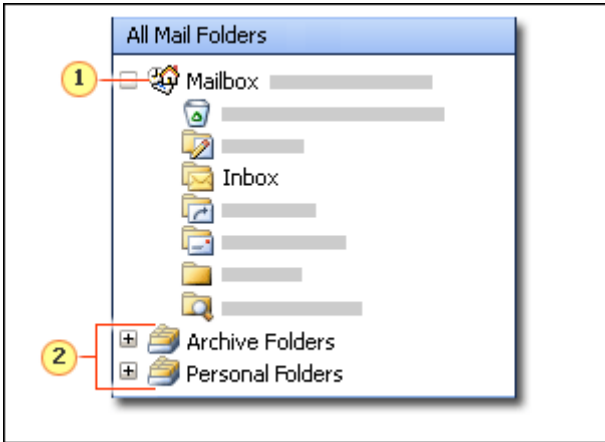


Archiving Folders

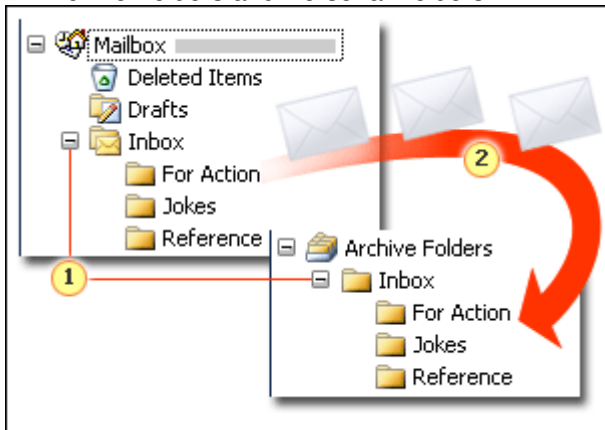
Choose between two routes: personal folders or archive.



Archive Folders and Personal Folders are not part of the Mailbox.

1 Mailbox

2 Archive Folders and Personal Folders

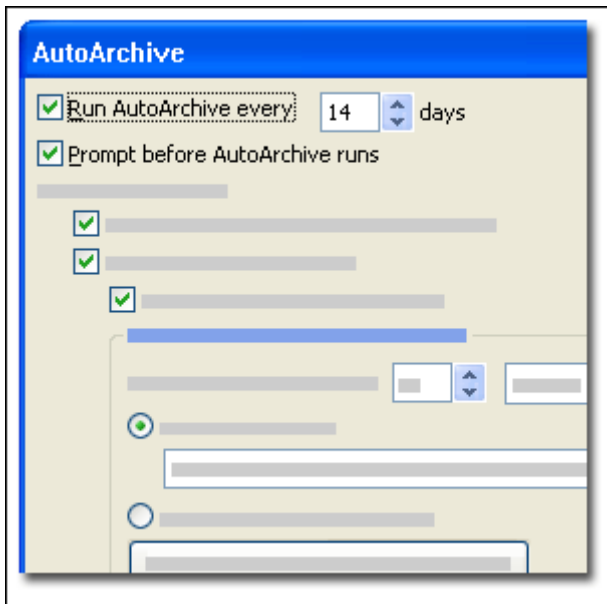


1 Subfolders in Archive Folders are exactly the same as subfolders in Mailbox.

2 Archived messages are removed from Mailbox and placed in the equivalent subfolders in Archive Folders.

AutoArchive creates its own rules that work behind the scenes (you don't have to bother creating them). In that process, it creates a folder called Archive Folders, which automatically mirrors the structure of the Mailbox. Wherever you were used to looking for your messages, the archive looks the same way.

Note AutoArchive stores the entire contents of the Mailbox in the same way that it stores your e-mail. For most people, getting e-mail under control is the first big AutoArchive benefit.



