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Archiving Email

Microsoft Outlook

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

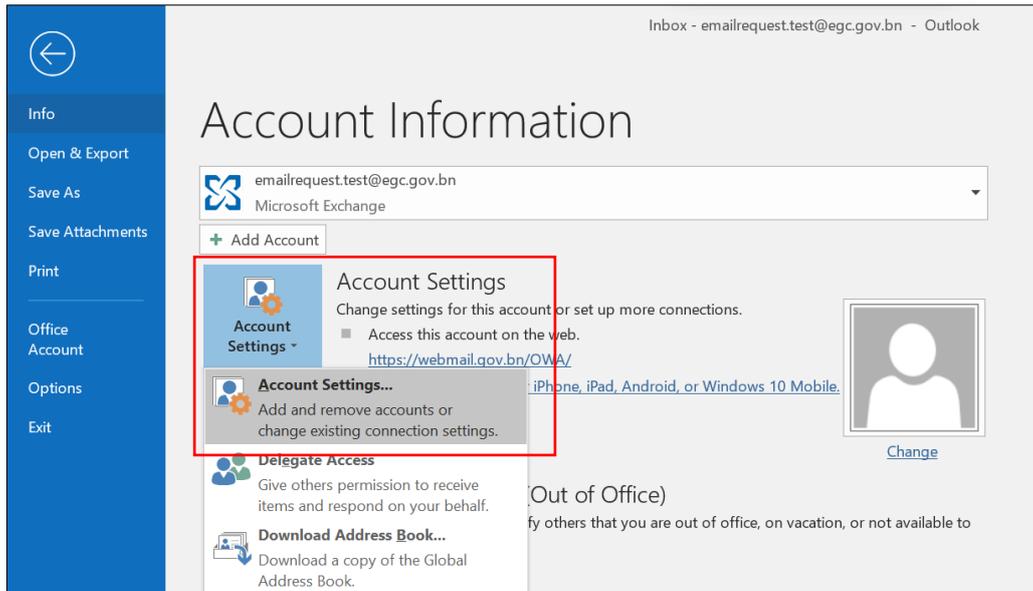


Figure 1: Account Settings

