

How to Create an Outlook Archive File

MICROSOFT® OUTLOOK 2013

OKLAHOMA DEPARTMENT OF CORRECTIONS
APRIL 2016

Course Information:

- **Course name:** How to Create an Outlook Archive File
- **Training credit:** 30 minutes
- **Catalog code:** DOC 434
- **Course author:** Scott Magoon, Training Supervisor, EDU
- **Date:** April 2016
- **Approved by:** Phil Gilstrap, Training Manager, EDU
- **Date:** 2016
- **Category:** On-Line Computer
- **For classroom presentation:** Certified DOC instructors
- **Target audience:** All DOC staff
- **Delivery/presentation method:** Online
- **Evaluation procedure:** N/A
- **Data source:** See source slide
- **Copyright clearance:** N/A

Sources

- <http://www.groovypost.com/howto/create-pst-file-for-outlook-2013>
- <https://support.office.com/en-US/article/Create-an-Outlook-Data-File-pst-to-save-your-information-17A13CA2-DF52-48E8-B933-4C84C2AABE7C>

Objectives:

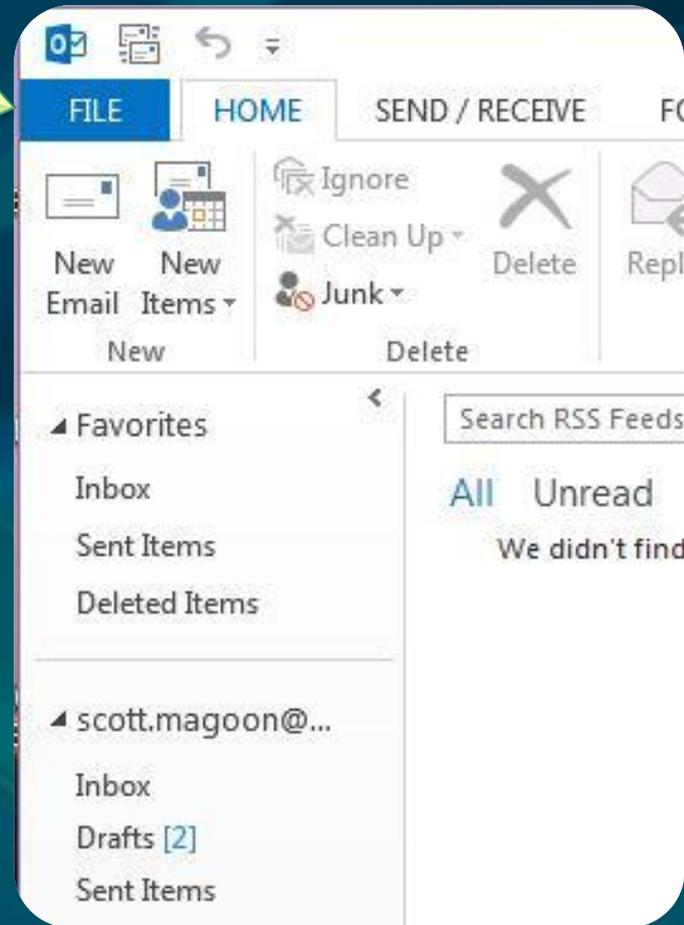
By the end of this course students should be able to:

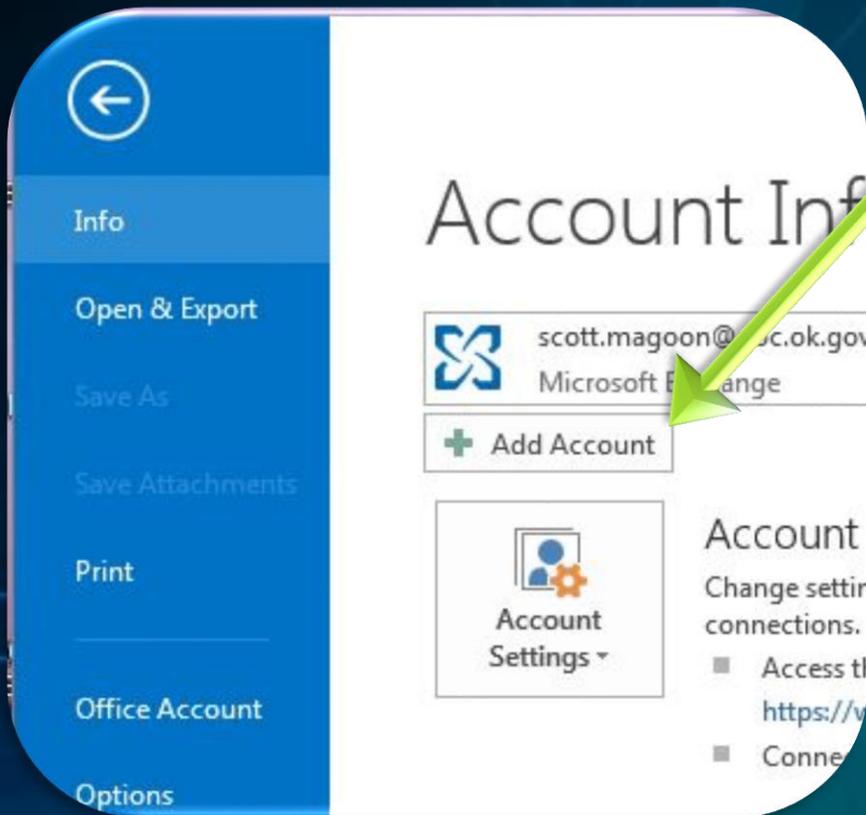
- Create an archive file to store emails

