

Managing your Outlook Mailbox through AutoArchiving

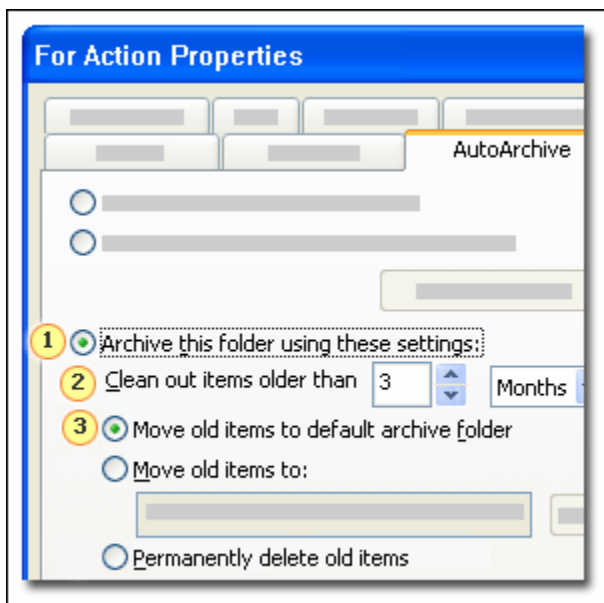
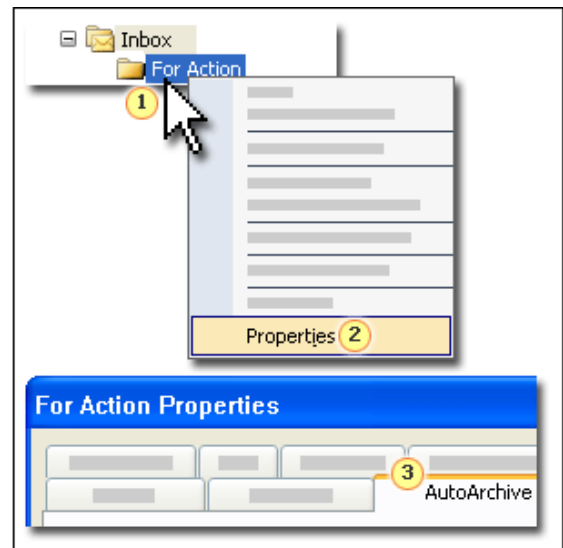
What is AutoArchive in Microsoft Outlook?

Your amount of data in your Outlook Mailbox grows as you send and receive items. To keep your mailbox manageable, you would need another place to store — or archive — older items that are important but not frequently used. Auto Archive automatically moves older messages to this Archive folder for you.

How do I setup AutoArchive in Microsoft Outlook?

Auto Archive is scheduled at intervals, removing older items from folders. Older items are those that reach the archiving age a user specifies.

- 1 Right Click on the Inbox Folder or the folder you want to auto archive from the Folder list on the left side of your screen.
- 2 Click on **Properties**
- 3 In the **Properties** dialog box for the folder, click the **AutoArchive** tab and specify archive settings.

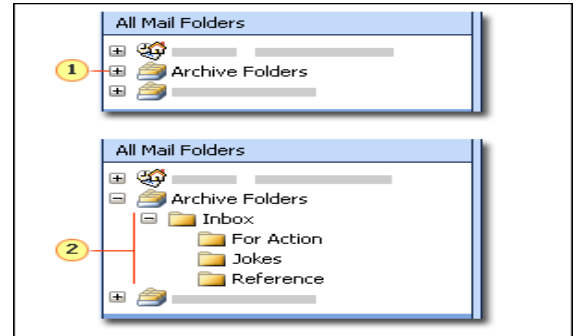


- 1 Select **Archive this folder using these settings** to customize auto-archiving settings.
- 2 Select the age of items you would like to automatically archive.
- 3 Select **Move old items to default archive folder**.
4. Click **OK**

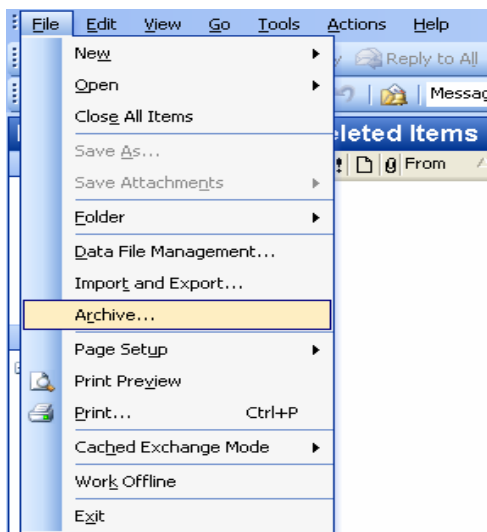
How do I read my messages that have been moved into an Archive Folder?

You can read your archived messages by clicking the plus sign next to Archive Folders in the Folder List on the left side of your screen.

- 1 Click this plus sign to view your archive folders.
- 2 Archived messages are visible in Archive Folders. Click a subfolder to read the messages.



