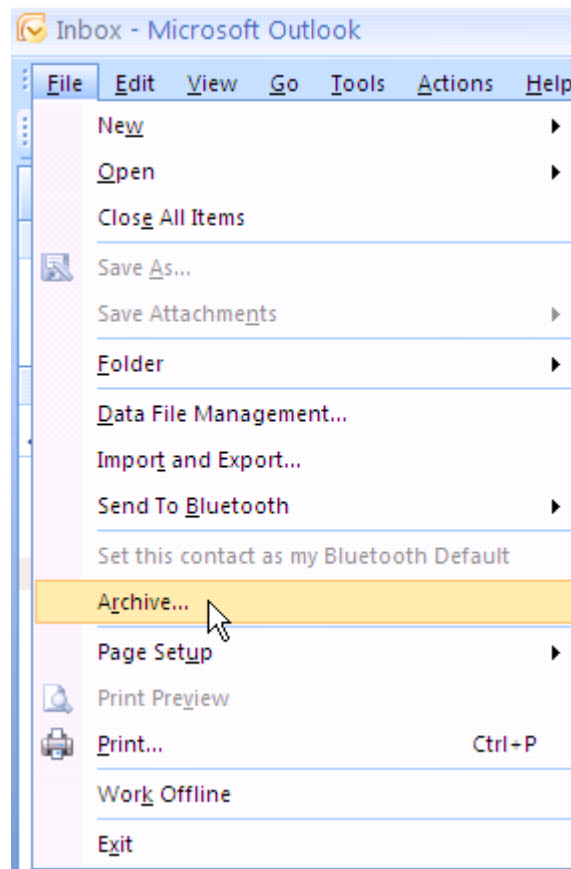


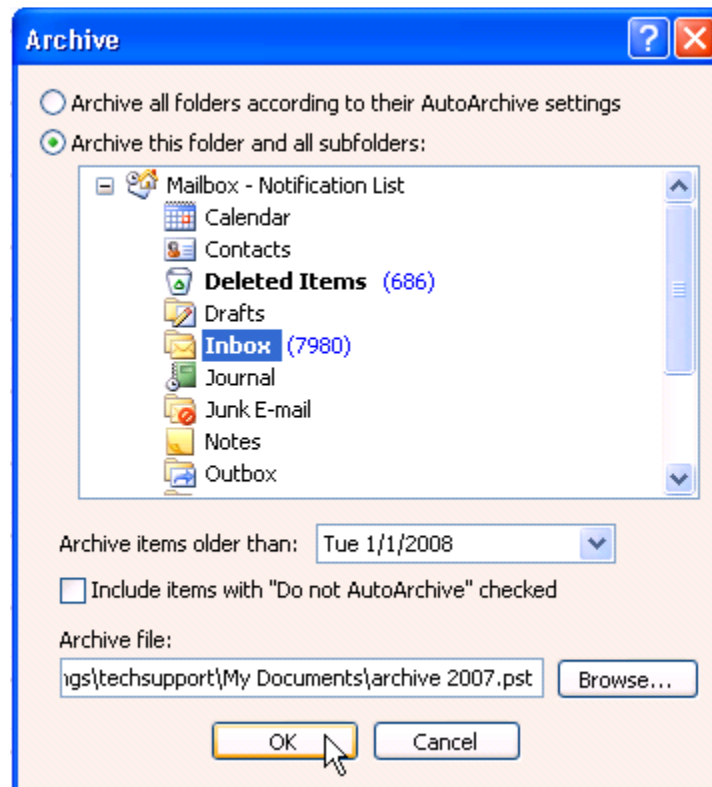
How to Archive your Exchange Account with Outlook 2007

Ideally you should first go through your Exchange account and delete any messages that you no longer need. We all tend to accumulate messages over time that we no longer need. If your Exchange account is still rather large after that, then you should archive older messages that you will not need to access on a regular basis. Typically, I recommend that you archive annually to keep your Exchange account at a manageable level. I also recommend that you keep no more than 18 to 24 months worth of email in your account. With all that being said, let's go through the steps to archive...


1. In Outlook 2007, Go to File → Archive



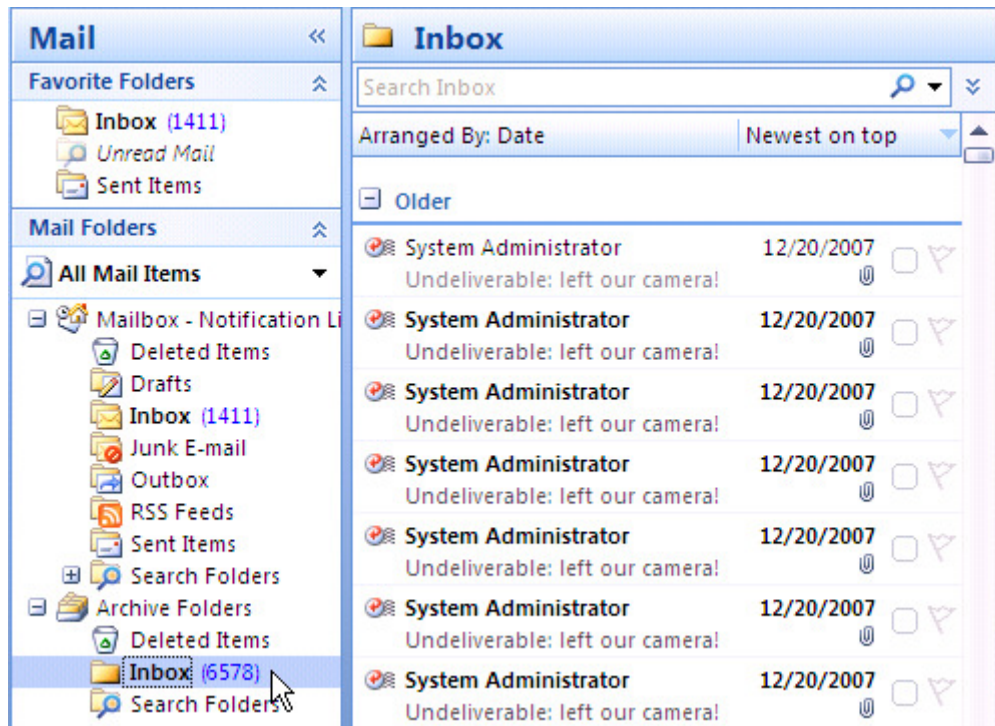
2. In the archive window you will choose the folder you want to archive. In this example, we are only archiving the Inbox, you may also select other folders (calendar, notes, sent folder) to help conserve space. Choose the date that you want to archive previous to and the location you want the archive file stored. You will want to put this in you're my Documents folder, so it does not get overlooked when transferring systems.



3. You will see the following message at the bottom of the screen as the archiving process is working.

Archiving Inbox to C:\Documents and Settings\techsupport\My Documents\archive 2007.pst.  Online with Microsoft Exchange

This message will disappear once archiving is completed and the Archive Folder will show up in the left directory pane of Outlook.



4. You now have your Archive messages stored locally on your PC and not on the server. This means that they will not be backed up by our system, so you will need to ensure that you keep a copy of the Archive file backed up to CD/DVD or some other media offline, in case your computer crashes. Since you are not going to be adding or editing information in this file a single backup of it is sufficient.