Why?

- Have you ever gotten a message or warning that your email box is close to full or full?
- Has Outlook ever stopped you from sending or receiving emails?
- You only have limited storage capacity on the DOC server to store emails.
- The only way to correct this problem is to either delete everything in your sent items folder or deleted items folder, but this still may not be enough.
- You can store all your emails off line in folders you create and then you will be back in business.
- Follow along and you will see how to move those emails.
- FYI: Archive files may also be known as .pst files or Outlook Data Files.

- Open Outlook 2013 and click on the “FILE” tab in the upper left hand corner.

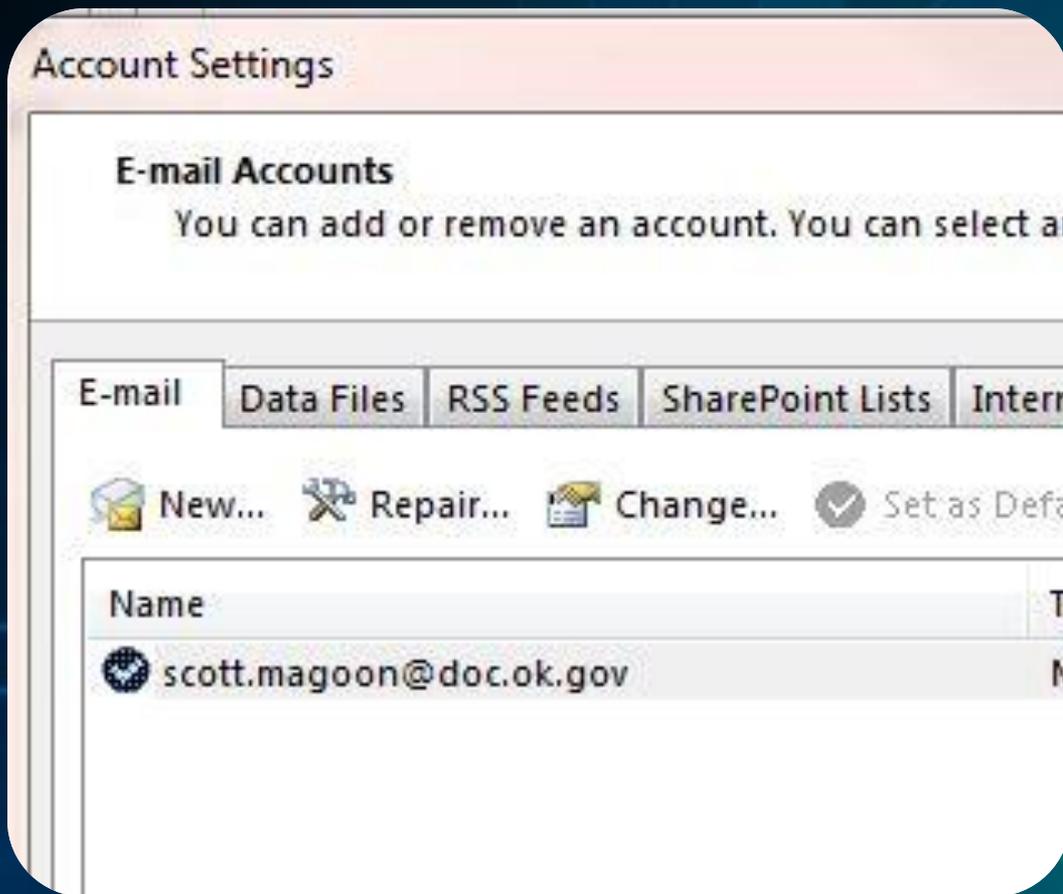




- The Account Information page will be displayed
- Click “Account Settings” button twice

