

Archiving Email

Microsoft Outlook



1. Open Microsoft Outlook. Click on the File tab. Click on Account Settings (see Figure 1).

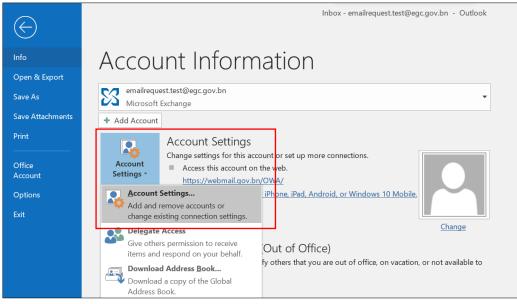


Figure 1: Account Settings

2. Double-click on your email address.

Account Settings	×
Email Accounts You can add or remove an account. You can select an account and c	nange its settings.
Email Data Files RSS Feeds SharePoint Lists Internet Calendars Pub Image: Set as Default Image: Set as Default	
Name Type emailrequest.test@egc.gov.bn Microsoft Ex	change (send from this account by default)



3. On the Change Account window, drag the slider all the way to the right.

Change Account	×
Server Settings Enter the Microsoft Exchange Server settings for your account.	The second secon
User Name: emailrequest.test@egc.gov.bn	
Offline Settings	
Use <u>C</u> ached Exchange Mode Mail to keep offline:	

Figure 3: Change Account window



4. Make sure the **Use Cached Exchange Mode** box is **selected**, and **Mail to keep offline** is changed to **All** (see Figure 4). Click **Next**.

Change Account					×
Server Settings Enter the Microsoft Exchange Server settings for your account.					×
User Name: emailrequest.test@egc.gov.bn					
Offline Settings					
Use Cached Exchange Mode]			
Mail to keep offline:	All				
					More Settings
	< Back	Next >	•	Cancel	Help

Figure 4: Use Cached Exchange Mode and Mail to keep offline

5. Click Finish and restart Microsoft Outlook.

Change Account			
You're all set!			
We have all the information we need to set up your account.			
	< Back	Finish	Help

Figure 5: Click Finish



6. Open Microsoft Outlook. Please allow some time for Microsoft Outlook to download all emails. Depending on the size of your mailbox, this process could take up to 30 minutes.

professionals	www.utb.edu.bn/triced/microcredential.html or scan the QR Code.		CERCERS.			•
Updating Inbox (2.37 GB).	Connected to: Microsoft Exchange		▦	-	-+	100%

Figure 6: Downloading emails

7. After all emails have been downloaded, it should show **All folders are up to date**.

_							•
	All folders are up to date.	Connected		_	-	-+	100%

Figure 7: All folders are up to date

8. On Microsoft Outlook, click on the **File** tab, then click on Tools, then select **Clean Up Old Items** (see Figure 8).

\bigotimes	Inbox - emailrequest.test@egc.gov.bn - Outlook
Info Open & Export	Account Information
Save As	emailrequest.test@egc.gov.bn Microsoft Exchange
Save Attachments	+ Add Account
Print	Account Settings
Office Account	Mailbox Cleanup is account or set up more connections. Manage mailbox size with advanced tools. Manage mailbox size with advanced tools. Manage mailbox size with advanced tools.
Options Exit	Empty Deleted Items Folder Permanently delete all items in the Deleted Items folder.
	Change Ch

Figure 8: Select Clean Up Old Items



9. On the Archive window, select Archive this folder and all subfolders (see Figure 9).

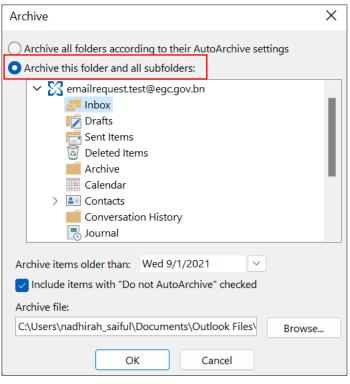


Figure 9: Archive window

10. Select the folder you wish to archive (save) in the dialog box. You can archive one folder at a time, or select your email to archive the entire mailbox (see Figure 10).

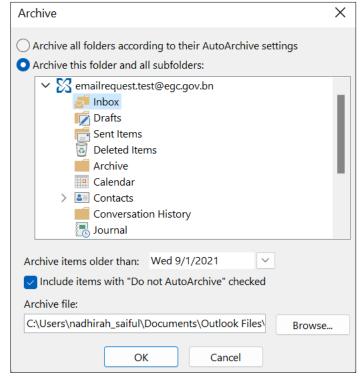


Figure 10: Select folder(s) to be archived



- 11. Select a date in the "Archive items older than:" All emails, calendar appointments and email attachments received before this date will be archived.
 - Tick the Include items with "Do Not AutoArchive" checked box to include items marked as Do Not AutoArchive (see Figure 11).

Archive	Х
Archive all folders according to their AutoArchive settings	
• Archive this folder and all subfolders:	
✓ ∑ emailrequest.test@egc.gov.bn	
Inbox 🛃	
Drafts	
Sent Items	
Deleted Items	
Archive	
Calendar	
> 🚨 Contacts	
Conversation History	
Journal	
Archive items older than: Wed 9/1/2021	
Include items with "Do not AutoArchive" checked	
Archive file:	
C:\Users\nadhirah_saiful\Documents\Outlook Files\ Browse	
OK Cancel	
Figure 11: Select date	

- 12. Select the location to save your file. Select **OK** to start the archiving process.
 - Your archived files will be saved by default in the **Outlook Files** folder. You may use the Browse feature to select your preferred location (refer to Figure 12).

Archive >	<
Archive all folders according to their AutoArchive settings	
• Archive this folder and all subfolders:	
✓ ∑ emailrequest.test@egc.gov.bn	
🚽 Inbox	
Drafts	
Sent Items	
Deleted Items	
Archive	
Calendar	
> 🚨 Contacts	
Conversation History	
Journal	
Archive items older than: Wed 9/1/2021	
Include items with "Do not AutoArchive" checked	
Archive file:	
C:\Users\nadhirah_saiful\Documents\Outlook Files\ Browse	
OK Cancel	

Figure 12: Location of archived file(s)

