

Outlook 2010

Online Mail Archiving

For use by:	Employees
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Online Mail Archiving

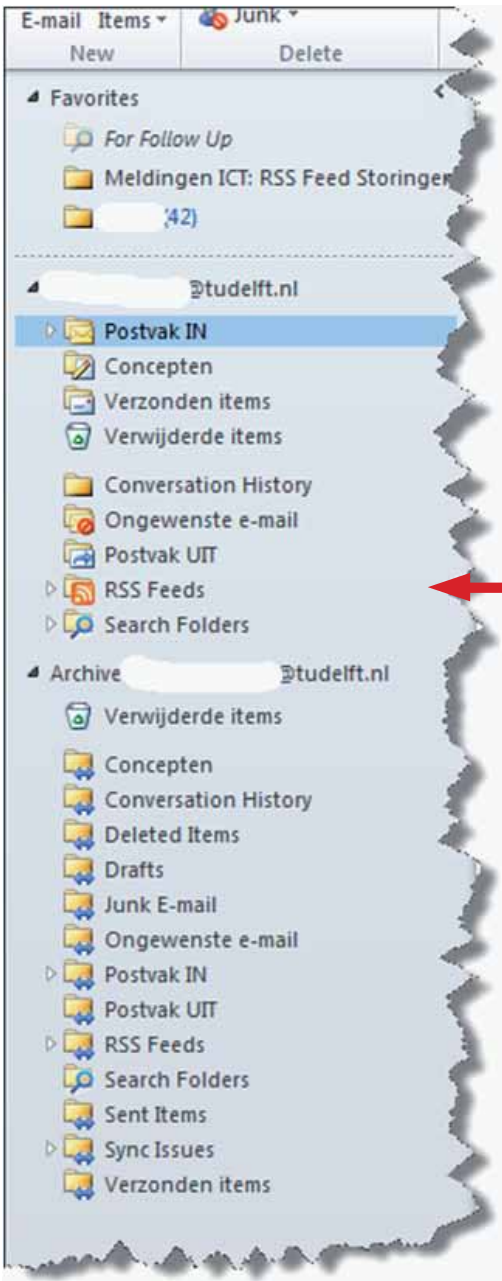
1 Introduction

This manual covers the following:

- how to access online mail archiving;
- how to change policies;
- how to archive manually;
- how to import existing PST files from disk.

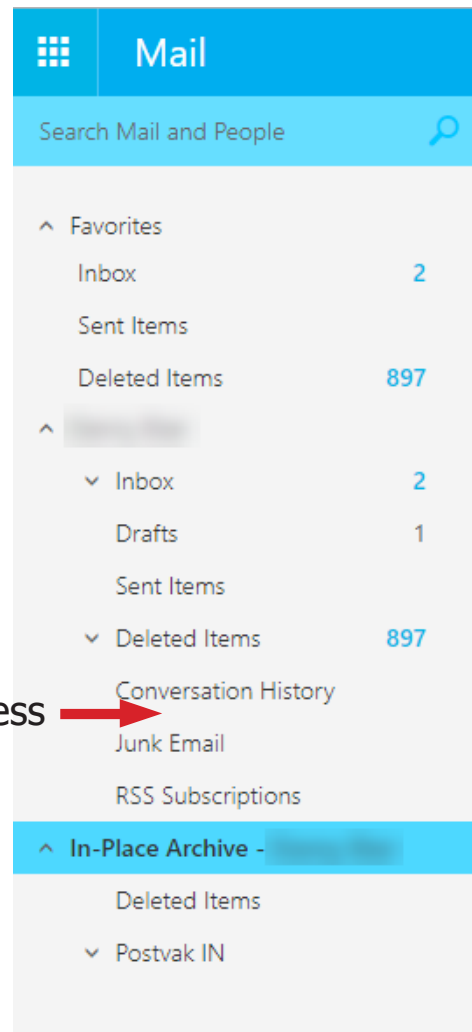
2 How to access

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.