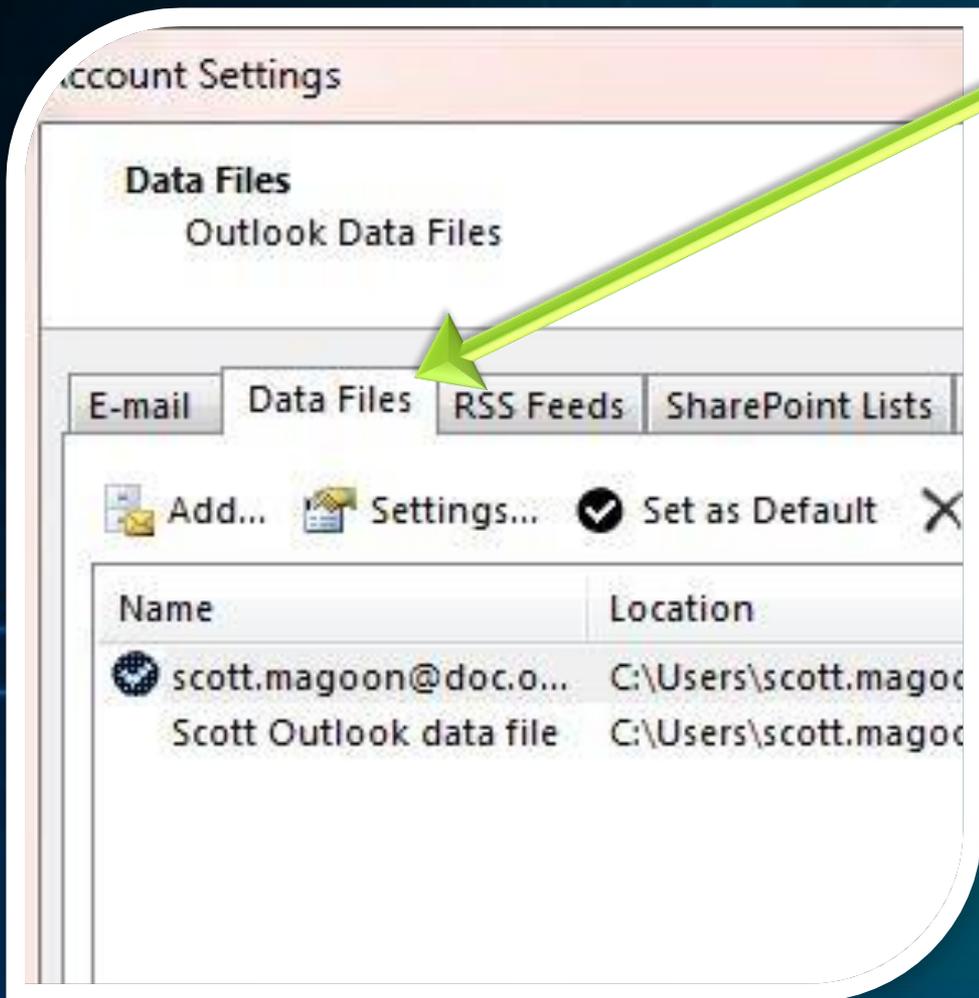
- On the second click you will get a drop down menu of “Account Settings...”
- Click on “Account Settings...”

