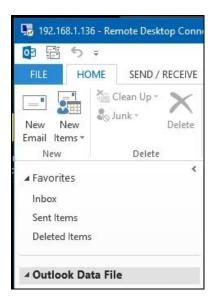
Archiving Microsoft Outlook 2013 Emails

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:

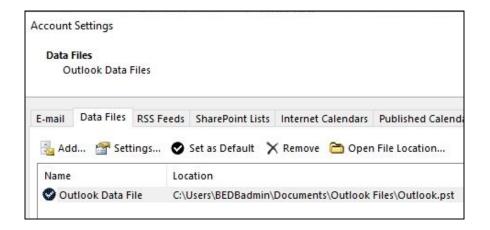
1. On the Microsoft Office 2013 menu, go to FILE



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



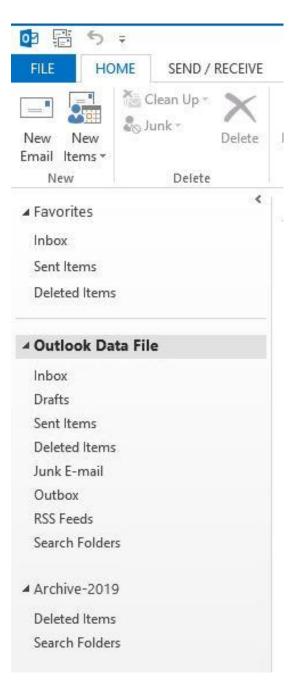
4. To create your archive folder, type the name that you would like to call it, eg Archive-2019. Take note that all archive files can be found in your Documents folder under OUTLOOK FILES. Once you have typed the name of the file, click OK and it will create an Archive container with the extension *.pst.

💁 Create or Open Ou	look Data File	×
← → ~ ↑ 📘	« Documents > Outlook Files 🗸 🤟	Search Outlook Files
Organize 🔹 Ne	/ folder	855 👻 📀
Downloads	Uutiook.pst	Date modified Type 3/3/2019 10:33 PM Outlook
File name: Save as type:	Archive-2019.pst Outlook Data File (*.pst) Add Optional Password	~
 Hide Folders 	Tools	▼ OK Cancel

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.

🛓 Add	🚰 Settings	Set as Default 🗙 Remove 🛅 Open File Location	
Name		Location	
Outlook Data File C:\Users\BEDBadmin\Documents\Outlook Files\Outlook.pst			
	a file in the list	then click Settings for more details or click Open File Location to	Tell Me More
		tains the data file. To move or copy these files, you must first shut	ten we wore

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.

		New New Email Items * New Delete	
▲ Outlook Data Fi	le	∡ Favorites	
Inbox		Inbox	
Drafts		Sent Items	
Sent Items		Deleted Items	
Deleted Items			
Junk E-mail		 Outlook Data File 	
Outbox		Inbox	
RSS Feeds		Drafts	
Search Folders		Sent Items	
		Deleted Items	
Archive-2019		Junk E-mail	
Deleted Items	Open in New Window	Outbox	
Search Folders	Open File Location	RSS Feeds	
	Close "Archive-2019"	Search Folders	
	New Folder	✓ Archive-2019	
	Show in <u>F</u> avorites	Deleted Items	
ند 📰 🗹	$2\downarrow$ Sort Subfolders A to <u>Z</u>	Inbox	
	Solder Permissions	Sent Items	
		Search Folders	

 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.