2. Double-click on your **email address**.

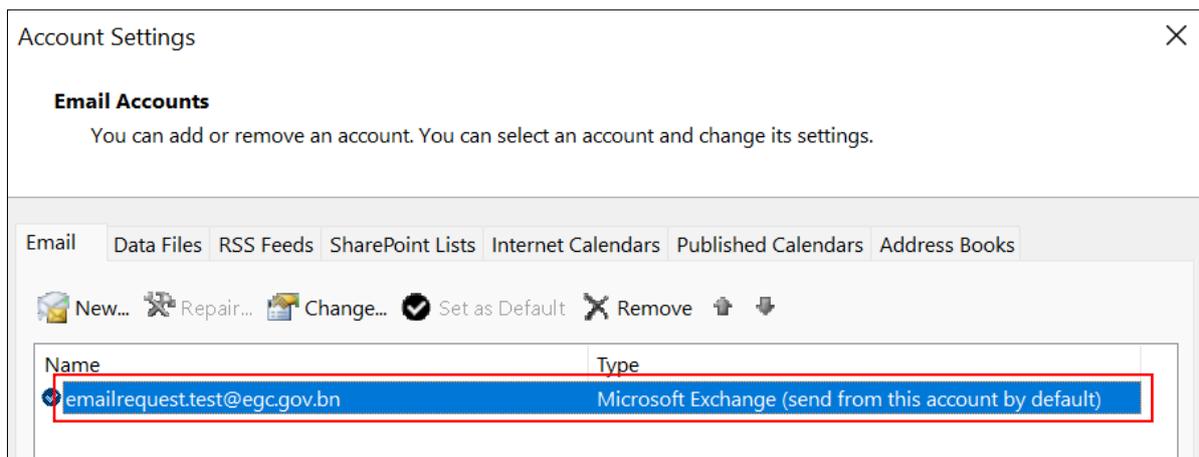


Figure 2: Email address

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

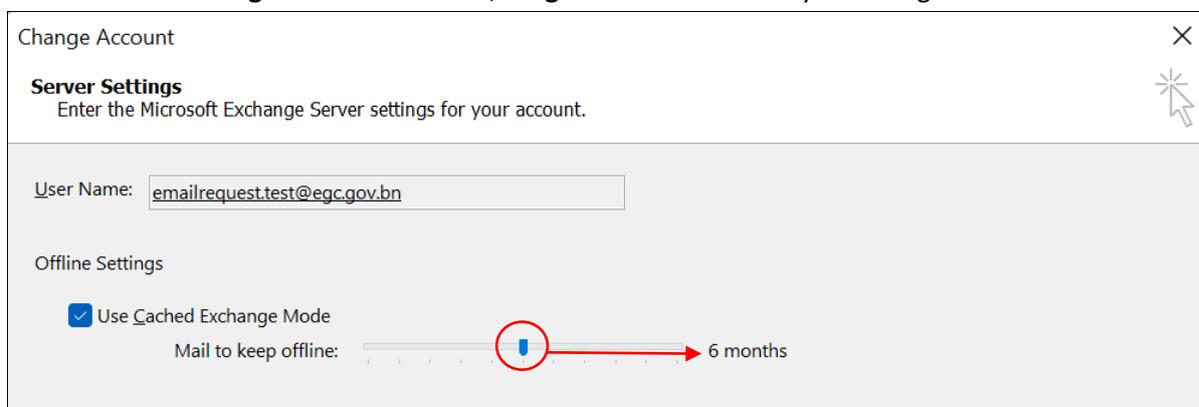
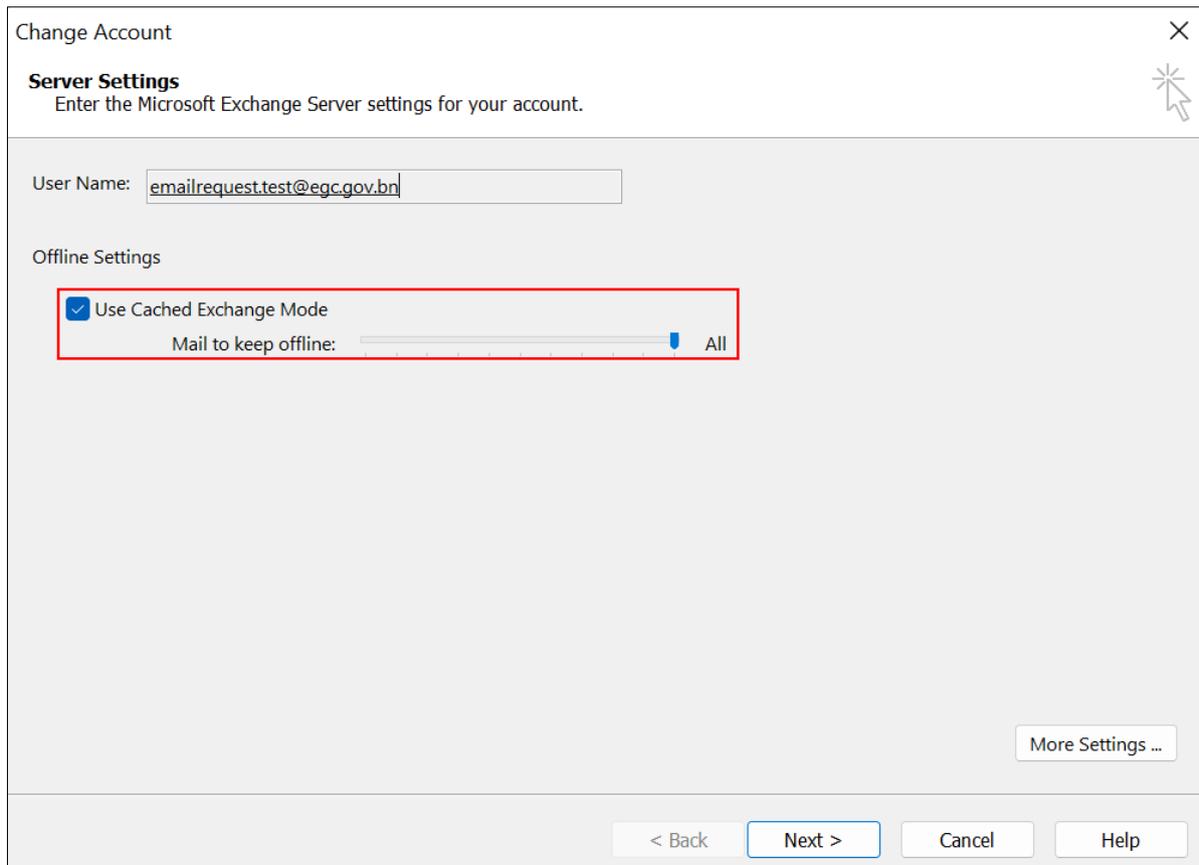