Outlook

Outlook web Access

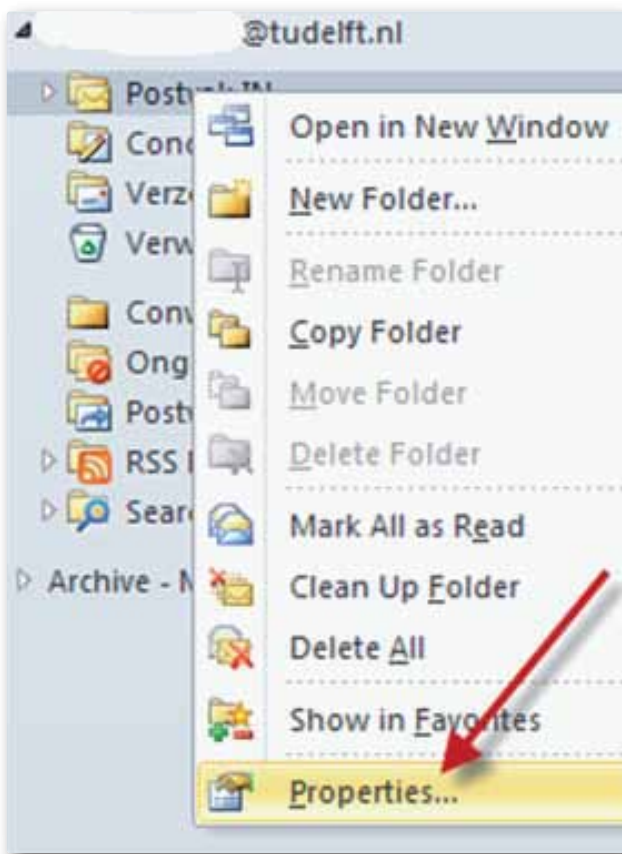


3 Adjusting policies

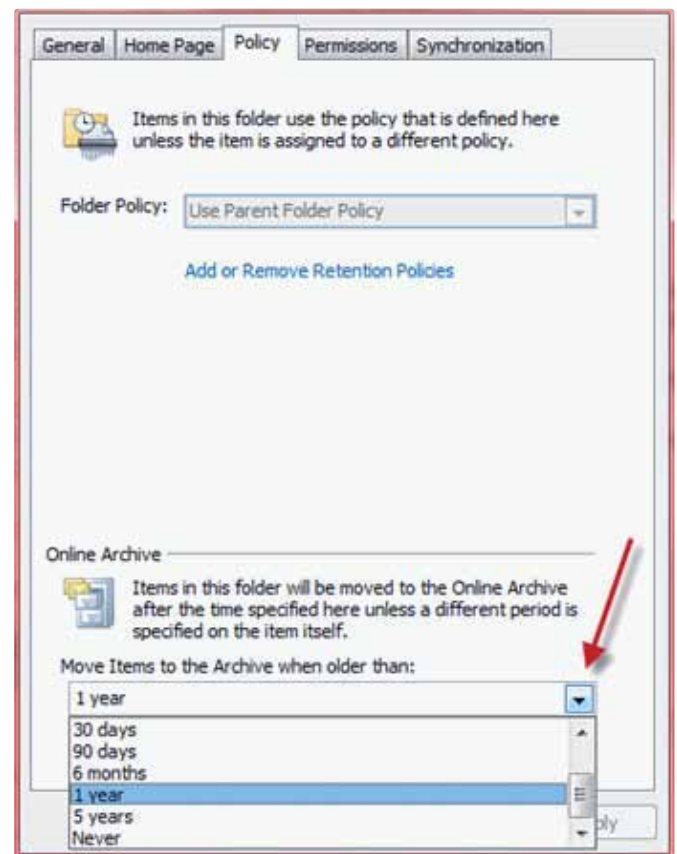
- Archive policies are meant for archiving email messages
- Retention policies are meant for deleting email messages
- Standard archive policy is two years
- The process runs during the night
- The policies work on the basis of inheritance. (This means that the mail subfolder adopts the policy of the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

By default, archiving is configured to move all email messages older than two years to the 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**. In this case, email messages older than 60 days will be deleted automatically.

