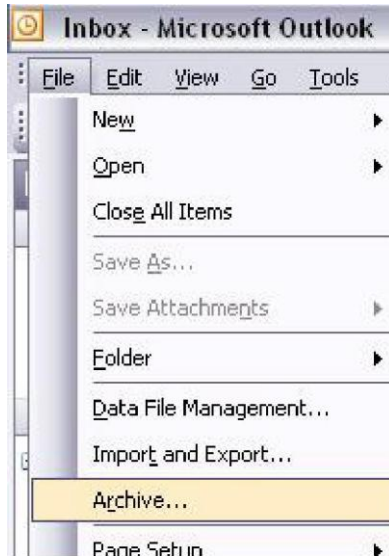


## ***How to archive email messages in Outlook 2003***

***1. While in Microsoft Outlook 2003, click on File then Archive.***



***2. Select the folder that you want to archive messages from. This can be the whole mail folder or just a single folder like Inbox or Sent Items.***



***3. Set the date and destination folder for the archive file.***

***Saving it to G:\Outlook Archive\archive.pst will save it on your network***

**drive. *I would suggest you save this to your S:\ drive then pst folder***

**4. Click Ok. It may take some time depending on how many messages are being archived.**

**A new folder “Archive Folders” will appear.**



***You can repeat the steps at any time. By selecting the same destination file, new archived messages will just be added to the existing Archive Folders.***