Figure 3: Change Account window

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:

Offline Settings

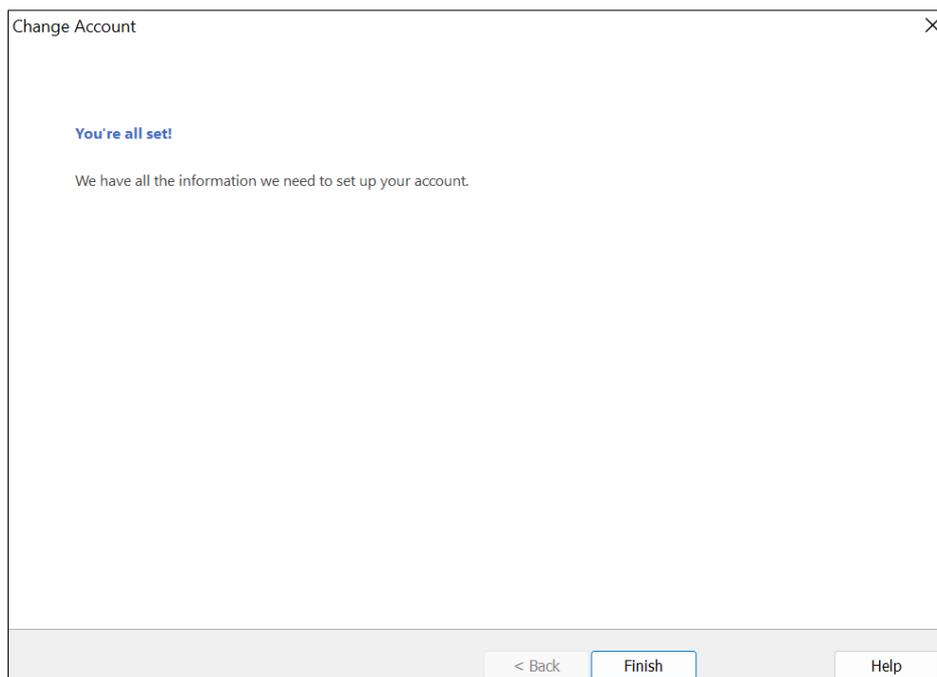
Use Cached Exchange Mode
Mail to keep offline:

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

- 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.