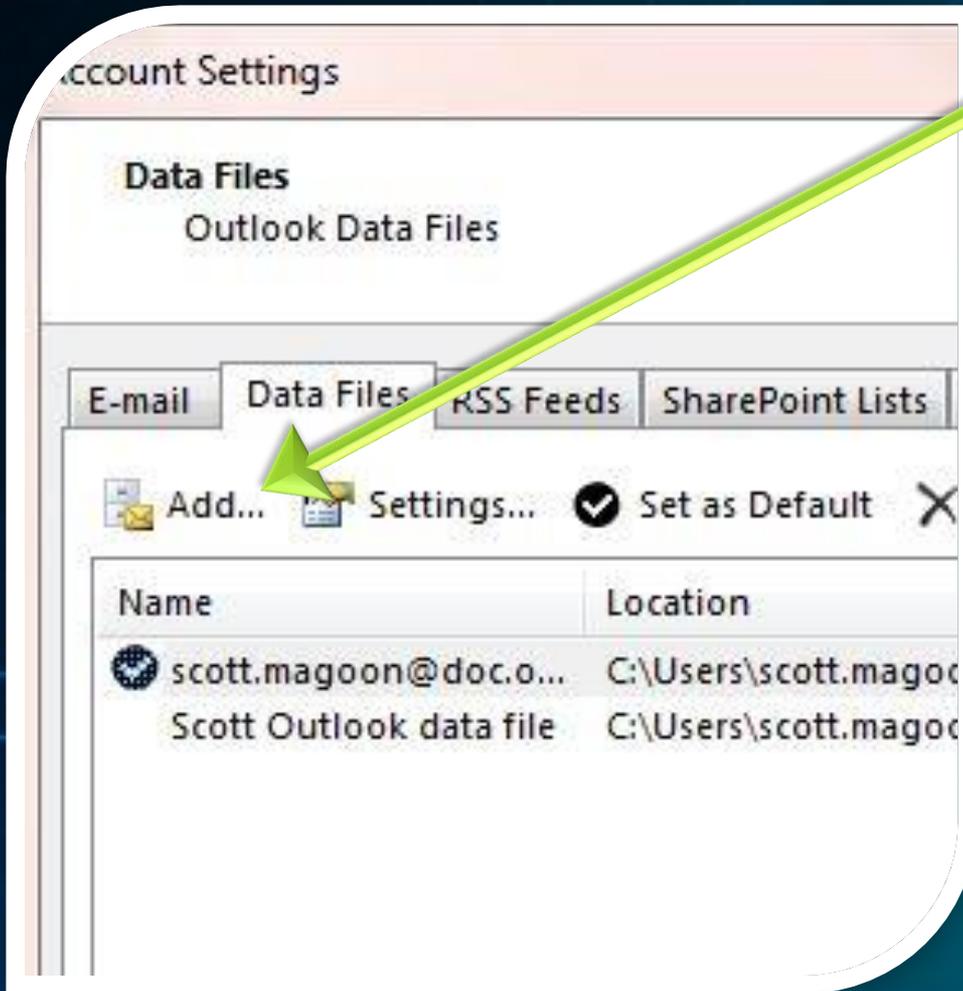
The screenshot shows the 'Account Information' settings page in Microsoft Office. On the left is a blue navigation pane with a back arrow at the top and the following menu items: Info, Open & Export, Save As, Save Attachments, Office Account, Options, and Exit. The 'Info' item is currently selected. The main content area is titled 'Account Information' and displays the email address 'scott.magoon@doc.ok.gov' and 'Microsoft Exchange'. Below this is an 'Add Account' button. A