

## Outlook 2011 for Mac -Auto Archive Feature

You can automatically move mail out of your Outlook mailbox, and place it on your computer's hard drive using the Auto Archive feature.

Outlook 2011 has a file structure that allows for *incremental backups*, meaning you only have to back-up the most recently changed files and not the whole database.

To use Auto Archive to back-up your mail:

1. In Outlook 2011 for Mac, from the Tools menu, select "Rules".
2. From the Rules window, select "Exchange" and click the "+" sign to add a new rule.

NOTE: Rules are processed in order from the top of the list to the bottom. Use the arrows to adjust the rule order.

3. Name the Rule. (For example, "180 Day Auto Archive" or whatever you prefer).

The screenshot shows the "Edit Rule" dialog box. At the top, the title is "Edit Rule". Below that, the "Rule name:" field contains "180 Day, Auto Archive". Under the "If" section, there are buttons for "Add Criterion" and "Remove Criterion", and an "Execute" dropdown set to "if all criteria are met". The criterion is "Date received" is greater than 180 days old. Under the "Then" section, there are buttons for "Add Action" and "Remove Action". The action is "Move message" to the "Inbox (On My Computer)". There is a checked checkbox for "Do not apply other rules to messages that meet these criteria". At the bottom left, there is a checked checkbox for "Enabled". At the bottom right, there are "Cancel" and "OK" buttons.

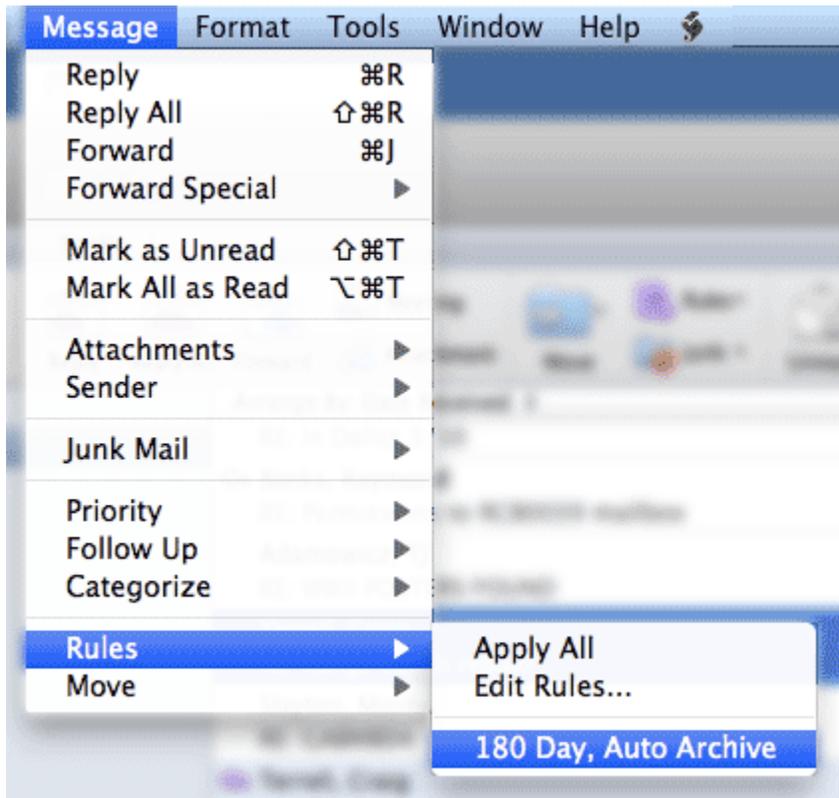
4. In the "If" area, select "Date Received" from the first list box and "is greater than..." from the second and enter "180" in the "days old" field.
5. In the Then section, select "Move message" from the first list box and "inbox (On My Computer)" from the second.

NOTE: The location "My Computer" is your local computer's copy. You can specify another location, if necessary.

6. Make sure the "Enabled" button is selected and click "OK".

If you would like to apply this rule to your current mailbox:

7. From the Message menu, select “Rules” and the rule you would like to process. (For example, “180 Day, Auto Archive”)



NOTE: This process may take time to run initially, depending on how much mail you have in your inbox.