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



2. On the Policy tab you can change the time period for archiving.



If you choose the option Never, archiving will be turned off for the selected folder. You can only change retention settings for folders which you have created yourself.

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

4 How to archive both automatically and manually.

Email messages and folders can be manually dragged into the folders in the online archive folder, just as you would for the active mailbox. You can also change your rules to have incoming email messages automatically moved to folders in your active mailbox or archive mailbox. The combination of personalised rules, which automatically move email messages to a specific folder, together with an archive policy for this folder, allows you to determine which email messages are quickly moved to the archive and which are not.

SSC ICT's 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 mails from the archive back to the active mailbox.

5 How to import existing PST files from disk

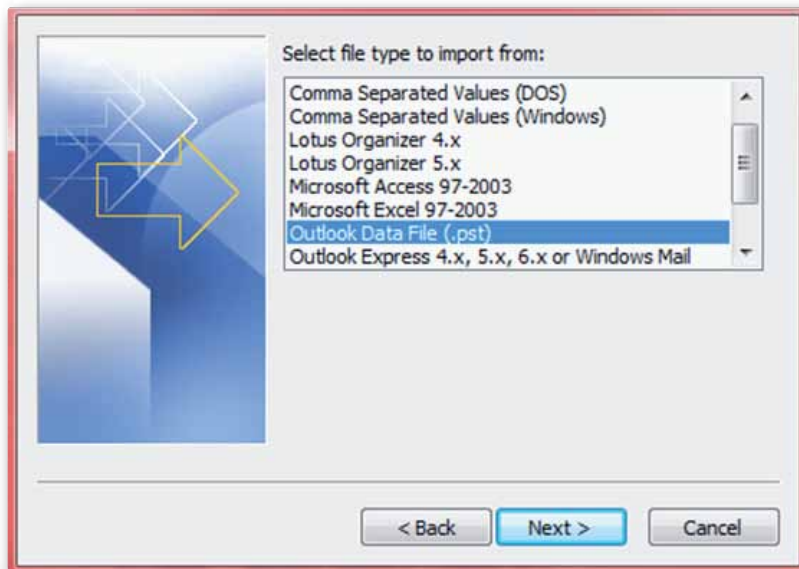
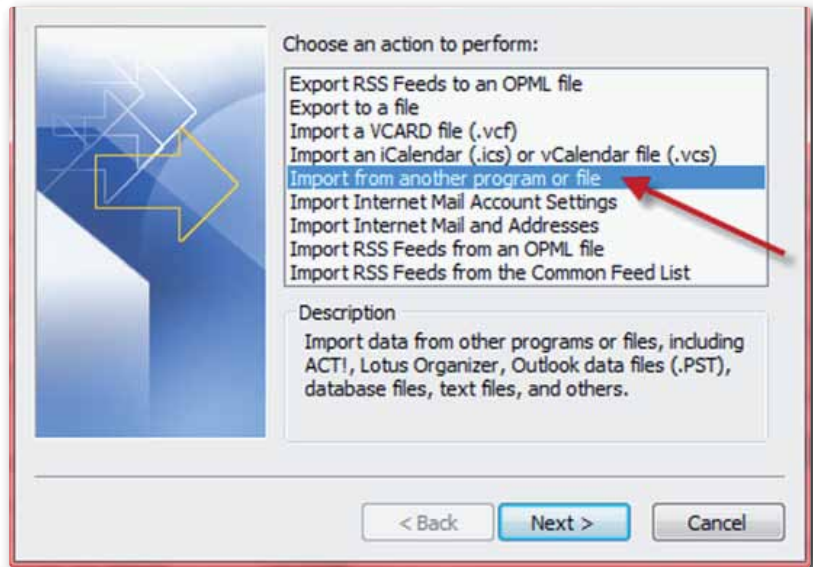
Your existing PST files can be reimported into the online archive folder. This enables you to access them via webmail and search them using Outlook's search function.