section titled 'Account and Social Network Settings' contains a sub-section 'Account Settings' with a gear icon and a dropdown arrow. This dropdown menu is open, showing the following options: 'Account Settings...' (highlighted), 'Social Network Accounts', 'Delegate Access', and 'Download Address Book...'. A yellow arrow points from the text box on the left to the 'Account Settings...' option in the dropdown menu.



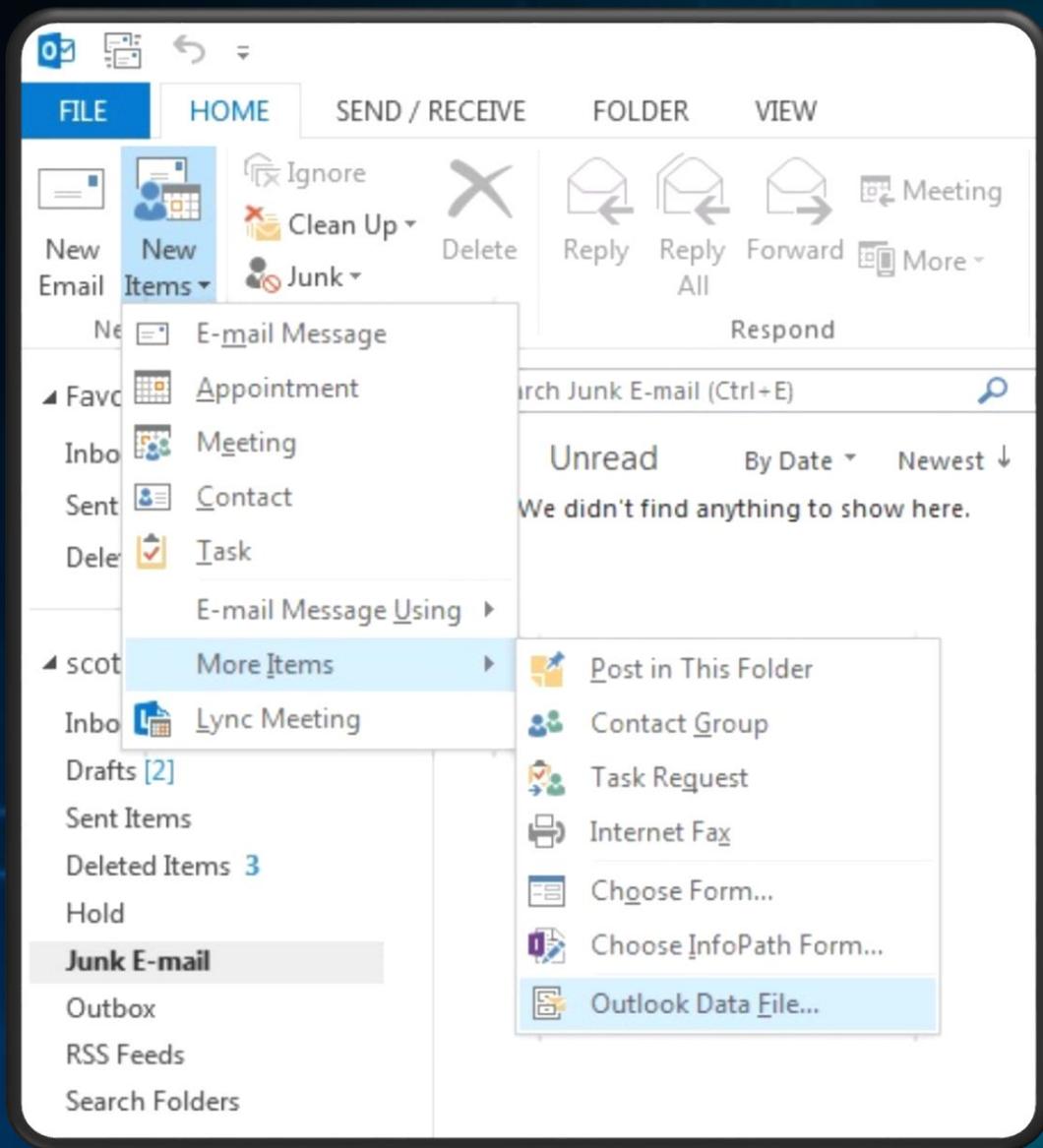
- The “Account Settings” dialog box will open

