

Email

How do I archive email in Outlook? Notes for Outlook

IMPORTANT: As of this writing PST files aren't supported in the New Outlook 2024 version. If you want to copy and move these files as you did with your PST files, as a workaround, you can switch back to the classic Outlook at any time by clicking the toggle button in the top-right corner of the window. Based on our general understanding, the concept of archiving emails to a PST file is primarily for local storage, but the New Outlook is more focused on cloud-based storage and synchronization across devices, which is why PST file support is limited in the updated version.

- **Cloud Storage:** In Outlook 2024, the cloud-based version (Outlook.com) integrates with Microsoft 365, which may affect how local PST files are managed. Ensure you're using the desktop version for full control over PST files.
- **PST File Size:** Avoid making PST files too large (e.g., over 10 GB), as it may cause issues with Outlook performance. Regularly archive your emails to keep the file sizes manageable.

In Outlook, There are 3 possible methods to archiving emails to a PST file is similar to other versions, but with a few changes in the user interface. See below for the 3 Methods to help you archive your email in Outlook:

Method 1: Auto-Archive Emails

1. Open Outlook

2. Go to the File Tab

- In the top-left corner of the screen, click on the File tab.

3. Choose "Options"

- In the menu, select Options.

4. Navigate to the "Advanced" Settings

- In the Outlook Options window, click Advanced from the sidebar on the left.

5. Open the AutoArchive Settings

- Scroll down to the AutoArchive section.
- Click AutoArchive Settings to configure the automatic archiving process.

6. Configure AutoArchive

- In the AutoArchive dialog box, you can set the following options:
 - Run AutoArchive every X days: Set how frequently you want AutoArchive to run.
 - Delete expired items: Choose whether you want to delete items after they expire.
 - Move old items to an archive file: This will archive emails and store them in a PST file.
 - Prompt before AutoArchive runs: If you want a warning before AutoArchive begins.

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7. Select Archive Location

- Choose where to store the archived emails (PST file location) by clicking Browse and selecting the location.
- Set the age of emails to be archived (e.g., older than 6 months).
- Click OK to confirm your settings.

8. AutoArchive Process

- Outlook will automatically move emails that meet the specified criteria into the selected PST file, keeping your mailbox size manageable.

Method 2: Manual Archiving

If you'd prefer to manually archive emails to a PST file, you can do the following:

1. **Go to the File Tab Click on the File tab in the upper-left corner of the screen.**
2. **Select Tools and Archive In the File menu, select Tools and then click Archive.**
3. **Choose the Folder to Archive**

- In the Archive window, select the folder you want to archive (for example, Inbox, Sent Items, etc.).
- Check Archive this folder and all subfolders.
- Set the date of the emails to be archived (for example, emails older than a specific date).

4. Select PST File Location

- Click Browse to choose the location where the archived emails will be saved. Select or create a new PST file for storing the archived emails.
- Click OK to begin the archive process.

5. Complete the Archive

- Outlook will begin moving emails that are older than the selected date to the PST file.

Method 3: Manually Move Emails to a PST File

If you prefer to manually select which emails to archive, follow these steps:

1. Create a New PST File

- Go to the File tab and select Account Settings > Account Settings.
- In the Data Files tab, click Add to create a new PST file.
- Choose a location and name for your PST file and click OK.

2. Move Emails to PST File

- In your Mailbox, select the emails or folders you want to archive.
- Drag and drop those emails or folders into the newly created PST file listed in the Navigation Pane.

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3. Access Archived Emails

- To access the archived emails, go to File > Open & Export > Open Outlook Data File.
- Browse to the location of your PST file, select it, and the archived emails will appear in the Navigation Pane.

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