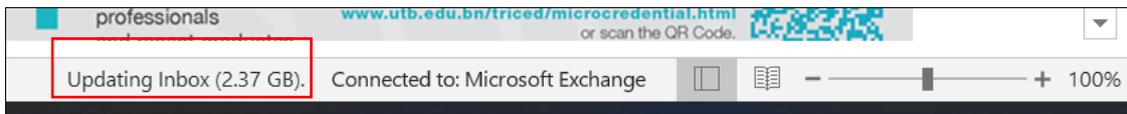


Figure 6: Downloading emails

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



Figure 7: All folders are up to date

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

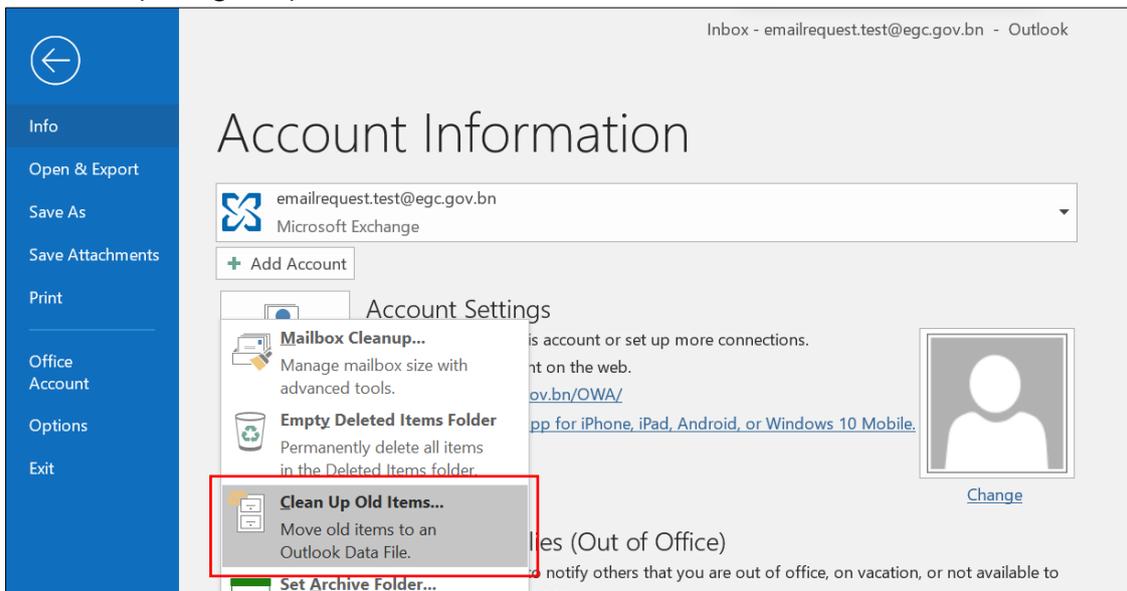


Figure 8: Select Clean Up Old Items

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

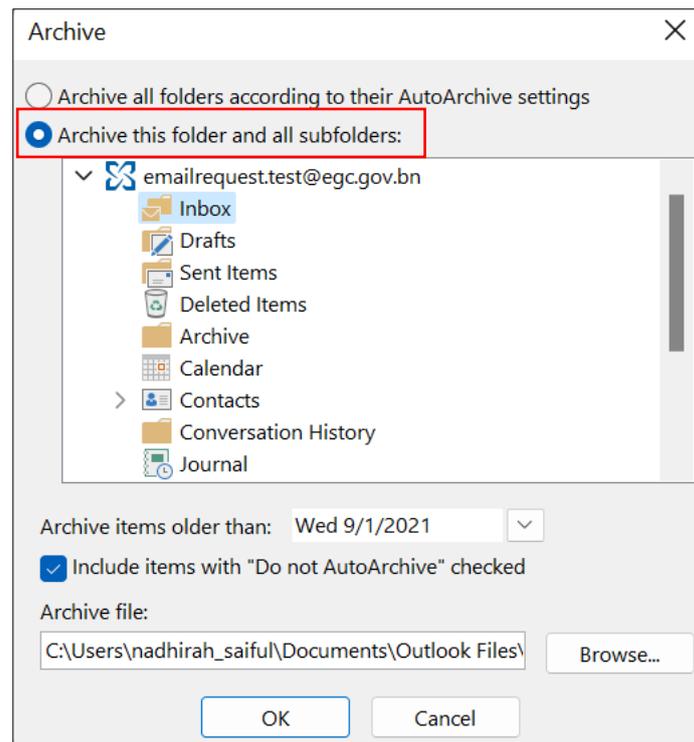


Figure 9: Archive window

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).