- Click on the “Data Files” tab



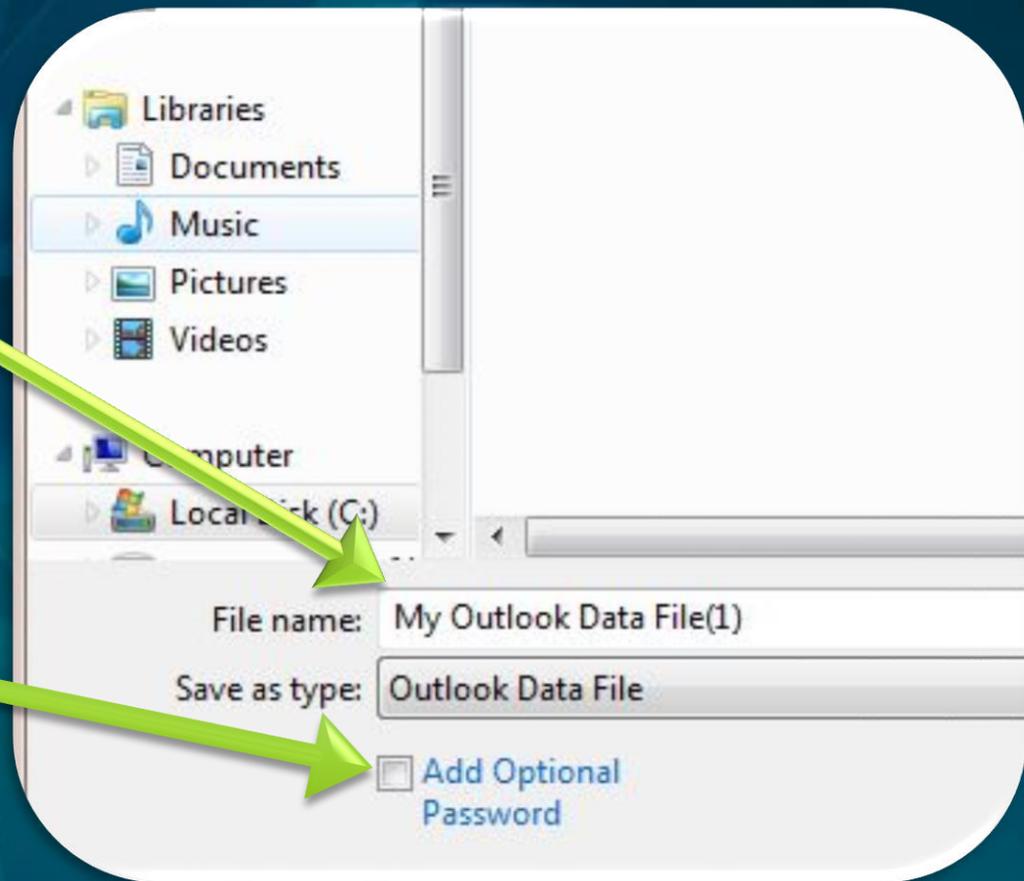


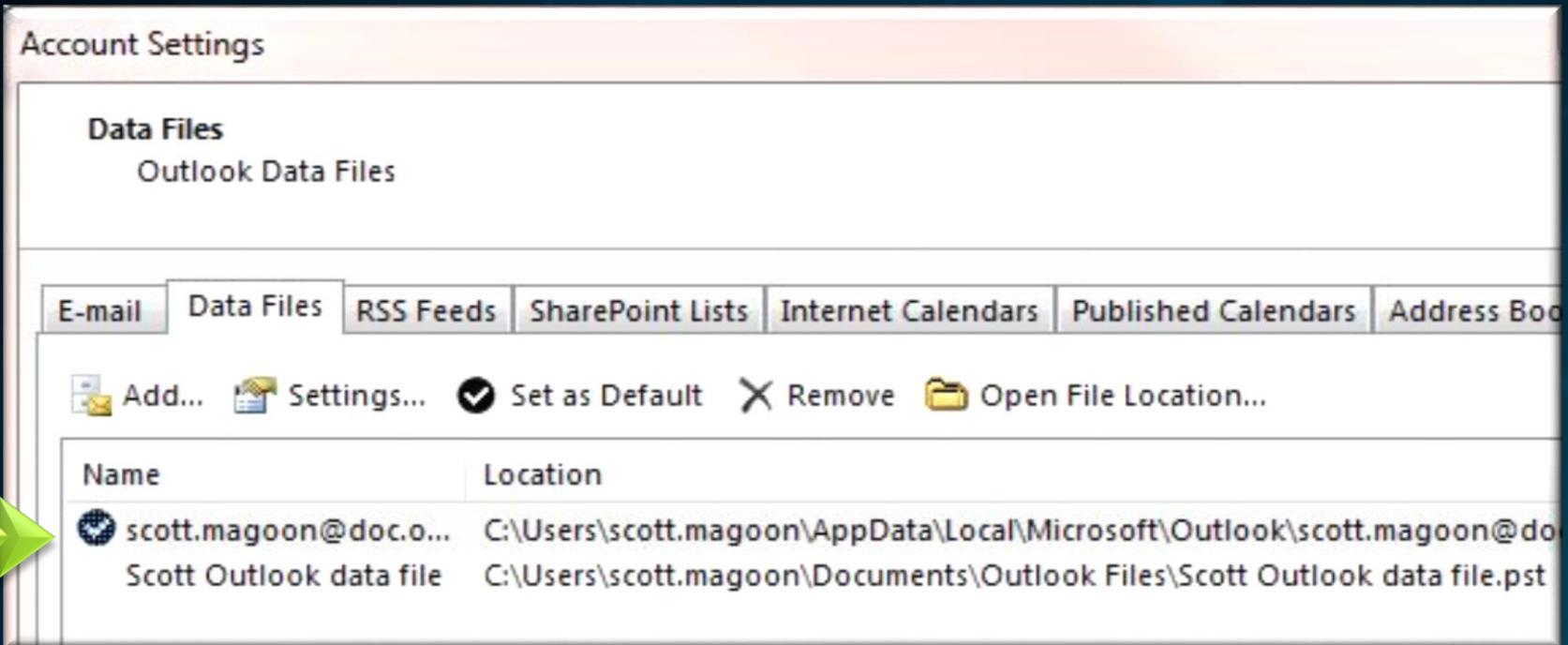
- Click on the “Add...” button in the Account Settings dialog box



