

Online Mail Archiving



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Outlook & webmail

For use by:	Students, Employees
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Online Mail Archiving

The text and screenshots in this manual apply to the latest versions of Microsoft Outlook and may differ slightly from your version.

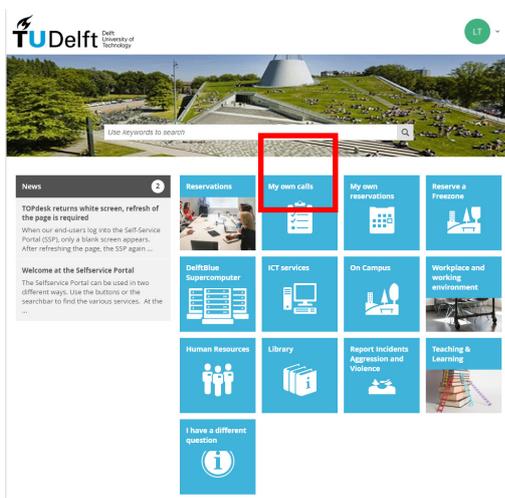
Before you begin

The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of Microsoft Outlook to the one described here and you have problems connecting, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

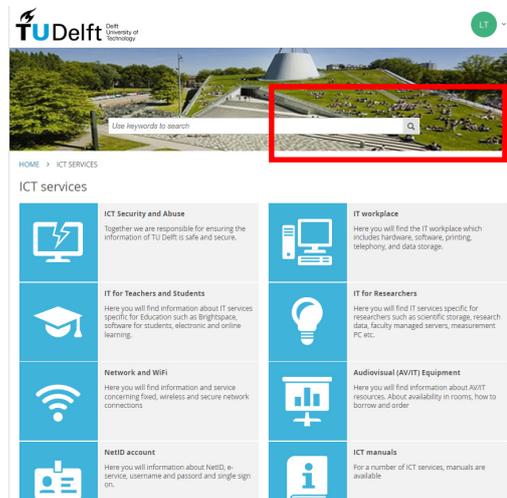
How to get an online archive

An online archive can be requested via the Self-Service Portal.

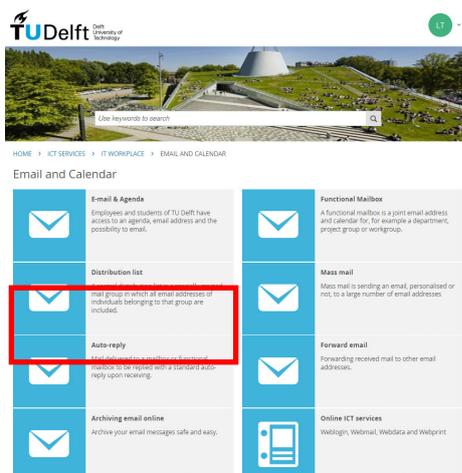
Step 1. Open <https://tudelft.topdesk.net/> and Click 'ICT services'



Step 2. Click 'IT workplace' and subsequently 'Email and Calendar'



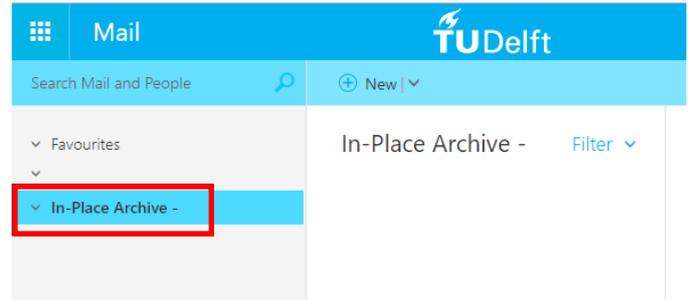
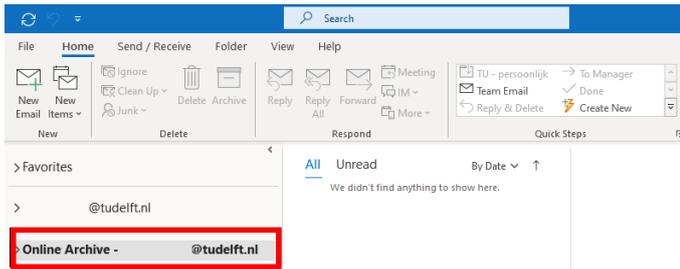
Step 3. Finally click 'Archiving email online', or click [here](#)



How to access

In Outlook the online archive mailbox appears underneath the active mailbox.

In webmail, the online archive mailbox also appears underneath the active mailbox, as shown in the images below.



