**Setting up a local Archive file (.PST file)**

The following instructions will help you archive *specific folders* of mail received *before* a date you specify. This does not archive all your mail, and will not routinely archive your mail for you – this is intended as a periodic cleanup option.

> Please note that the mail you archive to a .PST file on your hard drive will be:
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> - No longer available on the server, and therefore not available through Outlook Web Access (outlook.luc.edu)
> - Potentially violating Loyola's information security policies, if it contains Personally Identifiable Information (PII).
> - At risk of loss if you do not back up the .PST file to a networked location, such as your U: drive. Loyola does not maintain backups of your whole hard drive for you.

1. Click File > Cleanup Tools > Archive…
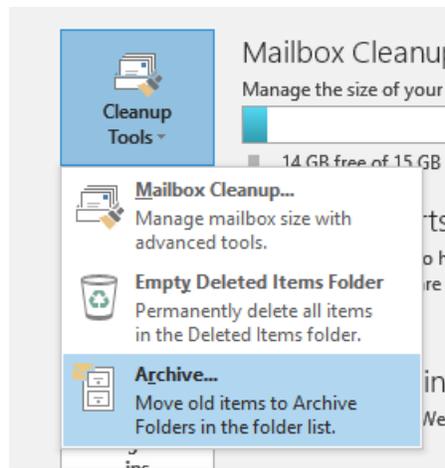
2. In the dialog box that comes up, choose the folder you want to archive, the date to stop archiving, and the location of your archive file (you don't have to change this – and you should keep it the same for all your mail once you create it)
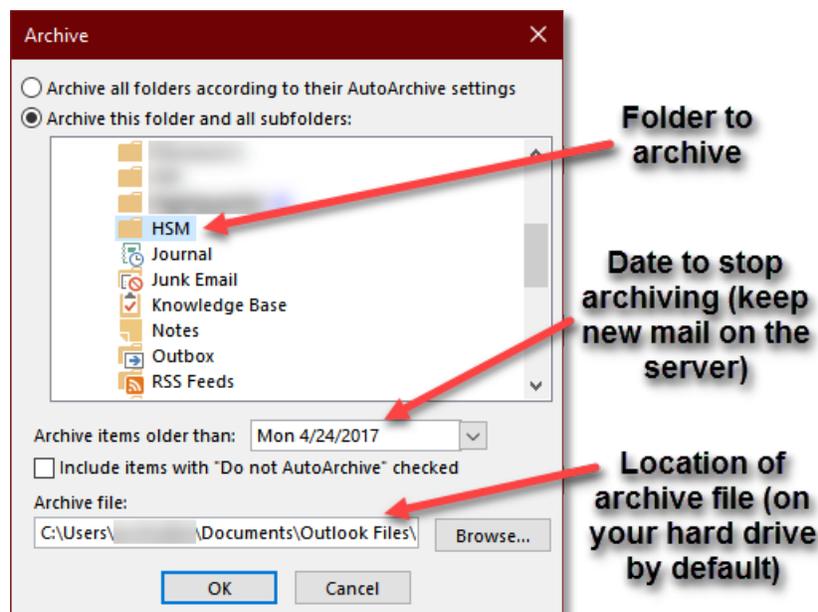
3. Once you click OK, Outlook will begin moving the mail from the server to your local file. This process may take some time, depending on how much mail you are moving. You should repeat steps 1 and 2 for any additional folders you wish to archive, being sure to keep the archive (.PST) file the same as the one you used previously.

4. When finished, your folder list will appear as shown below. The Archives "account" is not an account, but the representation of your archived mail as a separate entity.
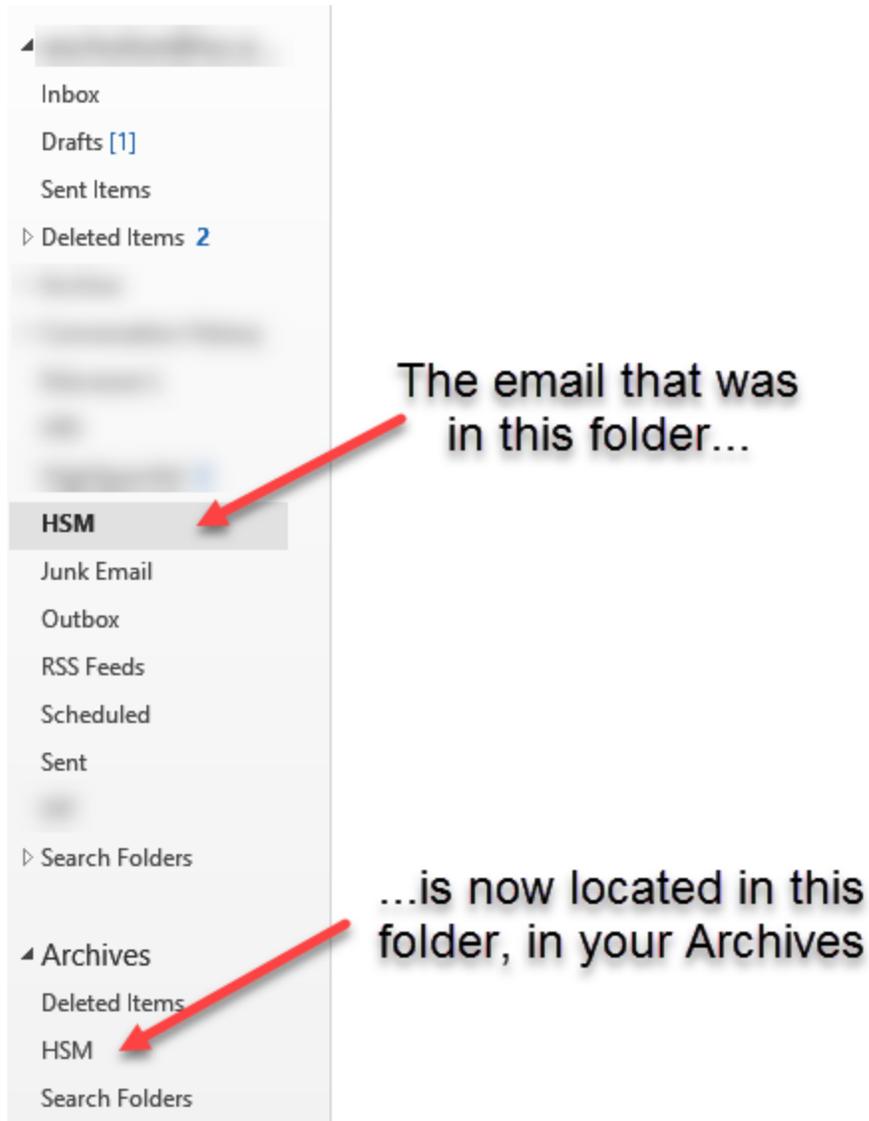
5. After your archiving is done, if you want to search for mail in all locations, choose "All Mailboxes" from the search drop down before entering your search terms.

Questions, comments, or concerns? Call the ITS Service Desk at 773-508-4487 or email helpdesk@luc.edu