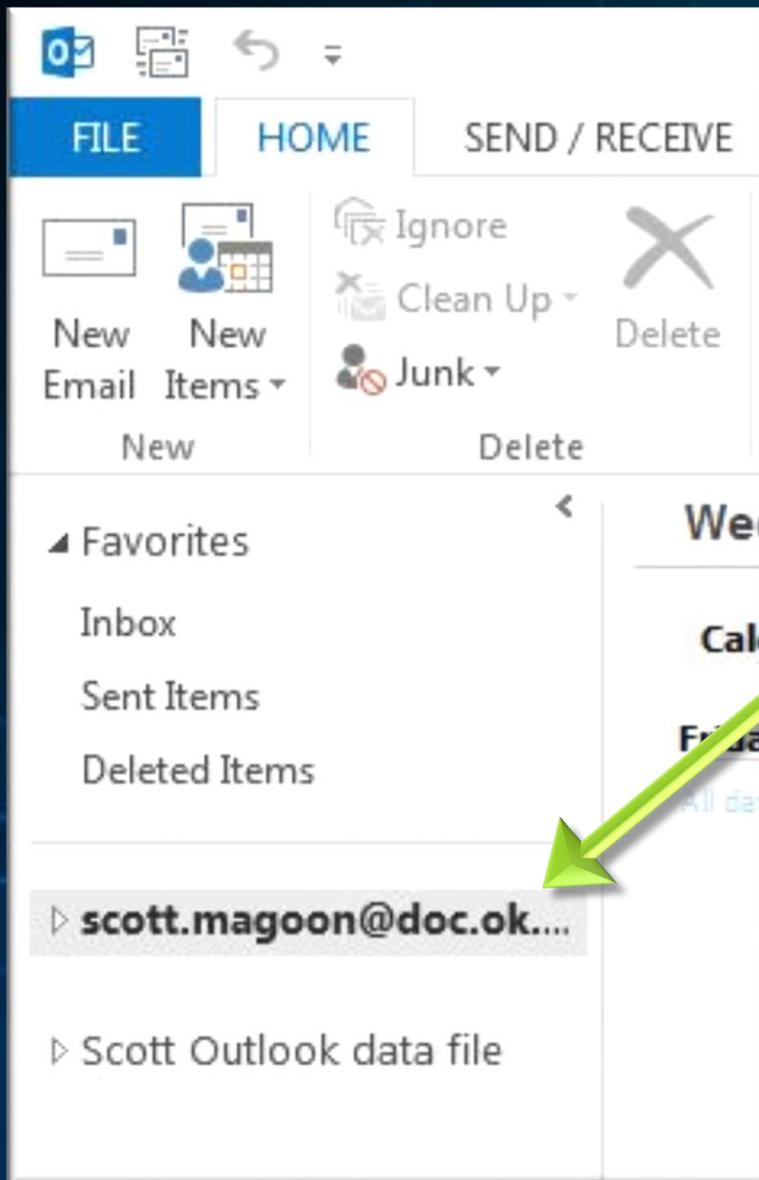
- An alternative way to get to the “Create or Open Outlook Data File” is:
- On the home tab, click in the “New Items” group, and point your cursors at “More Items”
- A drop down menu will appear and click on “Outlook Data File...”

- A “Create or Open Outlook Data File” dialog box will open
- Give your file a name
- You can also add a optional password if you so desire, remember to check the box
- Once you complete naming your file press the “OK” button to finish