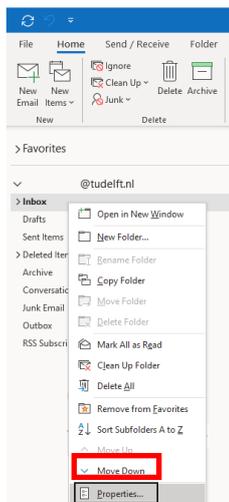
Adjusting policies

Important concepts to take note of:

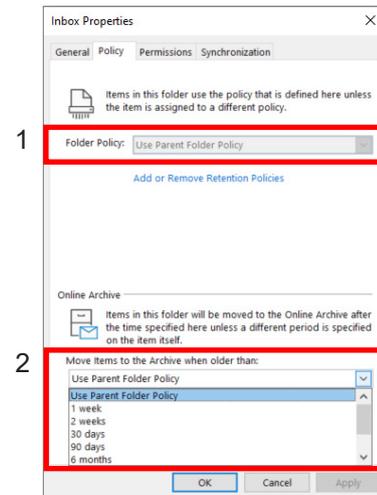
- Archive policies are meant for archiving email messages
- Retention policies are meant for deleting email messages
- Standard archive policy is two years
- The process runs during the night
- The policies work on the basis of inheritance. (This means that the mail subfolder adopts the policy of the parent folder.)

By default, archiving is configured to move all email messages older than two years to the online archive. If you would like to change this, there are a number of ways to do so. By default, the retention policies are set to off, with the exception of Deleted Items. Email messages in the Deleted Items folder will automatically be deleted after 60 days.

Step 1. Right-click the mail folder for which you would like to change the settings and then select 'Properties'.



Step 2. On the Policy tab you can change the time period for archiving. The drop down list at 1 controls the retention policy, the drop down list at 2 controls the archive policy.



At 1: Note: the retention policy **deletes** e-mail messages. It does not archive them!

At 2: Here you can choose your preferred settings for moving Items in the selected folder to your online archive. If you choose the option Never, archiving will be turned off for the selected folder.

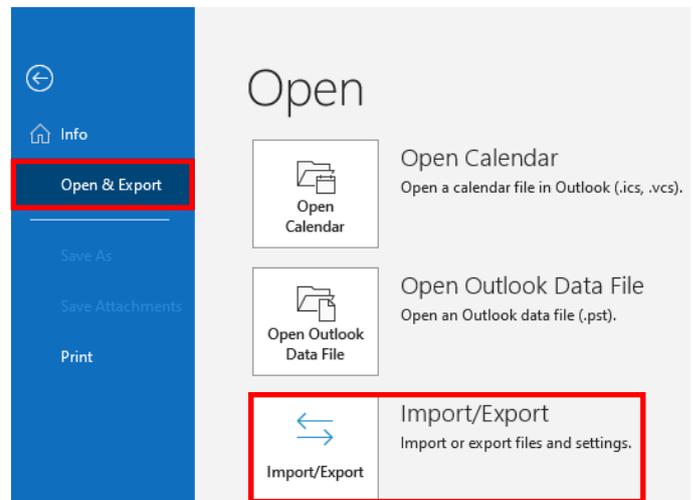
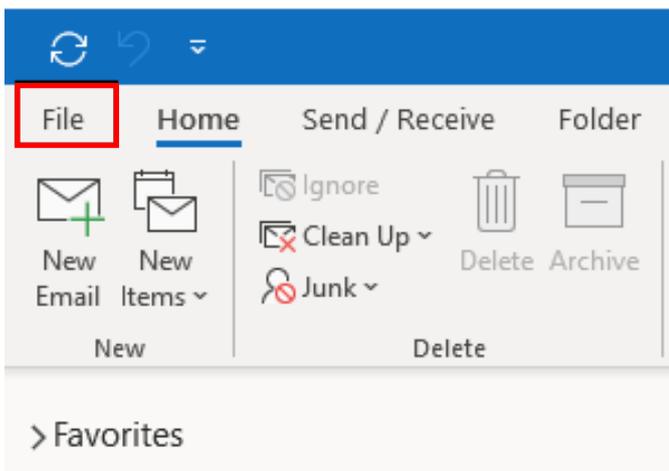
You can only change retention and archiving settings for folders which you have created yourself.

Tips for managing your inbox:

- Email messages and folders can be manually moved to the online archive by dragging them into the folders in the online archive, just as you would for the active mailbox.
- The combination of personalised inbox rules (which automatically move particular incoming or outgoing email messages to a specific folder) together with an archive policy for this specific folder (which moves email messages to the online archive after the specified period), allows you to determine which email messages are quickly moved to the archive and which are not.
- The standard archive policy of two years is applied to your mailbox, as most email messages older than two years are no longer required on a daily basis.
- It is always possible to drag emails from the online archive back to the active mailbox. If you don't want these e-mails to be automatically moved to your online archive again during the night, you should put these mails in your active mailbox in a folder with an adjusted archiving policy.

If you have PST files in use on your computer, the data in your existing PST files can be moved to the online archive folder. This enables you to access them everywhere via webmail and search them using Outlook's search function. You can think of the archive mailbox as a centralized store for your PST files. We therefore recommend that you import your PST files in the archive mailbox and then delete the PST files from your computer. A PST file not only takes up space, but in addition, should your computer or hard drive be lost or stolen, your email messages could end up in the wrong hands.

