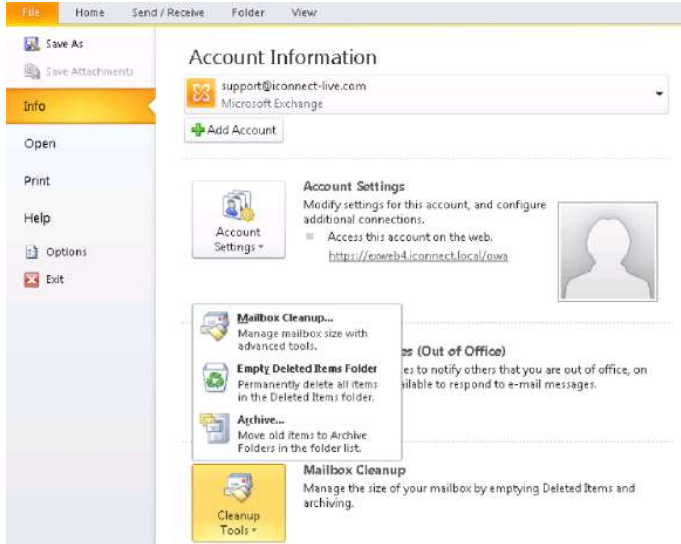
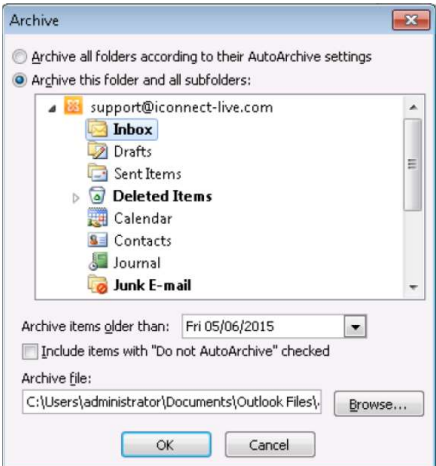


# Archiving Historic Email

Please see below procedure to help with the usage/setup of the various aspects of the system.

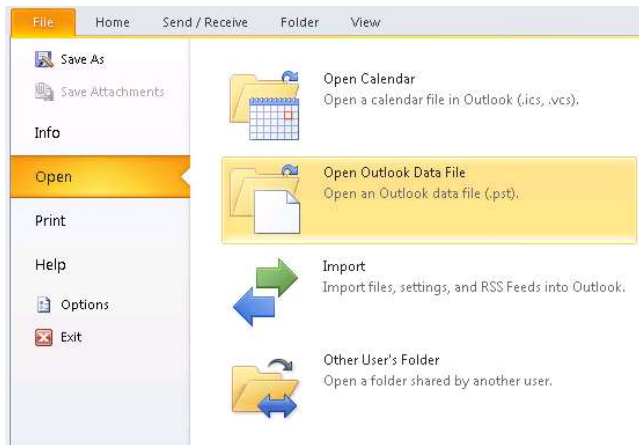
If you have any issues, please feel free to contact support for further assistance and we will do what we can to help. Support can be reached on: 00 44 (0)1534 844000

## Archiving Historic Email

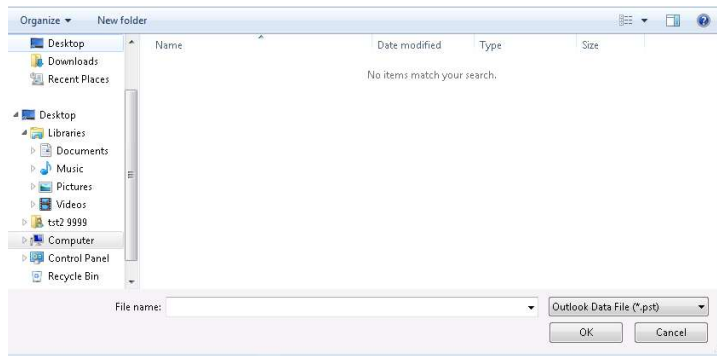
Step	Action
1.	<p>Open <b>'Outlook'</b> and click on <b>'File'</b>. Click on <b>'Mailbox Cleanup'</b> and select <b>'Archive...'</b></p>  <p>The screenshot shows the Outlook 'File' menu with 'Mailbox Cleanup' selected. The 'Mailbox Cleanup' submenu is open, showing options: 'Mailbox Cleanup...', 'Empty Deleted Items Folder', 'Archive...', and 'Cleanup Tools...'. The 'Archive...' option is highlighted.</p>
2.	<p>Select the folder you wish to archive from. To archive all contents of a mailbox, highlight the top level, which will contain your email address.</p>  <p>The screenshot shows the 'Archive' dialog box. The 'Archive this folder and all subfolders' radio button is selected. The folder list shows 'support@iconnect-live.com' selected. Below the list, 'Archive items older than:' is set to 'Fri 05/06/2015'. The 'Archive file:' field contains 'C:\Users\administrator\Documents\Outlook Files\'. 'OK' and 'Cancel' buttons are at the bottom.</p>
3.	<p>Choose the date to archive items from and a file location to store the archive, this would normally be your personal drive (Z:), and click <b>'OK'</b>. This will save selected emails to a .PST file in that location.</p>

## Archiving Historic Email

4. To add an archived .PST file to your Outlook, got to 'File' > 'Open' > 'Open Outlook Data File'.



5. Browse to the location you archived your emails to, select the .PST file and click 'OK'.



This will add the archive to the left-hand pane of your Outlook, below your Inbox.

Please be aware that although you can search for emails within a .PST file, this may take longer than your live mailbox, depending on the size of the archived .PST file and the amount of emails within.