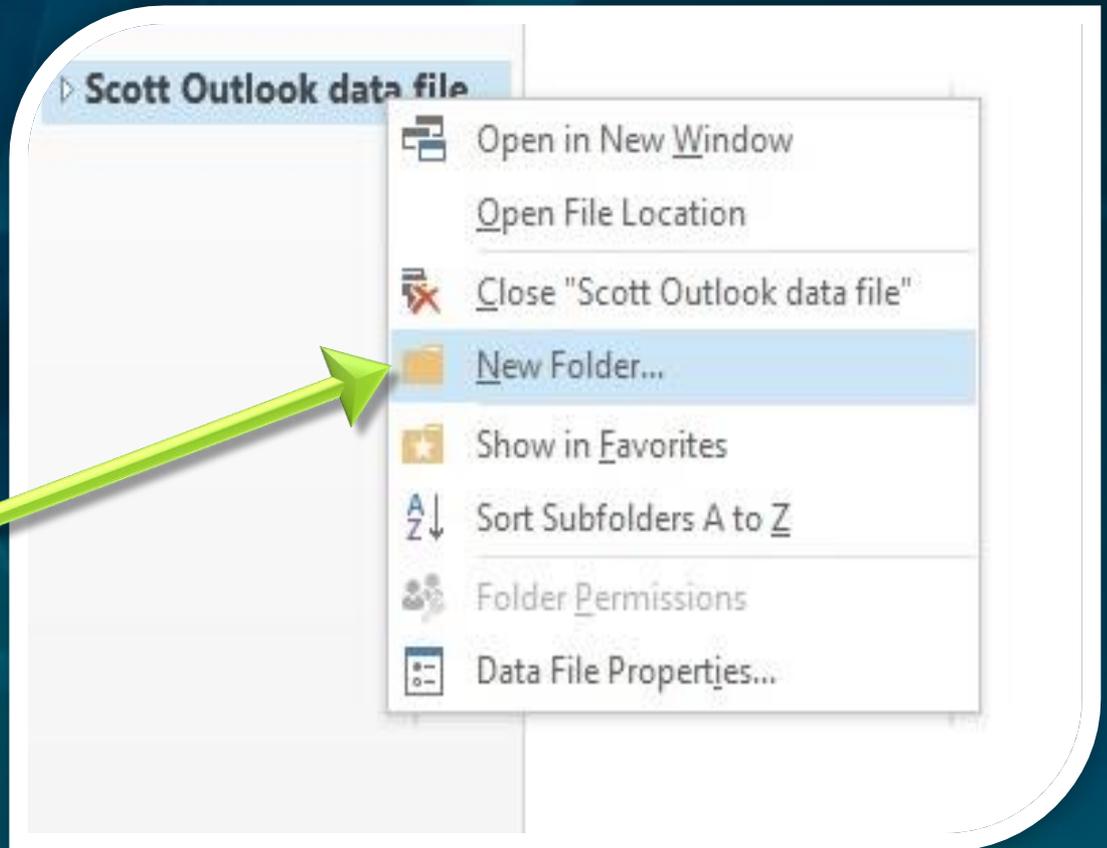


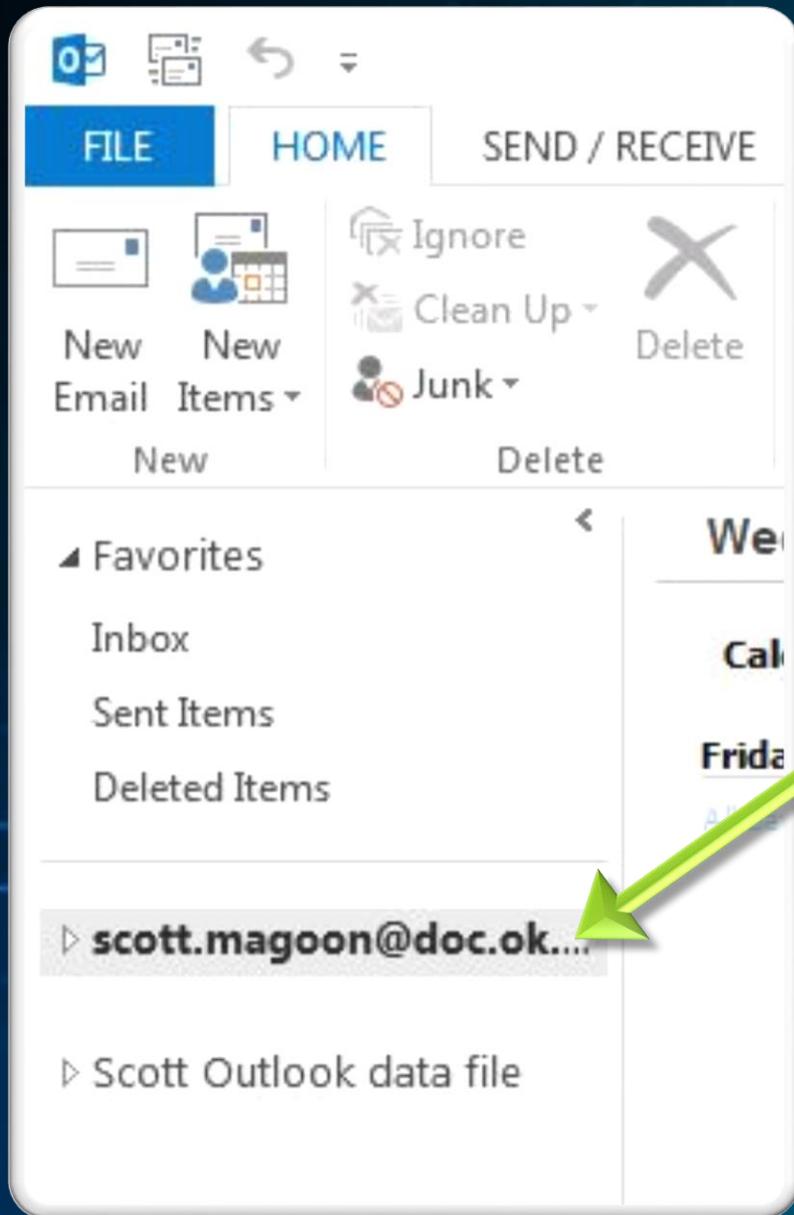
- The “Create or Open Outlook Data File” dialog box will close and take you back to the “Account Settings” dialog box.
- You should see your new .pst file listed as shown above
- Click the “Close” button



- Outlook takes you back to the Inbox home tab
- You should now see your new .pst folder underneath your already established folders
- Clicking on the little arrow next to the folder name will expand and collapse the folder contents

- At this point you can either create new folders in your new .pst file by placing the mouse pointer on your .pst file and right clicking
- You then get a drop down menu and you click “New Folder”
- Type in the folder’s name and press Enter to create





- Or, if you already have folders built that you want to move--
- Click, drag and drop the folder(s) into your new .pst file.
- This method would remove them from the online server and onto your computer thus reducing the dreaded "your mailbox is full" message.

Conclusion:

- Now you are better equipped at keeping your email organized. You are also learning better time management skills as it will take you less time to deal with your email on a daily basis.
- You can now drop the emails you want to save directly into your new data file which saves space on the server and allows you to retrieve them in the future.

