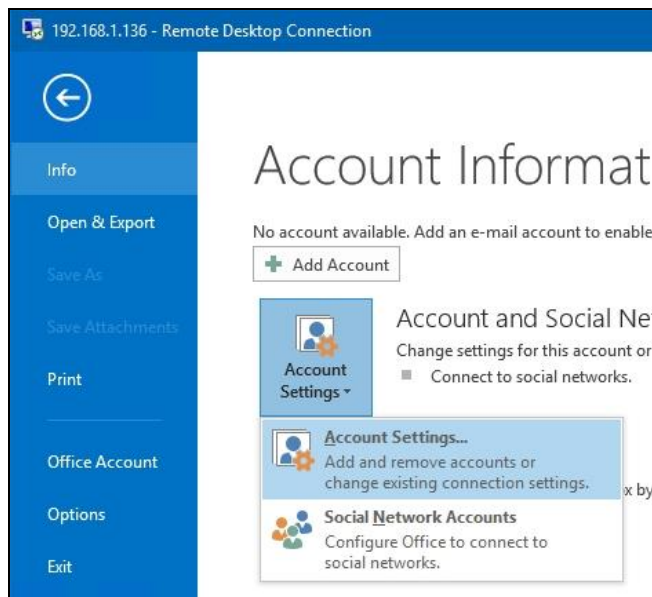# Archiving Microsoft Outlook 2013 Emails

When the email quota that is provided to you sends you a message stating that "Your mailbox is almost full", this is a sign that your mailbox quota is running out. The IT Administrator can either choose to upgrade your account or request for you to archive your emails should your mailbox quota is already large. Please follow instructions below on how to archive:
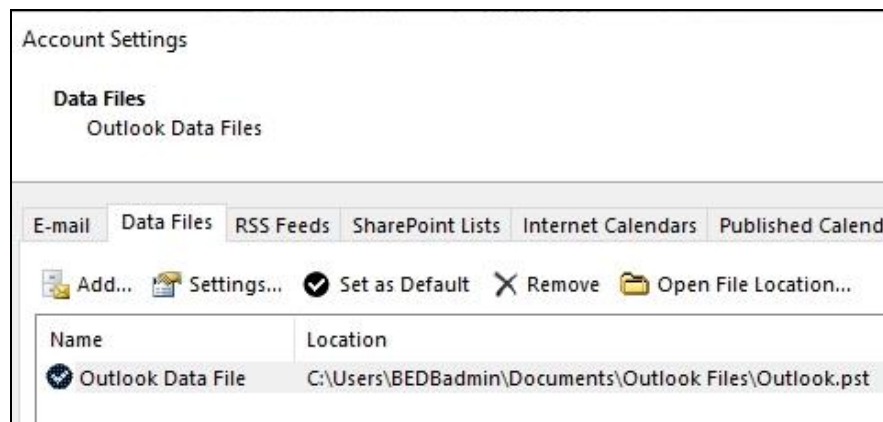
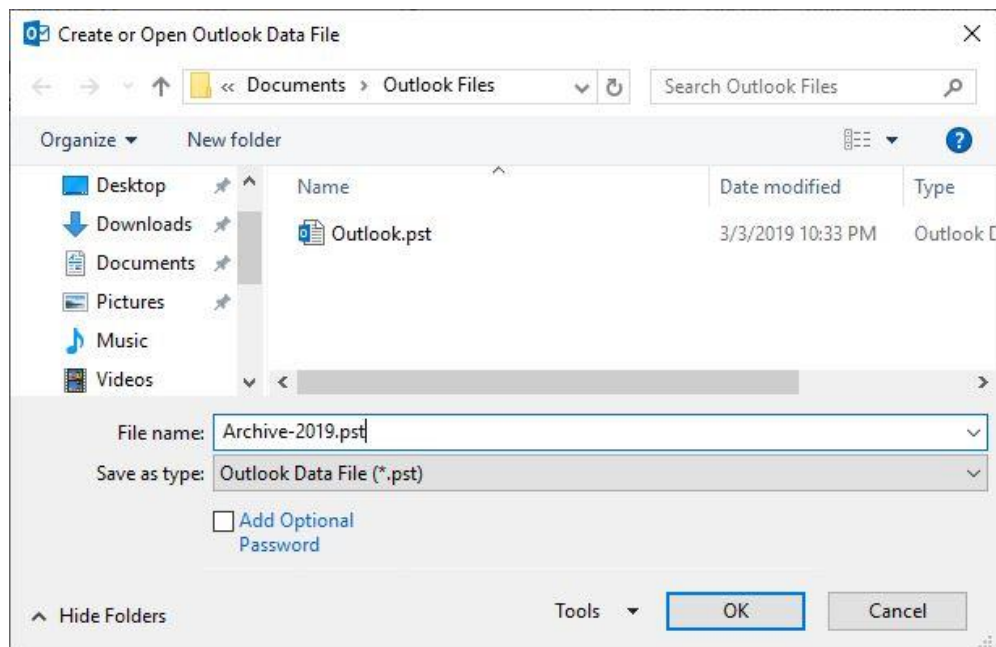1. On the Microsoft Office 2013 menu, go to FILE