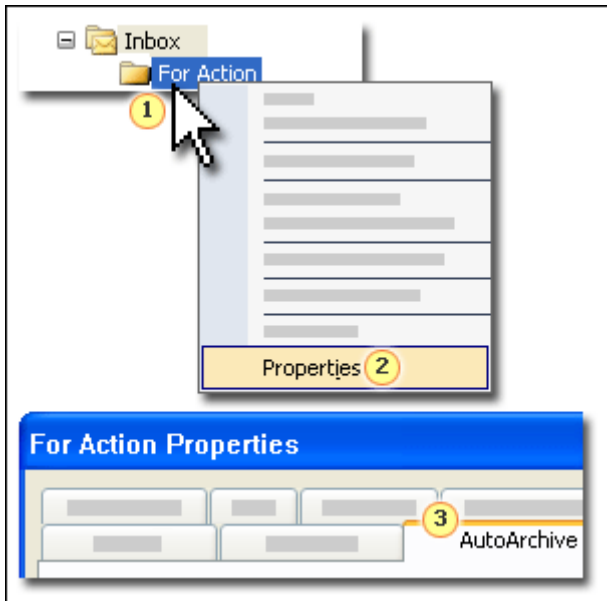
If the **Run AutoArchive every** check box is selected, AutoArchive will run. The number in the **days** box specifies how frequently messages will be archived.

You can tell if Outlook is set up to use AutoArchive by opening the **AutoArchive** dialog box. To see this dialog box, you would click **Options** on the **Tools** menu, click the **Other** tab, and click **AutoArchive**.

By default, AutoArchive is set to run every 14 days. To change the frequency, you would change the number in the **days** box.

Tip You can also run AutoArchive at any time, if your **Inbox** is getting too full, by clicking **AutoArchive** in the **Mailbox Cleanup** dialog box (which you can get to from the **Tools** menu).

Of course, you'll also know that AutoArchive is running if you see the friendly dialog box. If you'd rather not see that dialog box each time AutoArchive runs, you would clear the **Prompt before AutoArchive runs** check box (shown in the illustration).

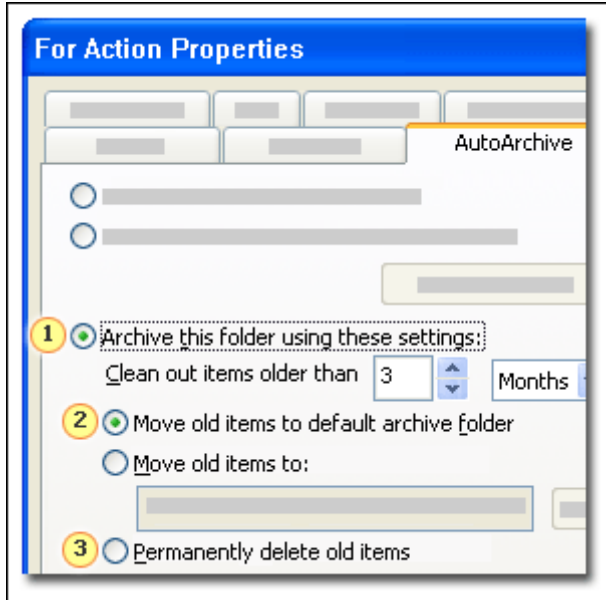


Use the **Properties** dialog box to specify different archiving for different folders.

- 1** Right-click the folder.
- 2** Click **Properties** on the shortcut menu.
- 3** In the **Properties** dialog box for the folder, click the **AutoArchive** tab and specify archive settings. (In this case, the folder name is "For Action" so the dialog box is called **For Action Properties**.)

You don't have to do anything, but if you'd rather customize your archiving, Outlook makes it easy to take control. You can archive different folders at different rates—or not at all. Or you can empty specified folders without archiving their contents.

Note Be aware that AutoArchive works with more than e-mail. You may want to customize AutoArchive to store items from the Calendar or Tasks. You can set this to happen at the same time as when you archive your e-mail messages, or you can choose to have it happen more or less often than for your e-mail.



- 1 Select this option to specify custom archive settings.
- 2 Use these settings to specify whether to send items to a folder other than the default folder.
- 3 Use this setting if you want to delete items in the folder that you are customizing.

