

Why is email going to be deleted after 6 months?

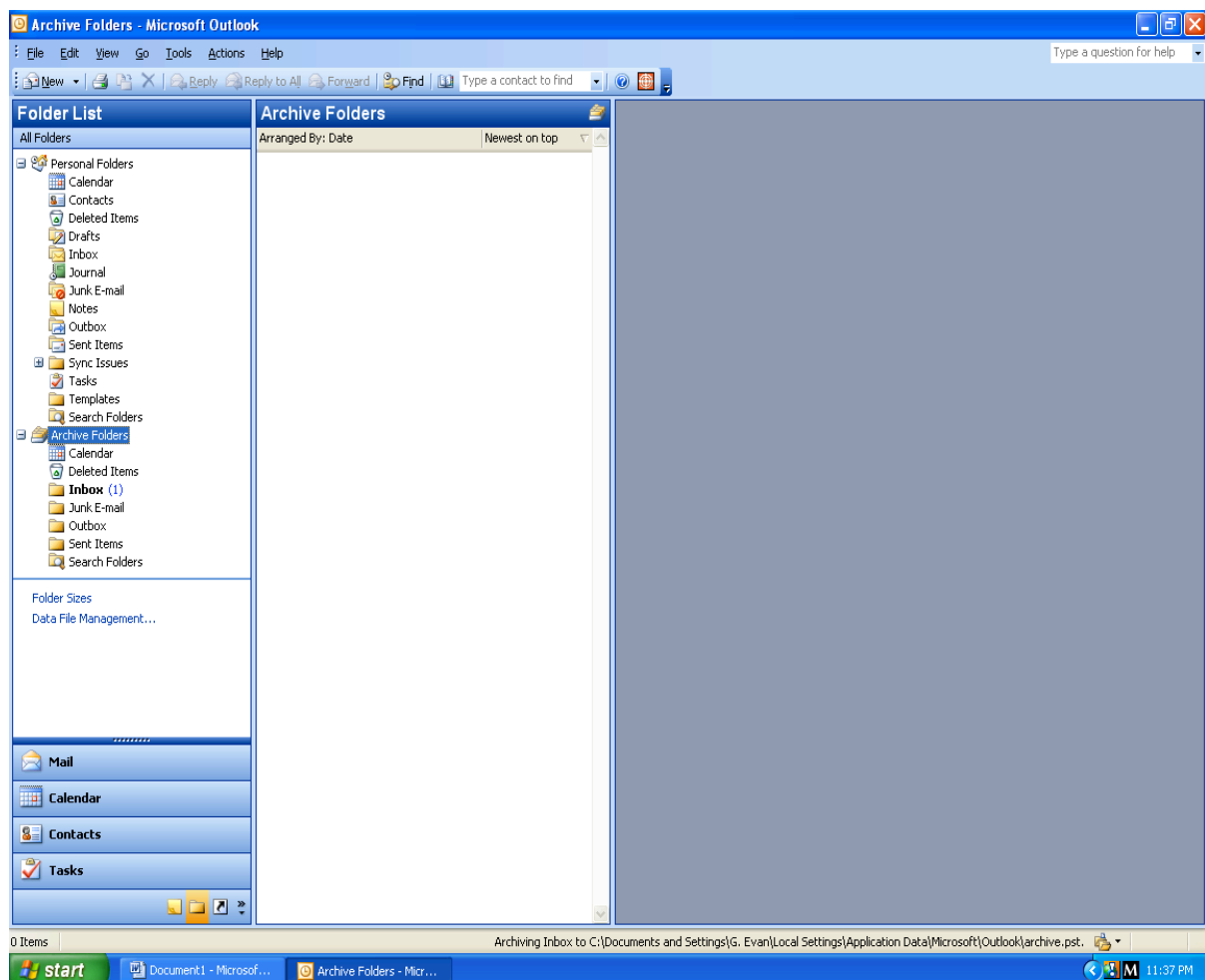
Because Outlook is a server based email system. What that means is that the messages are actually sitting on a server and not on your computer. The college has over 500 email addresses and people have gotten into the habit of never clearing out unneeded email. This means that the server is getting filled with all the email and this will eventually cause a problem for the server and that means a problem possibly for everyone!

There are a few ways to make sure that any old important email is not lost. If you are using OWA (outlook web access) then you will need to cut and paste these messages into a word processing file or forward them to another email account. This could be a home account or maybe a web based account.

If you are using the Outlook program on your computer then you can create a set of archive folders to move/copy the emails into. Archive folders are stored on the locale computer's hard drive (c: drive) in a personal storage file (.pst file).