You can think of the archive mailbox as a centralised store for your PST files. We therefore recommend that you import your PST files in the archive mailbox and then delete the PST files. 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.



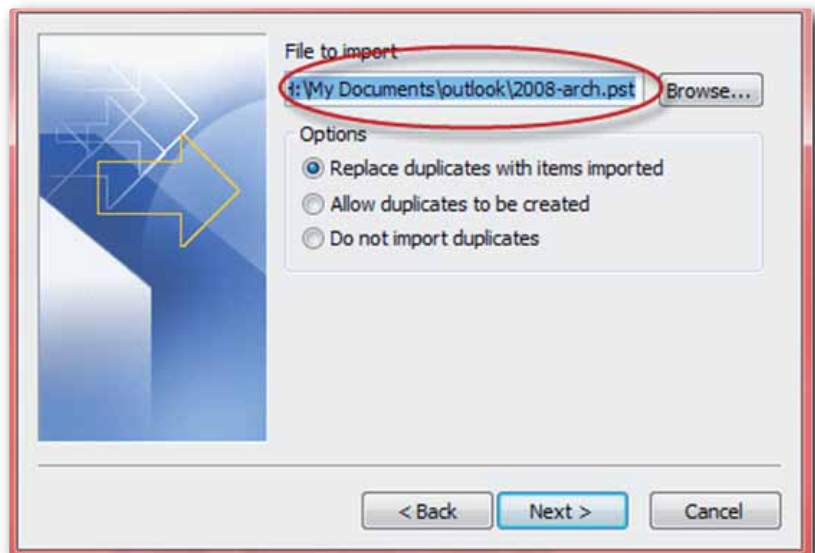
1. In the **File** menu, select **Open** and then **Import**.

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



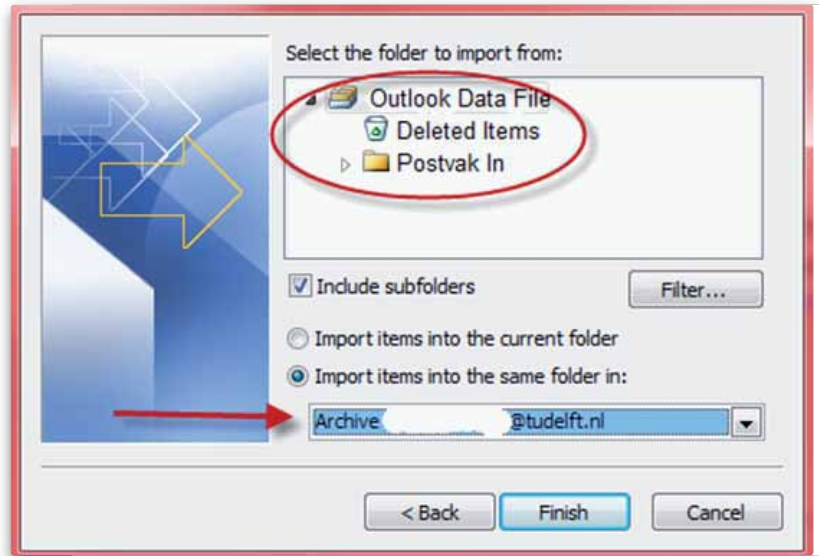
3. Then select Outlook **Data File (.pst)**

4. Via Browse you can find the file and select it. This can be done one file at a time. Then select if you want to allow duplicates, and continue.



5. Then select the folder you want to import and the destination you would like to import to.
If you select Outlook Data File, then all email messages and folders will be imported automatically.

If you want to import all subfolders and email messages, please select the option Include subfolders.



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

****** DON'T FORGET TO DELETE THE PST FILE ******