Can I manually Archive in Microsoft Outlook?

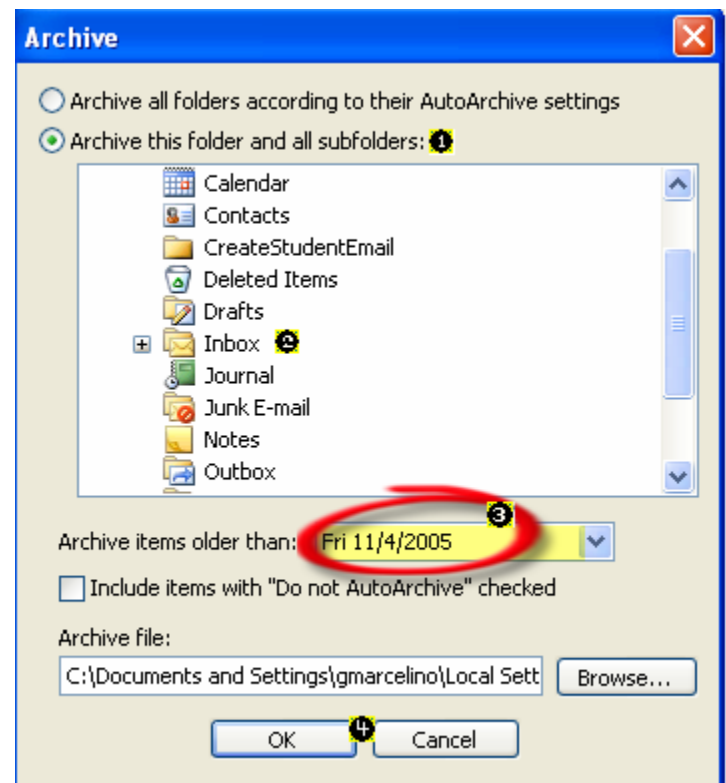


Yes, you can manually archive your Inbox when your Inbox is over the capacity.

In order to do this, go to the **File** option on your Microsoft toolbar. When the drop down menu appears, click on the **Archive** selection.

Once you click on **Archive** selection it will bring up an Archive box.

- 1 To archive a specific folder and its subfolders, pick the **Archive this folder and all subfolders** option.
- 2 Click the folder you want to archive to select it
- 3 In **Archive items older than**, enter an appropriate date. Any items created before this date will automatically be moved to the auto-archive folder.
- 4 Click **OK** when you are done.



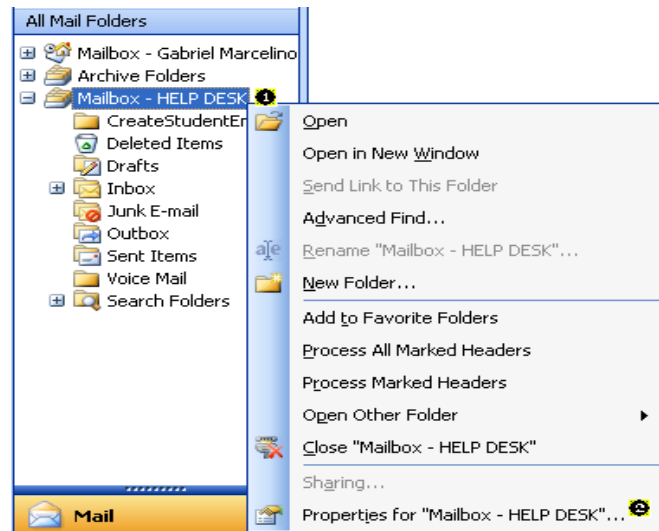
How much email can I keep in my server based mailbox before I have to archive it? How can I check the size?

All Bergen Community College Faculty and Staff email accounts are limited to a maximum storage capacity of 250MB (250,000 KB) of server storage. When your size approaches this limit, you will begin to receive System Administration Emails to your mailbox. These emails are alerts to you the user to begin deleting or archiving emails to clear up space. College email policies regarding storage are as follows:

- Users of mailboxes that approach the 250MB limitation will receive an automatic notification indicating that they are exceeding storage limits
- Users of mailboxes that exceed **350MB** will be unable to **send** email messages until the mailbox capacity falls below 250MB.
- In order to protect the stability of the college email system, mailboxes that exceed **500MB** of capacity will be unable to **send or receive** email until the mailbox capacity is restored to 250MB or less.

To check the size of your mailbox

- Right click on the Mailbox **1** that you want to view.
- Then click on **Properties for "Mailbox-YOUR Name"** **2**.
- Make sure you are under the **General** tab.
- Click on the **Folder Size** button.
- Your Total size should be lower than 250,000 KB



In this **Folder Size dialog box**, you can view the **Total size (including subfolders)**.

In the area below it will also tell you what how much space each folder is taking up in your Mailbox.

Remember once the **Total size** reaches 230,000KB you will begin receiving a warning in both *your mailbox and your voicemail*.