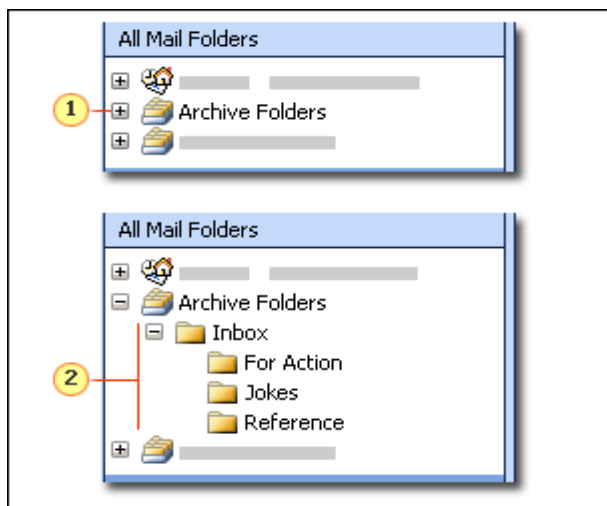
To customize archive settings for a folder, first you would right-click the folder and click **Properties**. On the **AutoArchive** tab of the **Properties** dialog box, you would click **Archive this folder using these settings**, as shown in the picture. Then, you would specify the archiving details for that particular folder.

Notice that you can specify that you don't want to archive the contents of the folder at any time, or that you want to delete its contents permanently without archiving them. Also, you can choose any PST as your archive folder (the folder doesn't have to be named "Archive" for this process to work).

Once you choose these settings, AutoArchive will just happen. That's what makes it so easy. Still, do remember to do periodic tune-ups. As you add or remove folders, you'll want to adjust your custom AutoArchive settings to match.

You'll probably also want to adjust your settings if you get more (or less) mail for a while, join newsgroups, or otherwise change the rate of activity in the Inbox.

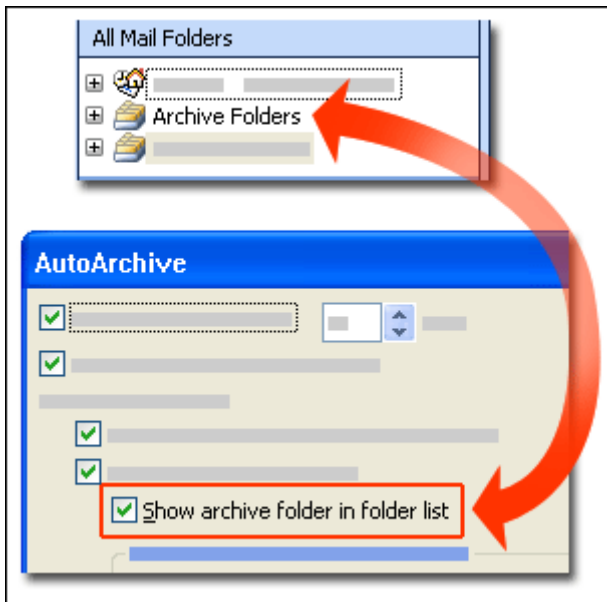
Tip Test your AutoArchive settings by clicking **AutoArchive** in the **Mailbox Cleanup** dialog box, which you can get to from the **Tools** menu.



- 1 Click this plus sign to read archived messages.

2 Archived messages are visible in Archive Folders. Click a subfolder to read the messages.

You can read your archived messages by clicking the plus sign next to **Archive Folders** in the **Folder List**. The list of your archived folders will appear. Clicking on an archived folder displays its contents in the same form that you are used to seeing in the Mailbox. When you open an archived message, it will look the same as before it was archived.



Clear this check box to make sure that **Archive Folders** stays hidden.

Maybe you don't want to read your archived messages. In that case, you may not want to see Archive Folders in your Folder List, either. To stop seeing it, you would right-click **Archive Folders** and click **Close** on the shortcut menu.

To make sure that **Archive Folders** doesn't reappear whenever AutoArchive runs, clear the **Show archive folder in folder list** check box in the **AutoArchive** dialog box. You can do that when the dialog box next appears, or by opening that dialog box.

When messages reach maturity, they move to an archive folder.

Messages move to an archive folder when they achieve maturity. "Maturity" doesn't mean self-control or emotional balance here. It means how long a message sits around without your touching it. Maturity is based on the last *modified* date. The actions below change the modified date (and time) of a message:

- Forwarding
- Replying
- Replying to All
- Editing and Saving
- Moving
- Copying

Tip To see the last modified date of a message, you can add the **Modified** field to your view of messages.