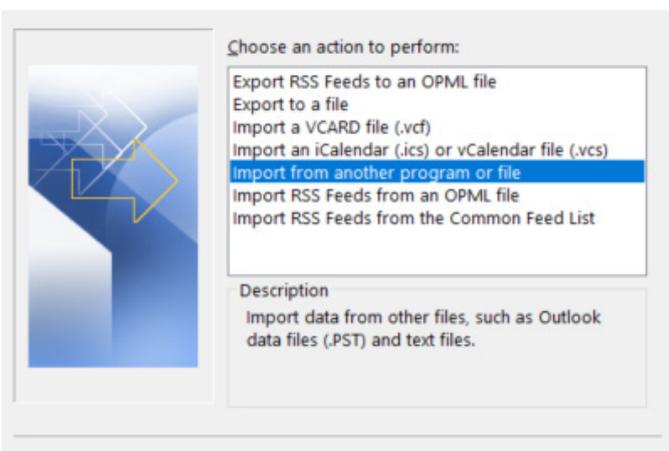
Step 1. In the File menu, select 'Open & Export' and then 'Import/Export'.



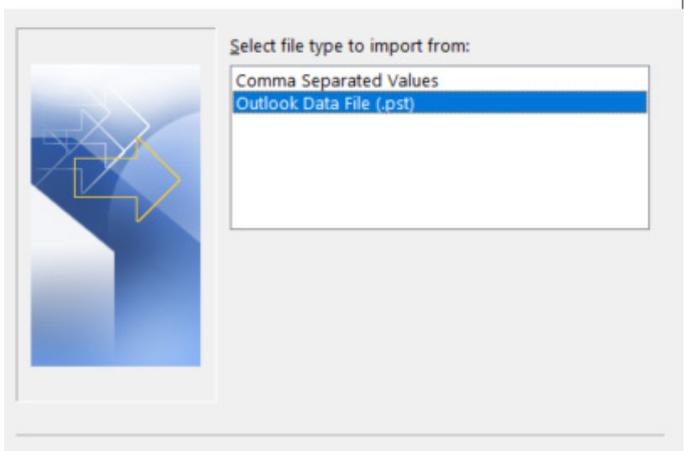
Step 2. The option Import from another program or file is normally selected as standard. If not, then please select this manually.

Step 3. Select Outlook Data File (.pst)

Import and Export Wizard



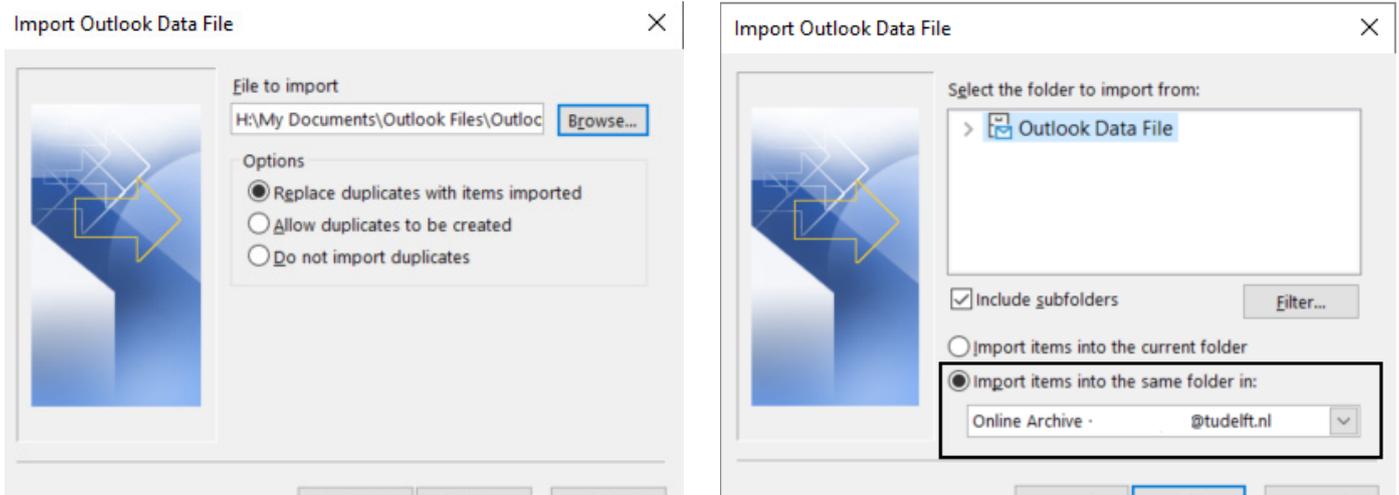
Import a File



How to import existing PST files from disk

Step 4. Via 'Browse' you can find the PST file and select it. This can be done one file at a time. Then select if you want to allow duplicates in your online archive, and continue.

Step 5. Then select the folder you want to import from (1) and the destination you would like to import to (2).



At 1: If you select Outlook Data File, then all email messages and folders will be imported all at once automatically. If you want to import all subfolders and email messages, please select the option Include subfolders.

At 2: Please select your **archive mailbox** in the pull down menu, **not your regular mailbox!**

When finished please delete the PST file from your computer.
Should you have more than one PST file, repeat this process for the other PST files.