You may already have archive folders in your outlook. They will be located at the bottom of the folder list located on the left hand side when outlook is open.

See Below:



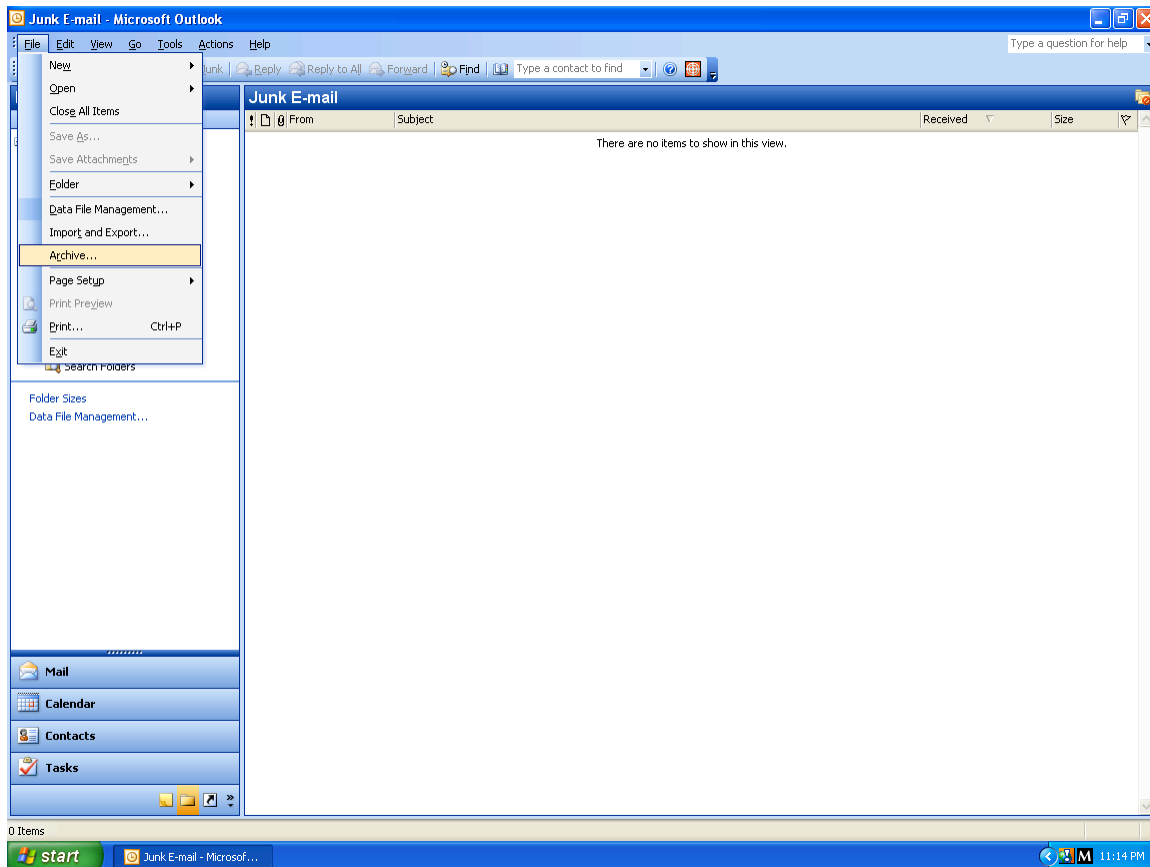
If you already have archive folders you can just copy or move email into those folders and the 6 month rule will not affect those messages.

If you do not have archive folders then do these following steps to create those folders:

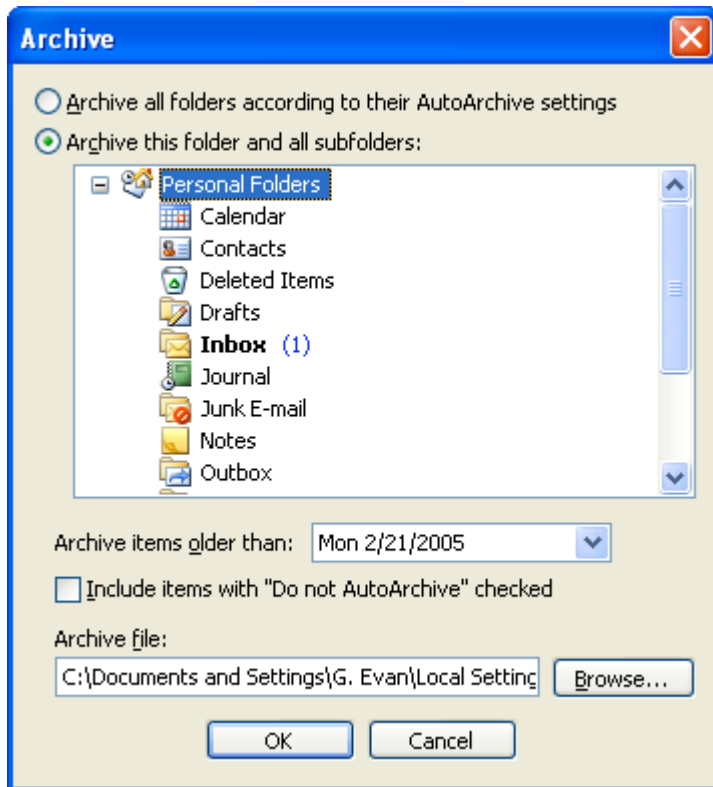
Click on the word “file” on the menu bar.

Locate “archive” on the drop down list

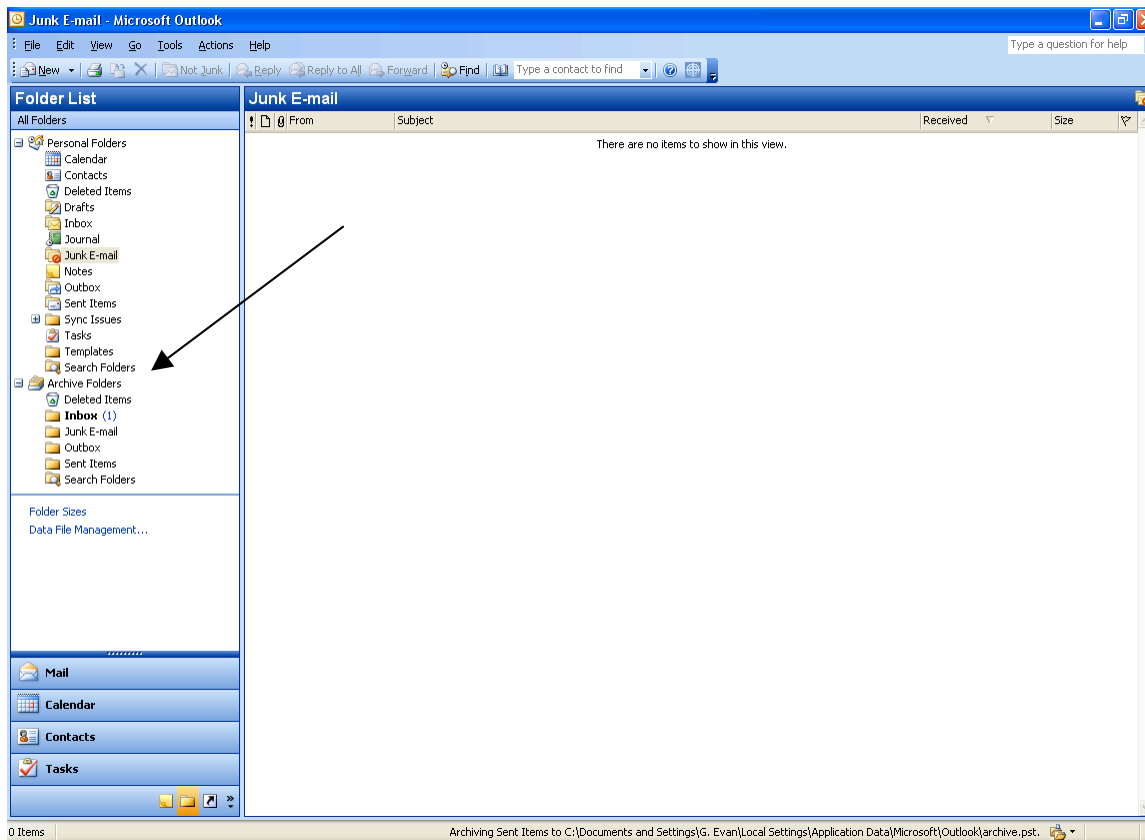
Click archive



A window similar to this one should appear.
Chose the upper most level of folder (Personal Folders in this example)
Select archive this folder and all subfolders
Check the archive items older date for correctness
Click the “OK” button



The Archive folders should appear at the bottom of the folder list



All messages older than the date you entered should now be in these archive folders.

You can add and delete archive folders just like other Outlook folders.