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Last Updated July 17, 2019

ARCHIVING MAIL IN OUTLOOK

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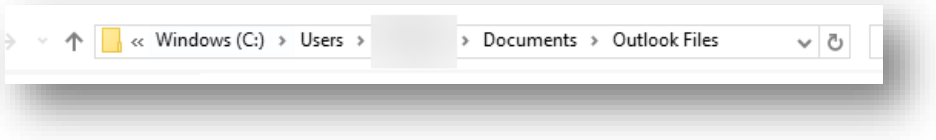
Archiving Mail: Local versus Online

There are a couple of options for archiving mail in Outlook at WSU: local or online. Either method will free up space in the user's mailbox.

Local



3. PressOK.

Navigation

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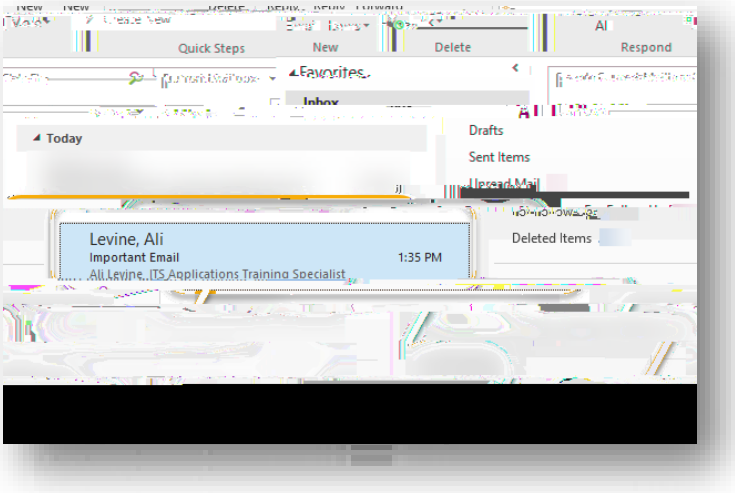
Managing an Online Archive

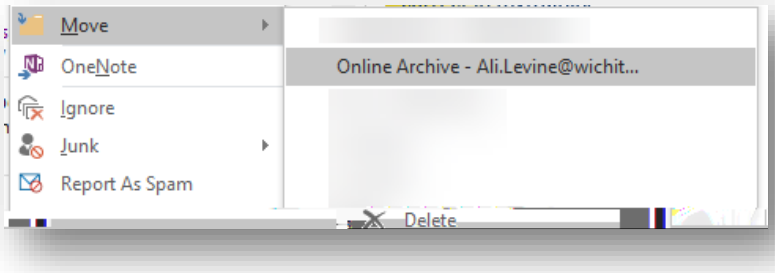
The newly created archive will be empty until the emails are moved into the archive.

Select the emails to be archived (remember multi-select is possible by holding down the ctrl or shift key).

Click on the highlighted emails and drag them to the new Archive folder



Another option: With the emails selected, right click and select move (Online Archive)



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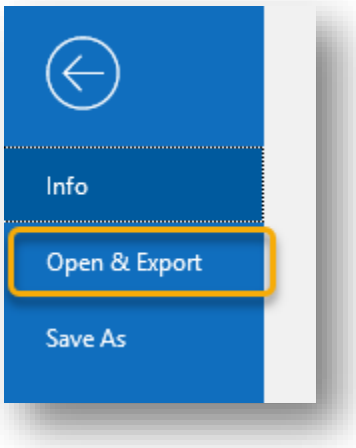
Open an Outlook Data File (PST File)

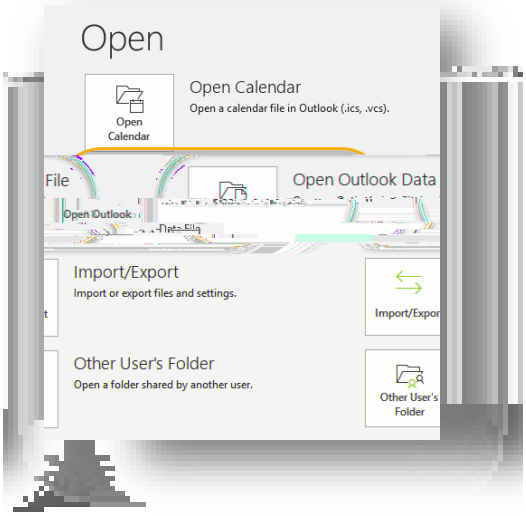
Creating an archive generates an Outlook Data file (PST File). An archive is one type of PST file you may be opening, but there are other occasions when you might need to open this type of file. To open an Outlook data file (PST File) in Outlook:

1. Go to File

2. Select **Open and Export** from the left menu



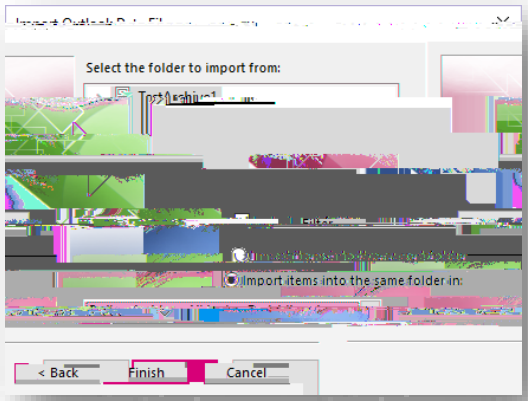
3. Select **Open Outlook Data File**.



4. You will be prompted to browse

6. Press Browse to find the file to be imported. Select the file and press OK.

7. Select the radio button next to Import items into the same folder in, and select the desired current archive: this could be an online or local archive.



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QUESTIONS?

Contact information

Password Assistance:

- Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

Assistance:

- ITS Applications Training: (316) 978-5800 or training@wichita.edu

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