2. In the FILE menu, go to Info and select ACCOUNT SETTINGS and proceed to go to ACCOUNT SETTINGS Add and Remove.
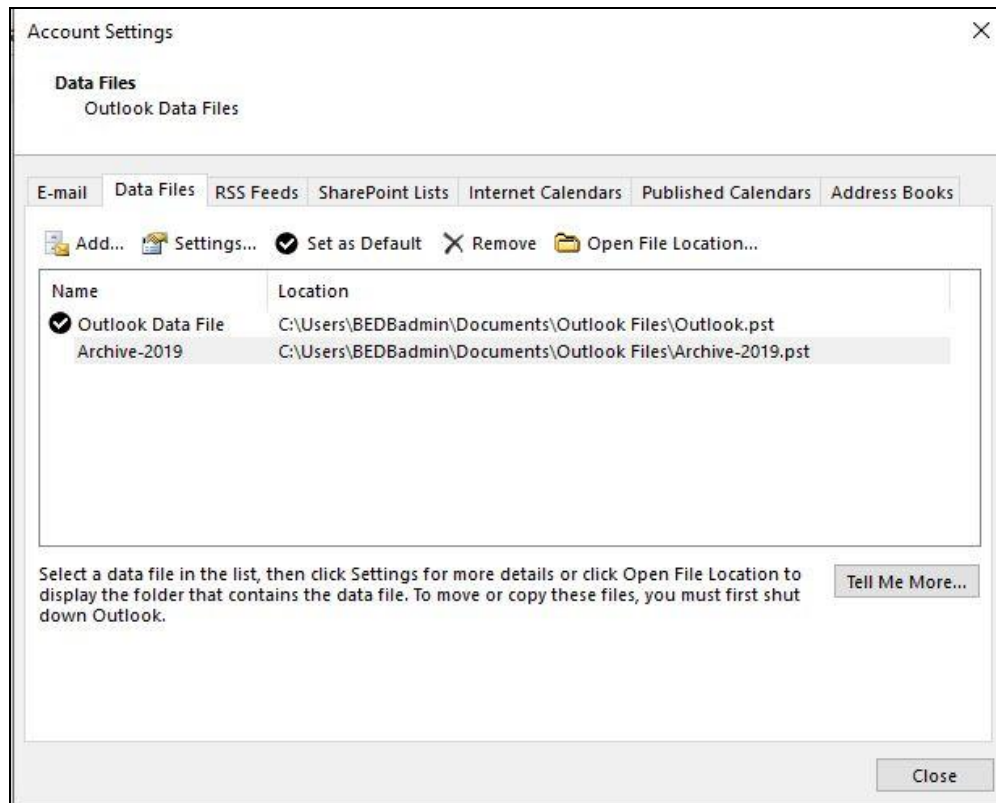
3. Under the **ACCOUNTS SETTINGS** menu, select **DATA** Files from the tab and click on **ADD**
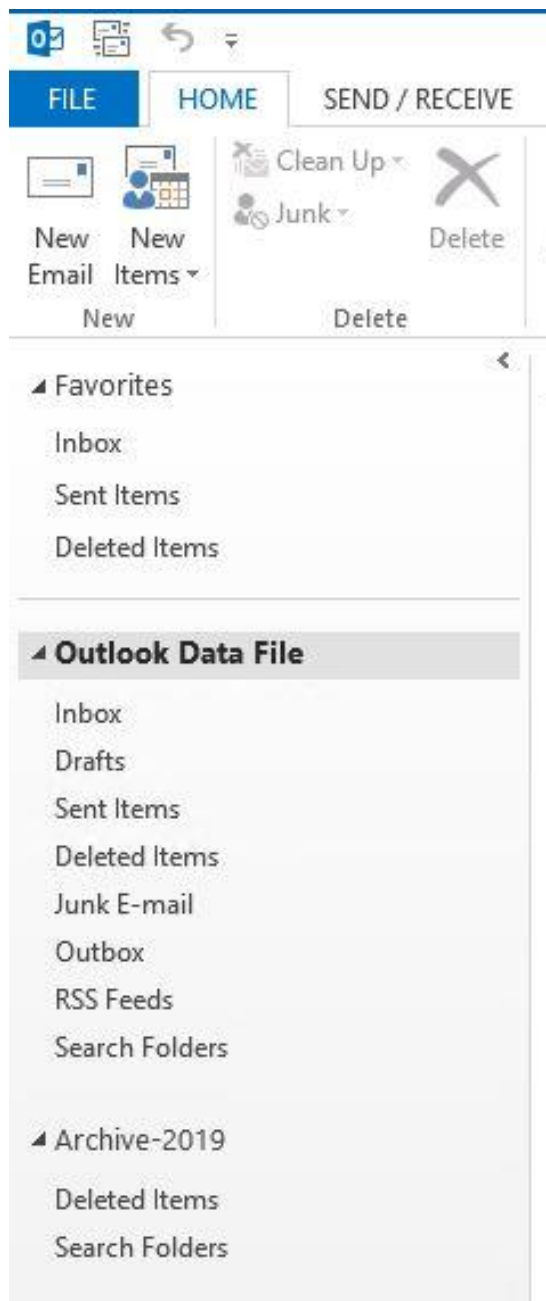