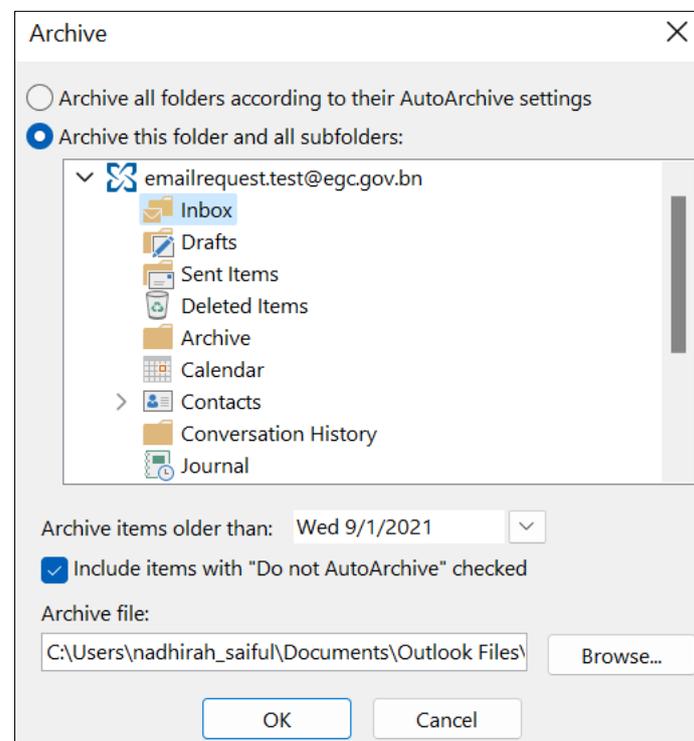


Figure 10: Select folder(s) to be archived

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).

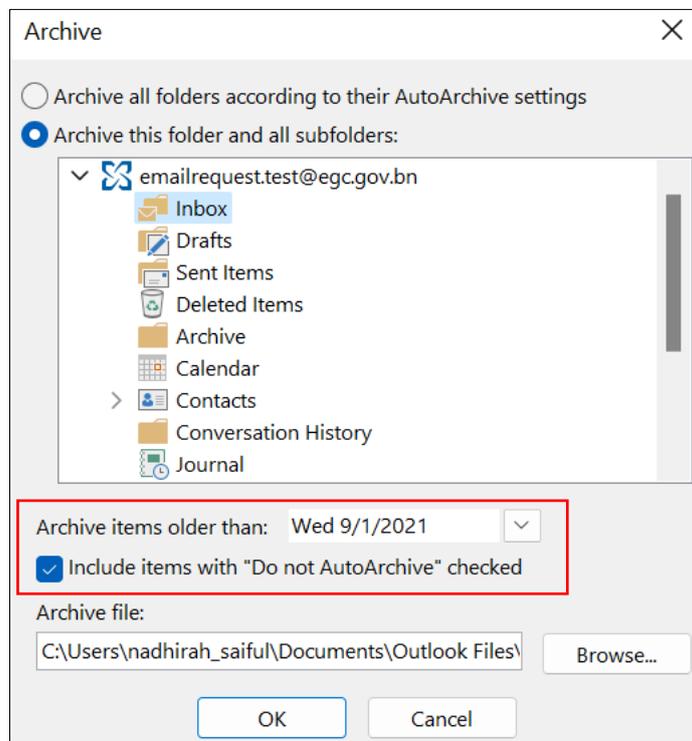


Figure 11: Select date

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).

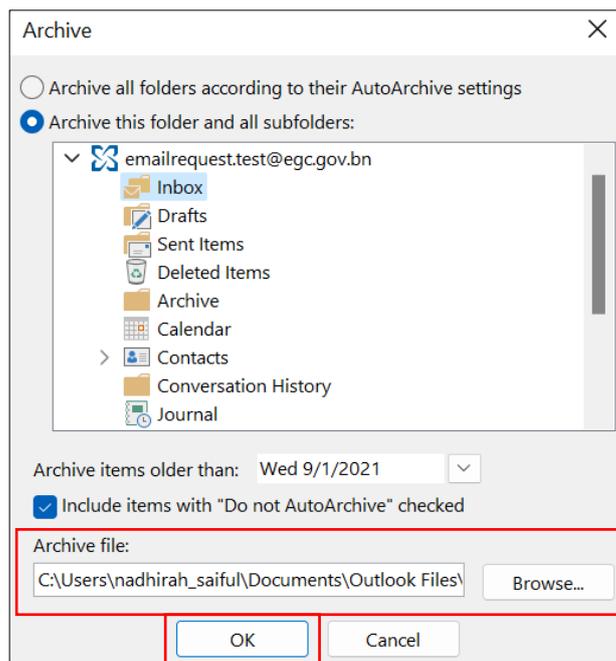


Figure 12: Location of archived file(s)