4. To create your archive folder, type the name that you would like to call it, eg **Archive-2019**. Take note that all archive files can be found in your Documents folder under **OUTLOOK FILES**. Once you have typed the name of the file, click OK and it will create an Archive container with the extension *.pst.
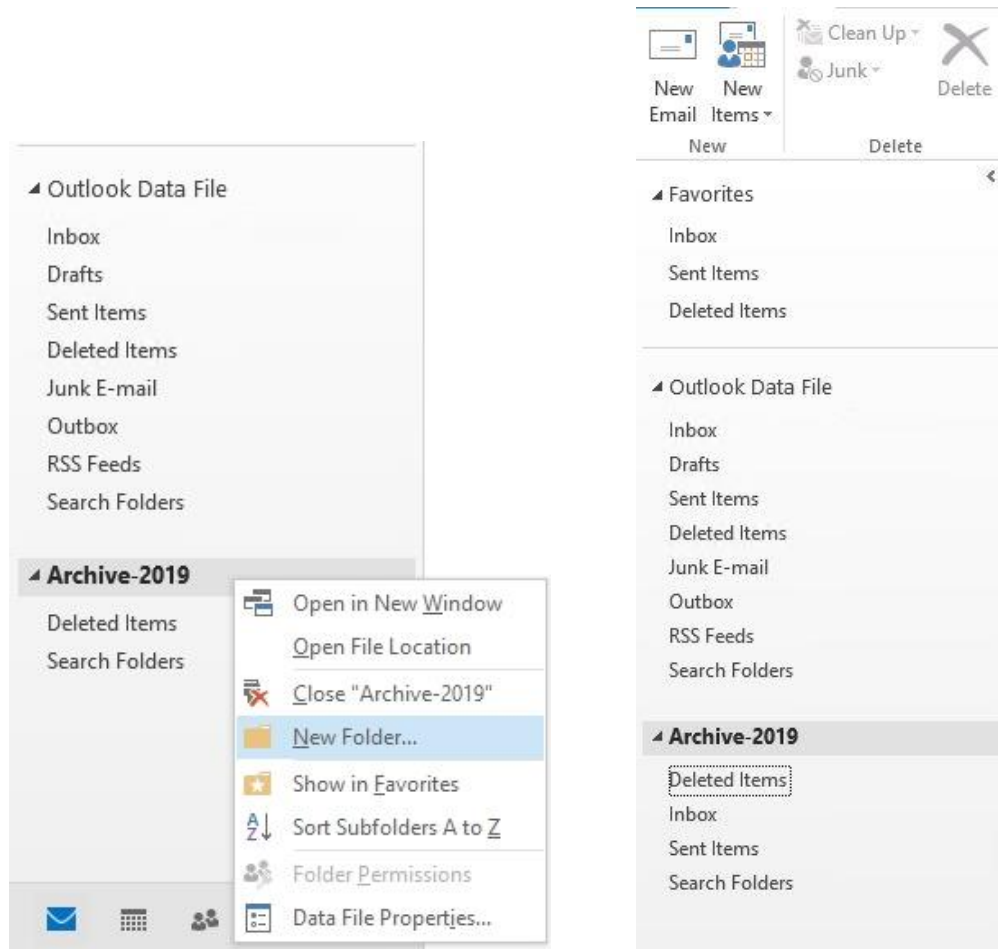
5. You will see the new Archive file that you have created here. Click close to close the window and return you to Microsoft Outlook.

6. From the HOME menu, you can now see the Archive file that you have just created.

7. You can also create folders within the new file that you created by right clicking your mouse on the name of the archive, and selecting **NEW FOLDER.** In my case, I have decided to create the folder called **INBOX** and **SENT ITEMS.** For any archive emails that you receive, you can place them in the INBOX folder and for any archive emails that you sent, you can place them in the SENT folder.

8. You can easily <u>click and drag</u> any emails that you wish to archive into these '**INBOX'** and '**SENT ITEMS'** folders and it will remove the email from your original mailbox and store it in this archive folder.

- END OF FILE -